

FRE 547: MFRE GRADUATING PROJECT 2025

GRADING RUBRIC FOR CONSULTING AND RESEARCH PROJECTS

END-OF-TERM DELIVERABLES* (65% of FRE 547 Course Grade)

Item	Weight	Qualities associated with a 70% grade	Qualities associated with a 90% grade
Quality and Completeness of Deliverables	80%	<u>Deliverables:</u> - Deliverables have some connections to objectives set out in Project Plan - Deliverables are accurate, but not that thorough. - Deliverables require considerable time to understand (e.g. conclusions might be vague, or lacking in range or depth, SS cannot confidently act on them) - Deliverables reflect minimal editing and drafts development. - Deliverables include most required headings and elements, but not all sufficiently developed. - Results/Recommendations are provided but with minimal justification as to where or why they have been presented. - Citation appears to be completed adequately - Responsible use of AI (if applicable), adheres to parameters in Project Plan. - Deliverables are slightly below expectations. <u>Data and Methods Used:</u> - Data used in the deliverables is based upon google level research using adequate citation and minimal evaluation. - Data used is mainly as a result of referrals from SS or FS for data and sources. - Methods used to develop deliverables have been defined by the FS and student demonstrated adequate understanding and application of techniques/methods. - Methods used but with little initiative to refine methods to best meet project goals. - Sometimes used critical thinking skills to enhance quality of deliverables	<u>Deliverables:</u> - Deliverables accurately connect to objectives set out in Project Plan - Deliverables are accurate and thorough. - Site Supervisor can easily understand the deliverables with minimal effort (e.g. conclusions are clear and insightful, SS can act on them) - Deliverables developed and redeveloped to meet project objectives in a value-added and academic manner. - Deliverables include all required headings and elements - Results/Recommendations are actionable and well supported by evidence, clear logic and citations. - Citations accurately provided. - Responsible use of AI (if applicable), adheres to parameters in Project Plan. - Deliverables exceed expectations. <u>Data and Methods Used:</u> - Data (primary &/or secondary) used in the deliverables is based upon broad, well cited and strongly evaluated content. - Data obtained via active research by the student (i.e., not just dependant on SS or FS for data and sources) - Data has been obtained by student using graduate level research, citation and organization skills making it easily accessible to SS. - Data are well described and justification for use/source provided. - Methods used to develop deliverables have been revised throughout the term by the student (using input from SS and FS) to connect to project objectives, current references and data/requirements - are well thought out, clearly described and well-justified. - Consistently used critical thinking to enhance quality of deliverables (innovative, useful ideas; deployed better methods to course correct where needed)
Organization and Style	20%	- Deliverables do not consider the audience or user's requirements - Professional writing style, BUT careful proofreading was not always evident - some errors in sentence construction, grammar or spelling. - Design and Style lack logic or consistency (e.g. ineffective use of outline & headings, formatting, file tabs, blocks, font styles, colours, file names, white space)	- Deliverables developed based upon the audience and user's requirements - Professional writing style, virtually free of grammar, spelling, sentence construction, and punctuation errors - Design and Style are logical and consistent to guide readers (e.g. effective use of outline & headings, formatting, file tabs, blocks, font styles, colours, file names, white space)
	100%		

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PROJECT PROFESSIONALISM (15% of FRE 547 Course Grade)

Item	Weight	Qualities associated with a 70% grade	Qualities associated with a 90% grade
Critical Thinking and Results-Driven	25%	• Demonstrates basic ability to understand the partner/research opportunity/challenge but cannot develop effective objectives and deliverables without assistance • Recommend solutions that meet SS expectations but needed prompting and guidance • Followed instructions from supervisors and project support team member in order to get past obstacles and move forward with tasks and deliverables • Does not suggest or refine solutions but was willing to try others' ideas • Strong supervision required to advance project and overcome complex issues	• Demonstrates ability to understand the partner/research opportunity/challenge and develop effective objectives and deliverables • Anticipates SS needs and develops solutions that consider the strategic picture and are beyond SS expectations • Takes initiative and constructive actions to advance the project and break through obstacles • Introduces new ways of looking at problems and suggests solutions to project problems/challenges • Sees the opportunity to develop more than the project requirements to the SS and delivers these in a value-added manner
Attitude	25%	• Communicates respectfully but may not consider MFRE Graduating Project goals • Rarely seeks feedback, or seeks but does not action feedback • Builds minimal rapport with SS, FS, Project Support Team throughout the project	• Communicates respectfully and considers MFRE Graduating Project goals • Highly engaged in the process (pursues tasks and challenges with energy and drive, minimal supervision) • Seeks and responds to feedback in a proactive way • Builds strong rapport with SS, FS, Project Support Team throughout the project
Ownership and Initiative	25%	• Meets most deadlines as expected by SS/FS but requires prompting. • Needs to be prompted to incorporate feedback from SS, FS & MFRE Team to continuously improve project deliverables and professional behaviours • Conducts tasks when prompted	• Uploads/Submits all required materials on time (MFRE deadlines) without any prompting • Self-determined, actively moves the project forward at all times, focusing on achieving Project Plan objectives • Prioritizes tasks and takes full responsibility for all aspects of the graduating project (deliverables, methods, data, tasks, risks, communication)
Communication and Meeting Skills	25%	• Initiates communications with SS and FS. Not always prepared for meetings (lacking important agenda items, not looking ahead) • Takes notes during meetings, but not enough to follow up on details • Communication (verbal and written) is not always clear, or misses communicating to some stakeholders (SS, FS, MFRE Program) needing to be prompted	• Initiates communications with SS and FS. Always prepared for meetings with well-developed agenda items (updates, questions, ideas, looking ahead etc.) • Takes detailed notes/action items from meetings, incorporates them effectively into project next steps. • Communicates (verbal and written) in a clear and concise manner; consistently considers all stakeholders (SS, FS, MFRE Program)
	100%		

