

## PMFRE GRADUATING PROJECT

### MFRE STUDENT GUIDELINES (2025)

---

The objective of this document is to outline the MFRE Student's roles, responsibilities, communication, and reporting expectations regarding the Graduating Project. Specific dates, templates, and examples are provided on the MFRE Portal.

#### STUDENT ROLES & RESPONSIBILITIES

---

##### 1. **Develop a Realistic And Actionable Project Plan (First 3 weeks in May)**

The project plan defines the context, objectives, tasks, data, process, method, and deliverables of the project. The plan is meant to ensure alignment with all project participants and guides project progress throughout the summer. The Student develops the plan with input from their Site Supervisor<sup>1</sup> and Faculty Supervisor. Plan development includes the following:

- **Planning meeting with Faculty Supervisor: Week of April 28<sup>th</sup>**

**Your Faculty Supervisor (FS) will connect with you to set up the first meeting.**

At that meeting you will gather information on the following:

- Expectations for the project, including communication practices, email turnaround times, meeting days and timing, required meeting preparation, note-taking requirements, FS vacation or unavailable dates, and appropriate use of AI. Be sure you are clear on these expectations.
- Preparation required for the first start-up meeting with the Site Supervisor (SS), Faculty Supervisor (FS), and you. Example: You may need to prepare a power point deck with bios, agenda and question list for the start-up meeting.
- Define meeting management for the first start-up SS and FS meeting, including who will lead the discussion and ask questions.

- **Start-up meeting/s with Site Supervisor (SS) and Faculty Supervisor (FS): Week of May 5th**

**The Student should set up this meeting (use email and then calendar invites).**

The purpose of the meeting is to formally start the project and gather detailed and targeted information for the project plan. Follow preparation and meeting management guides set out with the FS at the planning meeting.

- **Project Plan development: See Template and Deadline of MFRE Portal.**

**The Student should set up required SS and FS meetings (use email and then calendar invites) and send professional level emails as required.**

Write the project plan based on the template provided by MFRE and obtain input and feedback from both the Faculty Supervisor and Site Supervisor. Iteration is a key component of writing a strong plan; expect to develop 2-3 drafts of the project plan. Be professional in your communication with the FS and SS and try to pace and organize your requests for information for the plan.

---

<sup>1</sup> Research-based projects do not have a Site Supervisor.

- **Artificial Intelligence (AI) plan development:**

- **Student develops AI plan to guide conduct. Include in the Project Plan**

- Any academic work you submit as a student should be your own, including deliverables, literature reviews, reports, and presentations. Submitting materials provided by the MFRE Program or Project Partners into GenAI tools without their permission may constitute copyright infringement and break confidentiality requirements for the Graduating Project. Please make sure you understand the copyright status of material you upload.

- **Discuss the permissibility and limitations regarding use of Generative AI with your Site Supervisor and Faculty Supervisor.** Clarify if use of AI is acceptable or unacceptable, and under what specific parameters.

- **Develop AI Plan:** Example:

- **Acceptable use of AI:**

- Generic research for idea generation but not specifying any details about the company or details of the Graduating Project.
        - Input of generic text or emails into GenAI tools to improve grammar, structure or plain language.
        - Input of generic questions to learn or troubleshoot specific software functions, (ex: learning Excel formulas, PowerBI shortcuts, troubleshooting R codes)

- **Unacceptable use of AI:**

- Input of company name into GenAI tools.
        - Input of any data provided by the Project Partner into GenAI tools.
        - Using or paraphrasing AI-generated outputs for any of my deliverables.
        - Using GenAI tools to come up with my bibliography.
        - Input of text or emails that contain specific Graduating Project information into GenAI tools.
        - Copy and Paste of summaries and responses from GenAI to include in reports.

- **Parameters for use of AI:**

- I will disclose any use of AI tools in my deliverables to my Site Supervisor, Faculty Supervisor and MFRE Program, including how I synthesized, analyzed and evaluated the AI-generated results.
        - I am required to save any generated text in a separate document, as it may be requested for review during grading.

- **May Workshops: Dates and Topics Posted on MFRE Portal**

- **Mandatory attendance.**

- Students should participate in the May workshops in an active and professional manner. The May workshops cover technical skills and professional competencies to support project outcomes (deliverables, methods) and project process (professionalism, communication, management).

