

# MFRE Faculty Supervisor Kickoff Meeting

April 26, 2024

# MFRE Graduating Projects Listing - 2024

Last updated: April 24, 2024

Student Name	Graduating Project Partner	Project Format	Faculty Supervisor	Project Support Team Member
Chen, Barry	Peqish	Consultancy	Ann Stone	Kat Jin
Hu, Yuang	Rebel Botanica	Consultancy	Ann Stone	Janelle Tan
Tang, Jodie	UBC CSFS - Educational Programs	Consultancy	Caroline Chiu	Janelle Tan
Ma, Kina	Organic Ocean	Consultancy	Darren Mahaffey	Estefanny Felix
Dobashi, Yuto	Glico Corp	Consultancy	Dr. Carol McAusland	Yasi Talebi
Yu, Elizabeth	Sustainability Scholars	Consultancy	Dr. Carol McAusland	Juan Fercovic
Cheng, Elodie	Mapleville - NOLO	Consultancy	Dr. Cathie Dunlop	Xiao Han
Lau, Lauriel	Vancouver Food Runners - Food Donors	Consultancy	Dr. Cathie Dunlop	Yasi Talebi
Shao, Faye	Consulting for PHABC	Consultancy	Dr. Cathie Dunlop	Xiao Han
Xu, Xinyi	Mapleville - NOLO	Consultancy	Dr. Cathie Dunlop	Xiao Han
Dominguez, Claudia	AAFC	Consultancy	Dr. James Vercaemmen	Kat Jin
Feng, Rebecca	Canada Food Price Report	Consultancy	Dr. James Vercaemmen	Olivier Ntwali
Yiu, Edith	Farm Food Drink	Consultancy	Dr. Jeff Carmichael	Janelle Tan
Hu, Jenny	Eatmore Sprouts - Project 1	Consultancy	Dr. Karen Taylor	Espoir Tuyisenge
Liu, Karena	Eatmore Sprouts - Project 2	Consultancy	Dr. Karen Taylor	Espoir Tuyisenge
Mao, Helen	Wise Bites	Internship	Dr. Karen Taylor	Olivier Ntwali
Dobisz, Sasha	AAFC	Consultancy	Dr. Kelleen Wiseman	Estefanny Felix
Li, Chloe	Sustainability Case Applications and Weather Data Analysis	Consultancy	Dr. Kelleen Wiseman	Estefanny Felix
Wang, Jay	Agora Café	Consultancy	Dr. Kelleen Wiseman	Sean Bing
Wu, Jiayi	UBC CSFS - Food Sales	Consultancy	Dr. Kelleen Wiseman	Sean Bing
Zhang, Estella	Sunnyway Capital Canada Corp	Internship	Dr. Kelleen Wiseman	Janelle Tan
Wu, Vanessa	AAFC	Consultancy	Dr. Matias Margulis	Janelle Tan
Xie, Emma	Canada Organic Trade Association (COTA)	Consultancy	Dr. Matias Margulis	Juan Fercovic
Zhang, Susana	Daiya Foods	Consultancy	Dr. Mike Johnson	Juan Fercovic
Zhou, Hazel	Mindful Fud	Consultancy	Dr. Mike Johnson	Yasi Talebi
Van Zoelen Cortes, Everard	Research with Dr. Barichello	Research	Dr. Rick Barichello	Janelle Tan
Wong, Sebastian	Shorba Broth Bar	Consultancy	Dr. Rick Barichello	Sean Bing
Xiang, Renli	ACARN	Consultancy	Dr. Rick Barichello	Juan Fercovic
Kalra, Agam	Research with Dr. Gulati	Research	Dr. Sumeet Gulati	Janelle Tan
Bao, Bessie	Naked & Saucy	Consultancy	Dr. Tim Silk	Janelle Tan
Han, Andy	Hopcott Farms - Data Project	Consultancy	Dr. Tim Silk	Olivier Ntwali
Zhang, Enchao	Hopcott Farms - Consumer Motivation	Consultancy	Dr. Tim Silk	Olivier Ntwali
Chen, Carl	Squamish Helping Hands Society	Consultancy	Dr. Tomas Nilsson	Estefanny Felix
Huang, Serena	CanDry Technologies	Consultancy	Dr. Tomas Nilsson	Sean Bing
Yan, Betty	Vancouver Food Runners - Non-profit Partners	Consultancy	Dr. Will Valley	Yasi Talebi
Sha, Queena	Mapleville - Wheat Commodity	Consultancy	Jacqueline Wong	Xiao Han
Wu, Patrick	Monde Nissin	Consultancy	Joanne Turner	Espoir Tuyisenge
Hu, Jinkun	Novion	Consultancy	Mario Anda	Espoir Tuyisenge
Sun, Angel	Immigrant Link Centre Society	Consultancy	Mario Anda	Kat Jin
Xie, Easton	Mapleville - Distillery	Consultancy	Mario Anda	Xiao Han