* End-of-term Deliverables:

Includes: all final deliverables like final report, .xls dashboards/ spreadsheets, literature review document, policy briefs, databases.

Excludes: project plan, mid-stream and final presentations

Legend: SS – Site Supervisor; FS – Faculty Supervisor

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Master of Food and Resource Economics

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GRADING RUBRIC FOR INTERNSHIPS

(80% of FRE 547 Course Grade)

Consult with MFRE Graduating Project Manager to check if your project falls under this category.

Item	Weight	Qualities associated with a 70% grade	Qualities associated with a 90% grade
Quality of Task Performance	50%	• Tasks were defined adequately. • Tasks performed at acceptable level of accuracy and precision. • All tasks were satisfactorily completed and on-time. • High regard maintained for confidentiality requirements at all times. • Met all workplace requirements for timeliness, meeting attendance and training. • Responsible use of AI (if applicable), adheres to parameters in Project Plan. • Completes the MFRE Final Report as required	• Tasks were well-defined with strong initiative from the Student. • Tasks performed at high level of accuracy and precision. • All tasks were completed on-time and demonstrate excellence and high-quality. • High regard maintained for confidentiality requirements at all times. • Met all workplace requirements for timeliness, meeting attendance and training. • Generated and pursued opportunities to expand knowledge and skills (e.g. new tasks, implemented innovative solutions, improved existing processes, reduced process waste, etc.) • Responsible use of AI (if applicable), adheres to parameters in Project Plan. • Completes the MFRE Final Report as required
Critical Thinking and Results-Driven	12.5%	• Demonstrates basic ability to understand the partner/research opportunity/challenge but cannot develop effective objectives and deliverables without assistance • Recommend solutions that meet SS expectations but needed prompting and guidance • Followed instructions from supervisors and project support team member in order to get past obstacles and move forward with tasks and deliverables • Does not suggest or refine solutions but was willing to try others' ideas • Strong supervision required to advance project and overcome complex issues	• Demonstrates ability to understand the partner/research opportunity/challenge and develop effective objectives and deliverables • Anticipates SS needs and develops solutions that consider the strategic picture and are beyond SS expectations • Takes initiative and constructive actions to advance the project and break through obstacles • Introduces new ways of looking at problems and suggests solutions to project problems/challenges • Sees the opportunity to develop more than the project requirements to the SS and delivers these in a value-added manner
Attitude	12.5%	• Communicates respectfully but may not consider MFRE Graduating Project goals • Rarely seeks feedback, or seeks but does not action feedback • Builds minimal rapport with SS, FS, Project Support Team throughout the project	• Communicates respectfully and considers MFRE Graduating Project goals • Highly engaged in the process (pursues tasks and challenges with energy and drive, minimal supervision) • Seeks and responds to feedback in a proactive way • Builds strong rapport with SS, FS, Project Support Team throughout the project
Ownership and Initiative	12.5%	• Meets most deadlines as expected by SS/FS but requires prompting. • Needs to be prompted to incorporate feedback from SS, FS & MFRE Team to continuously improve project deliverables and professional behaviours • Conducts tasks when prompted	• Uploads/Submits all required materials on time (MFRE deadlines) without any prompting • Self-determined, actively moves the project forward at all times, focusing on achieving Project Plan objectives • Prioritizes tasks and takes full responsibility for all aspects of the graduating project (deliverables, methods, data, tasks, risks, communication)
Communication and Meeting Skills	12.5%	• Initiates communications with SS and FS. Not always prepared for meetings (lacking important agenda items, not looking ahead) • Takes notes during meetings, but not enough to follow up on details • Communication (verbal and written) is not always clear, or misses communicating to some stakeholders (SS, FS, MFRE Program) needing to be prompted	• Initiates communications with SS and FS. Always prepared for meetings with well-developed agenda items (updates, questions, ideas, looking ahead etc.) • Takes detailed notes/action items from meetings, incorporates them effectively into project next steps. • Communicates (verbal and written) in a clear and concise manner; consistently considers all stakeholders (SS, FS, MFRE Program)
	100%		