## 2. Complete Activities Required to Move the Graduating Project Forward (May to August)

Students must demonstrate ownership, accountability and professionalism in implementing their project activities and ensuring the project moves forward.

- **Project Plan implementation and deadline management**

**Students have the responsibility to ensure quality and ongoing communications with FS and SS and to move their project forward, including managing deadlines and development of quality deliverables that meet SS objectives.**

Conduct activities defined in the project plan in a timely manner and ensure all tasks or deliverables are validated by the FS to ensure accurate, complete and quality outcomes. Project materials should not be submitted to the Site Supervisor until the Faculty Supervisor approves the quality of the material. In addition to project work plan tasks, MFRE program requirements and deadlines posted on MFRE Portal must also be met.

- **Mid-stream assessment**

**MFRE program will contact Students to define dates for assessment.**

The mid-stream assessment will be used to determine if students are making acceptable progress on their Graduating Project deliverables.

- If project progress is going well, students will continue working on their project as-is.
- If progress is not acceptable, students will be taken off their project and moved into 'Stream B.' Stream B students are assigned an internal project and receive an academic penalty by being eligible to receive a maximum grade of 68% for the graduating project. 'Stream B' students will need to complete the assigned project exactly as outlined to receive a 68%.

- **June to August Workshops**

**Mandatory attendance.**

Attend and actively participate in workshops to further support technical skills and professional competencies.

## 3. Communicate with Project Participants (May to August):

Professional communication is an important competency to develop during the graduating project. Students are expected to manage communication and be professional throughout the summer to make sure the project moves forward at all times; this includes management of verbal, written, non-verbal, formal and informal forms of communication.

- **Site Supervisor and Faculty Supervisor Meetings/Communications**

**Students set up separate meetings with SS and FS throughout the summer.**

Student coordinates and manages meetings to provide updates, obtain clarity or feedback on tasks/deliverables, or solve problems and raise opportunities that occur in the project. Students are responsible for summarizing and acting on next steps, asking for support, and moving the project forward.

- **MFRE Program Check-in Survey**

**The MFRE Program will email a survey link to the Student.**

Complete the 5-minute survey each month to provide feedback to the MFRE program.

- **MFRE Graduating Project Manager (GPM) Communication:** Students may contact Janelle Tan at any point during the project for additional support or feedback. Janelle will act as a point person and coordinate support from other experts, depending on the need. In addition, Students may also reach out to Janelle for coaching and professional development. **Please do not reach out to other Faculty members without first consulting with Janelle, as we need to manage FS availability.**

#### **4. Complete Quality Deliverables for Project Partners (May to August):**

Students are expected to produce high-quality, professional deliverables that meet the expectations and needs of the Project Partner. Deliverables may include written reports, presentations, data files, or other outputs as defined in the project plan.

All deliverables must be reviewed and approved by the Faculty Supervisor before being submitted to the Site Supervisor / Project Partner. This ensures that the work is accurate, complete, and reflects the standards of the MFRE Program. Students should plan ahead to incorporate feedback, allocate time for revisions, and deliver materials on time.

### **POLICIES ON TRAVEL / PROJECTS LOCATED OUTSIDE THE GREATER VANCOUVER AREA**

---

#### **Hours of Work and Travel**

Students are expected to work full time (35 to 40 hours per week) on their projects for the entire term and **should not** schedule travel outside of the Vancouver area for any extended period unless required by their Graduating Project. **If you are required to travel for personal reasons, please contact Dr. Wiseman, MFRE Academic Director to request approval.**

#### **Students with approved Graduating Projects located out of the Lower Mainland are required to:**

- Ensure that Faculty Supervisors and the MFRE Program are aware of the Student's departure and return date
- Adhere to all Student roles and responsibilities outlined in this document
- Watch recordings of all workshop material (and may be required to complete a short assignment)