# Agenda

- Start Time: 3:30 pm
- Welcome and Introductions (10 min)
  - Faculty Supervisors: MFRE/FRE, Sauder, Others
  - Project Support Team Members: Staff, MFRE Alumni/Professionals
- GP Big Picture & Roles: (5 min)
  - Project Portfolio
  - Project Participants: Structure and Reporting
- Faculty Supervisor Role (20 minutes)
  - Timelines and Time Commitment
  - Role: 5 Items
  - Dates and Deadlines
- Start Up: The Strong Start: Student Side and Faculty Supervisor Side
- Best practices & FAQ: Shared Knowledge (15 min)
- Snacks and Mingle: 5 pm onwards.

Welcome  
and Intro

UBC

MFRE

# Faculty Supervisors

## **FRE/MFRE**

- Dr. Sumeet Gulati
- Dr. Matias Margulis
- Dr. Mike Johnson
- Dr. James Vercammen
- Dr. Carol McAusland
- Dr. Jeff Carmichael
- Dr. Karen Taylor
- Jacqueline Wong
- Dr. Will Valley
- Dr. Kelleen Wiseman

## **Sauder**

- Dr. Tim Silk
- Ann Stone
- Joanne Turner
- Darren Mahaffey

## **Industry/Government**

- Dr. Tomas Nilsson
- Dr. Cathie Dunlop
- Mario Anda
- Caroline Chiu

# Project Support Team Members

## **MFRE Staff**

- Janelle Tan
- Olivier Ntwali
- Yasi Talebi
- Xiao Han
- Juan Fercovic

## **MFRE Alumni**

- Estefanny Felix
- Kat Jin
- Sean Bing
- Espoir Tuyisenge

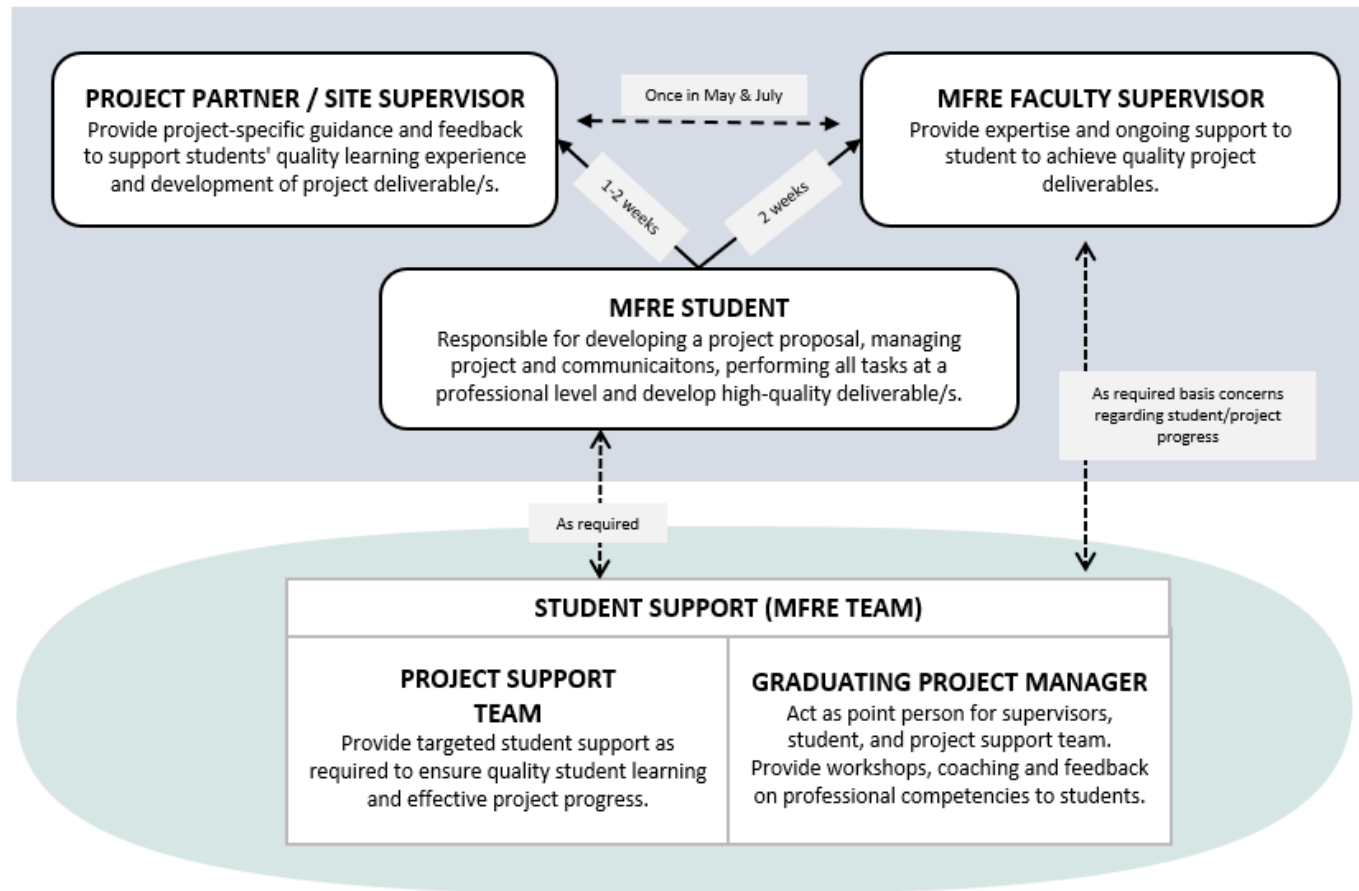
The Big  
Picture of  
Graduating  
Projects







# Project Participants: Structure and Reporting



# We emphasize these competencies

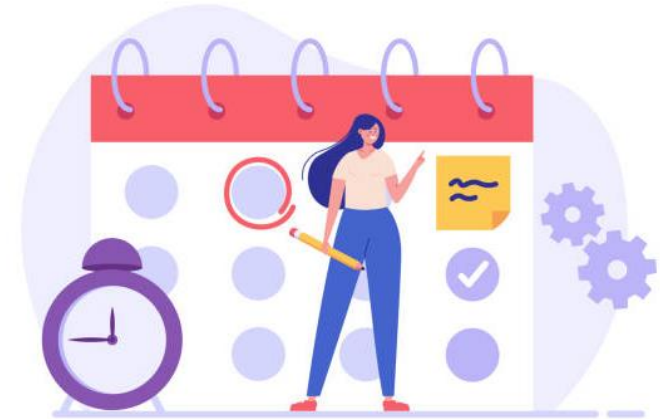
## RESULTS



## COMMUNICATION



## OWNERSHIP



Faculty  
Supervisor  
Role



# Timelines and Time Commitment

**May**

## Development of Project Plan

Assist Student to see the arc of the summer project – start to finish

Provide feedback to project plan

Work with Student on Professional Communication and Meeting Planning

Attend meetings with SS together with Student & PSTM

Weekly or Twice a Week meetings with Student

**June**

## Provide Feedback to Student on Deliverables/Progress

Provide quality feedback to deliverables, methods, data & project progress

Provide feedback to Student on Professional Communication

Communicate positive/negatives to GPM

Bi-Weekly meetings with Student

**July**

## Provide Feedback to Student on Deliverables Quality and Timeline

Check in with Site Supervisor

Communicate positive/negatives to GPM

Bi-Weekly meetings with Student

**August**

## Final Review and Release of Deliverables

Attend GP Showcase

Provide Final Grades for Process and Deliverables

Communicate positive/negatives to GPM

Bi-weekly Meetings with Student

# Timelines and Time Commitment

Timing	Description	Initiated By:
Apr 29 – May 3	✓ Connect to Student via Initial Planning Meeting	Student
May 6 – May 10	✓ Connect to Student and Site Supervisor via Start Up Meeting	Student
May 6 – May 21	✓ Provide Input and Feedback on Project Plan	Student
May 21	✓ Project Plan Due Date	Student
Jun 3, Jul 3, Aug 2	✓ Complete Online Project Progress Check-in Survey	MFRE Program
Mid-June	✓ Provide Input for Mid-Stream Assessment	MFRE Program
Early July	✓ Meet with Site Supervisor	Faculty Supervisor
August 9-16	✓ Provide Feedback on Draft Deliverables & Request Additional Support if required	Student
August 22	✓ Attend Project Showcase (In-Person, UBC Campus)	MFRE Program
August 23-28	✓ Sign-off on Deliverables so they can be provided to Site Supervisors	Student
August 28	✓ Provide Final Grade for Student Process and Deliverables	MFRE Program

# Faculty Supervisor Role

- 1. Project Start-up (First 2 weeks in May):**
  - Student Connect
  - MFRE Project Support Team Member Connect
  - Start-up meeting Plan and Attend
  - Project Proposal Development
  
- 2. Meet with the Student Regularly to Provide Guidance and Feedback with the Project (May to mid-August):**
  - Project Guidance and Feedback: Summer
  - Project Partner Final Deliverables: Review Approve: August

# Faculty Supervisor Role

## **3. Communicate with Site Supervisor (May and July):**

- Early May and Early July

## **4. Communicate with the MFRE Program (May to mid-August):**

- Check In Survey Complete (Once per Month)
- Midstream Assessment (mid-June)
- MFRE Graduating Project Manager (As required).

# Faculty Supervisor Role

## 5. Grading

**GRADE: August 28 Project Process and Final Deliverables**

Separate grade for project process and final deliverables

**DO NOT GRADE:** MFRE Program will grade

Project Proposal (May)

Gantt Chart (June)

Midstream Assessment

MFRE Brief (August)

Project Showcase



# Faculty Supervisor Online Portal

- Summary of Graduating Project dates and deadlines, Project/Student Listing, PSTM contacts, Proposal Template, and Grading Rubrics.
- <https://blogs.ubc.ca/mfreonline/graduating-project/>



**UBC MFRE** | Master of Food and Resource Economics

Faculty Guide MFRE Staff Role **Graduating Project (Faculty Supervisors)**

## Graduating Project (Faculty Supervisors)

**MFRE GRADUATING PROJECT TIMELINES FOR FACULTY SUPERVISORS (May to August 2024)**

TIMING	ROLE DESCRIPTION	INITIATED BY:
April 29 - May 3	Initial Planning Meeting with Student (and PSTM for support)	Student
May 6 - 10	Start-up Meeting with Student, Site Supervisor, Faculty Supervisor and Project Support	Student
May 6 - 21	Provide Input and Feedback on Project Plan (May 21 is Project Plan Deadline)	Student
June 3, July 3, Aug 2	Complete Project Progress Check-in Survey	MFRE Pgm

