

APPENDIX. Template of Structured Feedback Form Used by the Company Advisor

The company advisor should (a) evaluate students' progress by ticking the appropriate column under 'Progress' heading against each of the criteria listed and (b) provide suggestions to students on open-ended questions: "How to improve".

1. TASK LEVEL

Task level feedback - comments on the correctness of the task or how well the task has been performed.

Example of task level feedback: Students must define customer problems such that they are clear. Include requirements that have been prioritized.

| Scope Requirements | Progress | | |
|--------------------|----------------|---------------|-----------------|
| | Below Criteria | Meet Criteria | Exceed Criteria |
| Completeness | | | |
| Clarity | | | |
| Prioritisation | | | |

How to improve:

2. PROCESS LEVEL

Process level feedback – provides information on how best to carry out certain aspects of the task.

Example of process level feedback: Students need to conduct secondary market research and client interview to define the problem statement.

| Scope Requirements | Progress | | |
|--------------------|----------------|---------------|-----------------|
| | Below Criteria | Meet Criteria | Exceed Criteria |
| Completeness | | | |
| Clarity | | | |
| Prioritisation | | | |

How to improve:

3. SELF-REGULATION LEVEL

Self-regulation level feedback – ask questions to guide students to monitor or self-evaluate the quality and progress of their project.

Example of self-regulation level feedback: Has their team compared the different aspects of the problem they have separately researched on?

| Scope Requirements | Progress | | |
|--------------------|----------------|---------------|-----------------|
| | Below Criteria | Meet Criteria | Exceed Criteria |
| Completeness | | | |
| Clarity | | | |
| Prioritisation | | | |

How to improve:
