Instructions:

* This form needs to be filled in INDIVIDUALLY by each student.
* Section A should be completed by the student before sending the form to both the Industry and Academic Supervisor for appraisal.
* Section B should be completed separately by both the Industry and Academic Supervisor.
* The marks for part B will be summed up and divided by two (2) to get the actual grade (5%).
* Please return the completed evaluation form to the Academic Supervisor.
* The academic supervisor must retain the completed evaluation form and submit it to the WBL coordinator for record keeping.

1. **Student Details (student to fill up and return to academic supervisor before appraisal)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name** |  | **Student ID** |  |
| **Student Email** |  | | |
| **Company Name** |  | | |
| **Industry Supervisor Name** |  | **Industry Supervisor Email** |  |
| **Project Name** |  | | |
| **Overview of project** |  | | |

1. **Evaluation (separate copy to be filled up by industry and academic supervisor)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Evaluation** | | | | | | | | |
| **Assessment Criteria:**  Project groups are evaluated in groups via formal presentations to the client in the presence of academic and industry supervisor. The evaluation criteria are listed below:   * Project objective, responsibility matrix * User expressive communication, actively listen and respond to the ideas of other people (Q&A). | | | | | | | | |
| **Criteria** | **Sub-criteria** | **Outstanding (5)** | **Mastering (4)** | **Developing (3)** | | | **Beginning (0-2)** | **Mark Awarded** |
| **MLO4:** Demonstrate effective communication skills in launching the minimum marketable product to the stakeholders  [TGC 3.3, 3.5] | Project objective, responsibility matrix  [TGC 3.3] | Display consistent resilience through an attitude of persistence in analysing success and failures in the context of the project objectives, managing resources, risks and delivering value to achieve expected key deliverables through consistent ability in setting and achieving detailed goals | Display frequent consistent resilience through an attitude of persistence in analysing success and failures in the context of the project objectives, managing resources, risks and delivering value to achieve expected key deliverables through consistent ability in setting and achieving detailed goals | Display some consistent resilience through an attitude of persistence in analysing success and failures in the context of the project objectives, managing resources, risks and delivering value to achieve expected key deliverables through consistent ability in setting and achieving detailed goals | | | Showcase little or no resilience in the context of managing the project objectives, managing resources, risks and delivering value to achieve expected key deliverables through consistent ability in setting and achieving detailed goals |  |
| **Sub-criteria** | **Outstanding (5)** | **Mastering (4)** | **Developing (3)** | | | **Beginning (0-2)** | **Mark Awarded** |
| User expressive communication, actively listen and respond to the ideas of other people (Q&A)  [TGC 3.5] | Use imaginative, memorable and compelling language (by means of non-verbal language such as posture, gestures, eye contact and use of voice at all times) to communicate meaning to an audience.  Present confidently the product built (MVP), what it could solve, and how it can be a great business. Actively listen and respond to the ideas of other people. | Use thoughtful language (by means of non-verbal language such as posture, gestures, eye contact and use of voice at all times) to communicate meaning to an audience.  Present sincerely the product built (MVP), what it could solve, and how it can be a good business. Occasionally listen and respond to the ideas of other people. | Use straightforward language (by means of non-verbal language such as posture, gestures, eye contact and use of voice at all times) that generally communicates meaning to an audience.  Present straightforward the product built (MVP), what it could solve, and how it can be a business.  Listen but provide limited response to the ideas of other people. | | | Use unclear language (by means of non-verbal language such as posture, gestures, eye contact and use of voice at all times) that, to a very limited extent, communicates meaning to an audience.  Very briefly product built (MVP), what it could solve, and how it can be a business.  Seldom listen and respond to the ideas of other people |  |
| **TOTAL (10%)** | | | | | | | | **(A)=** |
| **TOTAL (5%)** | | | | | | | | **(A)/2=** |
| **Performance Review and Comments:** | | | | | | | | |
| **Comments of Other Work Performance:** | | | | | | | | |
| **Signature:** |  | | | | **Date:** |  | | |
| **Academic Supervisor’s Name:** |  | | | | | | | |