### **FRE 547 GRADUATING PROJECT EVALUATION AND TIMELINES**

---

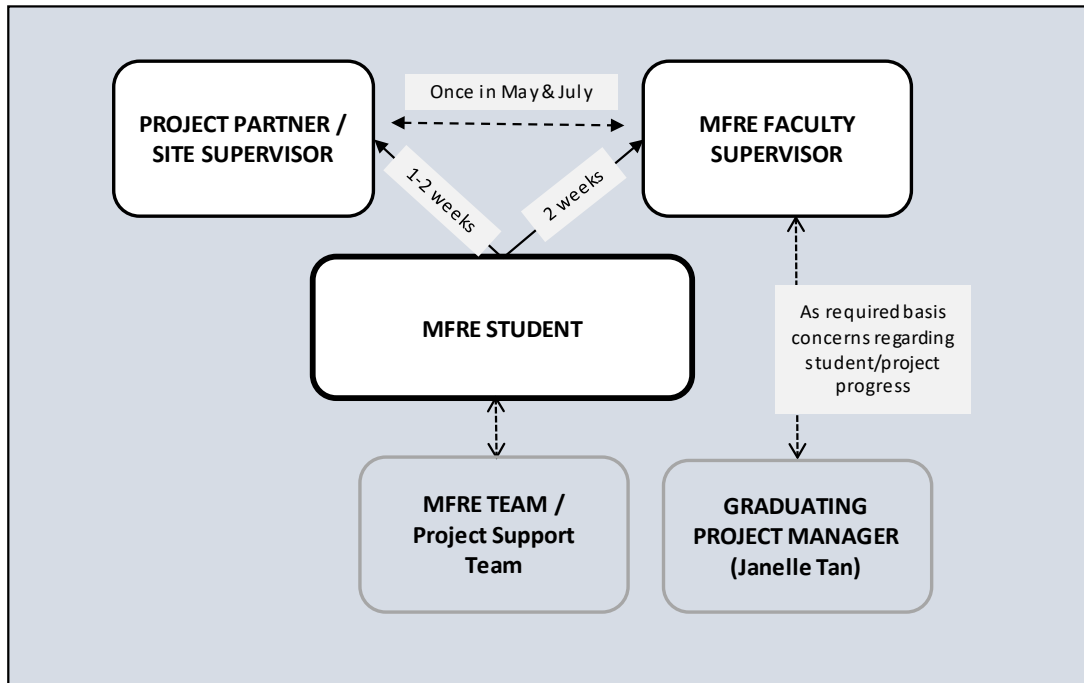
#### **Evaluation:**

- **Grades are provided separately for the Graduating Project Deliverables and Process.** Grading Rubrics for Project Deliverables and Progress posted on the MFRE Portal.
- **Mark allocation for FRE 547 final grade.** Provided on the course outline posted in September. See Course Outline on the MFRE Portal for details.
- **Mid-stream assessment:** As stated, the assessment will be used to assess if students are making acceptable progress on their Graduating Project deliverables.
  - If project progress is going well, students will continue working on their project as-is.
  - If progress is not acceptable, students will be taken off their project and moved into '**Stream B.**' Stream B students are assigned an internal project and receive an academic penalty by being eligible to receive a maximum grade of 68% for the graduating project. 'Stream B' students will need to complete the assigned project exactly as outlined to receive a 68%.

#### **Timeline and Due Dates:**

- FRE 547 Activities, templates, timelines and due dates are posted on the MFRE Portal.

## PROJECT PARTICIPANTS: ROLES, STRUCTURE AND REPORTING



**Student:** Take ownership of the project by actively engaging, managing timelines, leading communications, delivering high-quality work, and responding to feedback from both the Faculty and Site Supervisors.

**Faculty Supervisor:** Ensure quality project start-up, provide ongoing guidance to ensure academically sound deliverables, communicate with both the site supervisor and MFRE program, and grades the final project outcomes.

**Site Supervisor:** Provides project context, direction and feedback, and ensures the student's work aligns with organizational goals and expectations for deliverables.

**MFRE Team:** Provide support as needed by advising on project planning, communication, and timelines, while encouraging professional standards and quality deliverables. **If you are assigned a MFRE Team member for your project, be sure you include them in all meetings and communications.**

**Graduating Project Manager:** Reviews student progress, troubleshoots SS/FS/student/project/MFRE Team concerns, and conducts regular check-in across Students, FS, SS, and MFRE Team to ensure project and deliverables are on track.