**Supervisor’s Journal**

|  |  |  |
| --- | --- | --- |
|  | **Name:**  **School:**  **Semester:**  **Student(s):** |  |

**Student Details**

|  |  |
| --- | --- |
| **Name** |  |
| **Programme** |  |
| **Domain** |  |
| **Title** |  |
| **Date of Commencement** |  |
| **Date of Completion** |  |

**Meetings Summary**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Date and Time** | **#** | **Date and Time** | **#** | **Date and Time** |
| 1 |  | 11 |  | 21 |  |
| 2 |  | 12 |  | 22 |  |
| 3 |  | 13 |  | 23 |  |
| 4 |  | 14 |  | 24 |  |
| 5 |  | 15 |  | 25 |  |
| 6 |  | 16 |  | 26 |  |
| 7 |  | 17 |  | 27 |  |
| 8 |  | 18 |  | 28 |  |
| 9 |  | 19 |  | 29 |  |
| 10 |  | 20 |  | 30 |  |

|  |
| --- |
| **Missed Meetings:** |

**eMails Summary**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date and Time** | **#** | **Date and Time** | **#** | **Date and Time** | **#** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **September** | | | | **October** | | | | **November** | | | | **December** | | | | **January** | | | | **February** | | | | **March** | | | | **April** | | | | **May** | | | |
| **Initial**  **Proposal** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Requirements**  **Gathering** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Initial**  **Design** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Vertical**  **Prototype** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Interim**  **Report** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Interim**  **Demonstration** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Final**  **Design** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Implementation**  **Process** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Software**  **Testing** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Project**  **Evaluation** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Dissertation**  **Document** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Final**  **Demonstration** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**To Do List**

* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To Do List**

* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MEETINGS

|  |
| --- |
| **DATE and TIME**: |
| **MATERIAL SUBMITTED**: |
| **AGREED TASK(S) FOR NEXT MEETING**: |
| **COMMENTS**: |
| **DATE & TIME OF NEXT MEETING**: |

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MEETINGS

|  |
| --- |
| **DATE and TIME**: |
| **MATERIAL SUBMITTED**: |
| **AGREED TASK(S) FOR NEXT MEETING**: |
| **COMMENTS**: |
| **DATE & TIME OF NEXT MEETING**: |

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MEETINGS

|  |
| --- |
| **DATE and TIME**: |
| **MATERIAL SUBMITTED**: |
| **AGREED TASK(S) FOR NEXT MEETING**: |
| **COMMENTS**: |
| **DATE & TIME OF NEXT MEETING**: |

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MEETINGS

|  |
| --- |
| **DATE and TIME**: |
| **MATERIAL SUBMITTED**: |
| **AGREED TASK(S) FOR NEXT MEETING**: |
| **COMMENTS**: |
| **DATE & TIME OF NEXT MEETING**: |

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MEETINGS

|  |
| --- |
| **DATE and TIME**: |
| **MATERIAL SUBMITTED**: |
| **AGREED TASK(S) FOR NEXT MEETING**: |
| **COMMENTS**: |
| **DATE & TIME OF NEXT MEETING**: |

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MEETINGS

|  |
| --- |
| **DATE and TIME**: |
| **MATERIAL SUBMITTED**: |
| **AGREED TASK(S) FOR NEXT MEETING**: |
| **COMMENTS**: |
| **DATE & TIME OF NEXT MEETING**: |

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MEETINGS

|  |
| --- |
| **DATE and TIME**: |
| **MATERIAL SUBMITTED**: |
| **AGREED TASK(S) FOR NEXT MEETING**: |
| **COMMENTS**: |
| **DATE & TIME OF NEXT MEETING**: |

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MEETINGS

|  |
| --- |
| **DATE and TIME**: |
| **MATERIAL SUBMITTED**: |
| **AGREED TASK(S) FOR NEXT MEETING**: |
| **COMMENTS**: |
| **DATE & TIME OF NEXT MEETING**: |

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MEETINGS

|  |
| --- |
| **DATE and TIME**: |
| **MATERIAL SUBMITTED**: |
| **AGREED TASK(S) FOR NEXT MEETING**: |
| **COMMENTS**: |
| **DATE & TIME OF NEXT MEETING**: |

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MEETINGS

|  |
| --- |
| **DATE and TIME**: |
| **MATERIAL SUBMITTED**: |
| **AGREED TASK(S) FOR NEXT MEETING**: |
| **COMMENTS**: |
| **DATE & TIME OF NEXT MEETING**: |

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MEETINGS

|  |
| --- |
| **DATE and TIME**: |
| **MATERIAL SUBMITTED**: |
| **AGREED TASK(S) FOR NEXT MEETING**: |
| **COMMENTS**: |
| **DATE & TIME OF NEXT MEETING**: |

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix A: CheckSheets**

### Reviewing and evaluating other articles

*A task sheet for students to work through several times and hopefully then internalise.*

*Name of article\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

|  |  |
| --- | --- |
| **Evaluation criteria** | **Notes** |
| What type of article is it? | Content: |
| What is the main issue/problem being discussed? | Content: |
| Skim read – what could your dissertation gain by including this article? | Content: |
| What is the article’s contribution to knowledge? | Content: |
| How can this information be integrated into your review? | Content: |
| Compare and contrast to similar articles – for or against/ or an extension of the literature? | Content: |
| Are there recommendations for further research? | Content: |
| Where is the article placed in your field? Famous author? | Evaluation: |
| Is the article well written, interesting and easy to read? | Evaluation: |
| Is there a clear research question – can it be tested? | Evaluation of Hypothesis: |
| What methods are used to carry out research | Evaluation of the Research Design: |
| Is the design appropriate for testing the stated hypothesis? | Evaluation of the Research Design: |
| What are the limitations of the design/research methods? | Evaluation of the Research Design: |
| Are there aspects of the design that could be applied to your work? | Evaluation of the Research Design: |
| Are the results well displayed and clear? | Evaluation of Data Presentation: |
| Are the results in keeping with the design? | Evaluation of the Research Results: |
| Are the implications of the study clear? | Evaluation of the Research Results: |
| Have the results been appropriately discussed? | Evaluation of further calls for research: |

**Dissertation Review**

*An exploration of the establishment of a general set of research criteria.*

|  |  |
| --- | --- |
| **Evaluation category** | **Notes** |
| Was the research an overall success? | General |
| Does the research document meet the basic set of criteria?   1. length 2. references 3. structure | General |
| Is the work focused?   1. A clear research question? | General |
| Is the Masters work novel?  Is the PHD an original contribution to knowledge? | General |
| Does the introduction set out:   1. the research question; 2. the nature of research. | Introduction – see introduction sheet for more details |
| Does the Lit review:   1. A critical review indicating that the study is built on previous research in an appropriate manner? 2. Include refs to appropriate work, authors, external, supervisor, 2nd referee, potential employer? | Lit review – see lit review sheet for students for more details |
| Is the method used:   1. appropriate for hypothesis 2. based/introduced in the literature; 3. clearly explained;    1. visually    2. text 4. appropriate; 5. were alternatives tested/or more appropriate? 6. limitations discussed? | Methods - see methods sheet for more details |
| Are the results:   1. worthy of a Masters/PhD; 2. in keeping with the design 3. clearly presented;    1. visually    2. in the text 4. of stats significance; 5. were appropriate tests carried out?    1. repeatability    2. robustness    3. repudiation | Findings and Discussion – see F & D sheet for more details |
| Are there recommendations for further research? Have the results been appropriately discussed? Are the implications of the study clear? | Conclusion - see conclusion sheet for more details |
| Is the document internally consistent? | Overall |