# Project Start Up

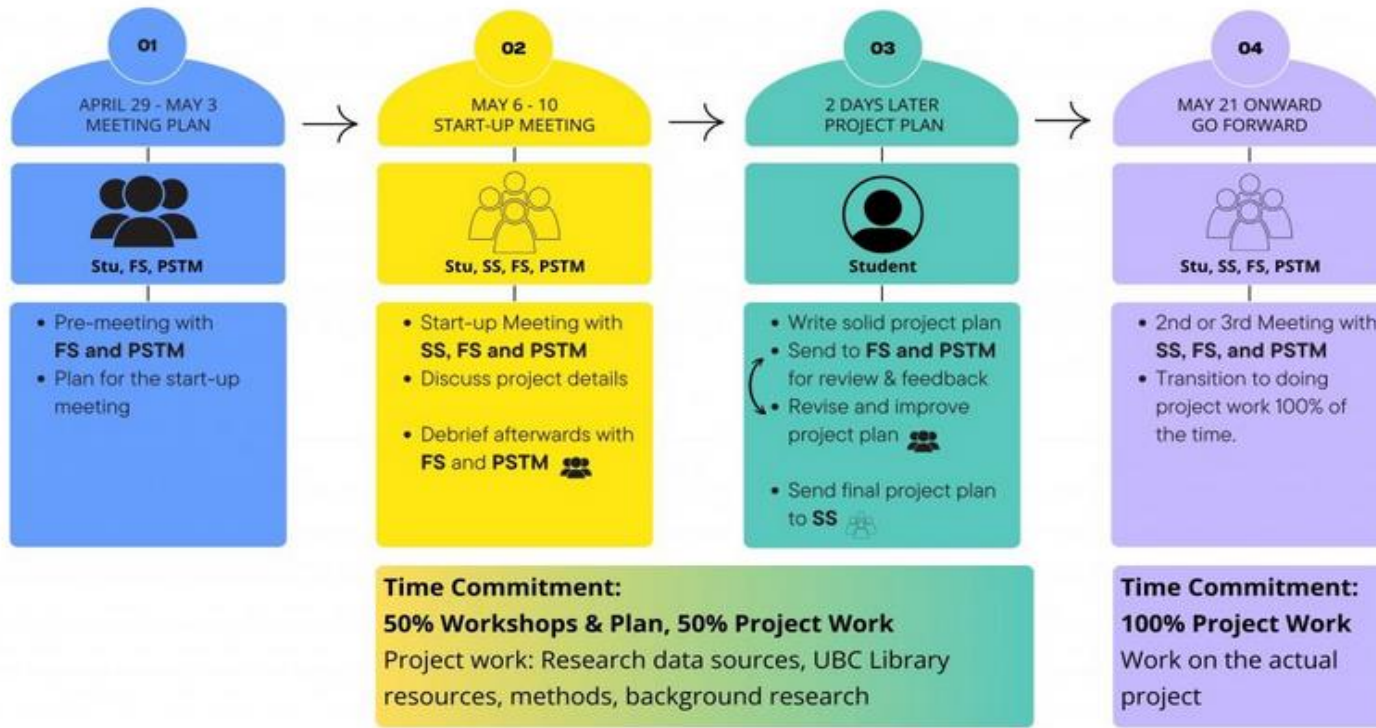
# PROJECT STARTUP



# Start Up: The Strong Start: Student Side

## Setting up for success

Establishing the timeline for the  
Graduating Project start-up



# Start Up: The Strong Start: Student Side

- Portal
- Templates
- Timelines
- Workshops

## ◆ START-UP MEETINGS, WORKSHOPS, AND YOUR PROJECT PLAN ◆

The first 2 weeks are essential and critical for a strong start-up – be proactive but stay flexible. Use UBC email to stay compliant with UBC FIPPA policy.

VISUAL OVERVIEW OF START-UP MEETINGS ▲

01. -- BY APRIL 26: EMAIL FS & PSTM TO SET UP INITIAL MEETING ▲

02. -- BY MAY 3: EMAIL SS, FS AND PSTM TO SET UP START-UP MEETING ▲

02. -- MAY 6-17: MAY WORKSHOPS AND PROFESSIONAL DEVELOPMENT ▲

02. -- MAY 6-10: CONDUCT ALL START-UP MEETINGS WITH YOUR SS, FS AND PSTM ▲

03. -- TWO DAYS AFTER START-UP MEETING (NO LATER THAN MAY 15): DRAFT YOUR PROJECT PLAN ▲

03. -- DUE MAY 21: SUBMIT YOUR PROJECT PLAN ON CANVAS, AND AFTER FS APPROVAL, EMAIL IT ▲ TO SS, FS, PSTM

04. -- MAY 21 ONWARDS: TRANSITION TO DOING PROJECT WORK 100% OF THE TIME ▲

# Start Up: The Strong Start: Faculty Supervisor Side

**Important for a successful and a smooth summer of supervision**

- **First Meeting with Project Partner/s**
  - **Plan for the Startup Meeting with SS, Student and FS:**
    - Assist & Encourage Prep of Agenda, Meeting Management, Questions, Recording, Zoom, & Note Taking (PSTM will support this as well)
  - **Start Up Meeting:**
    - Manage the meeting – Student will do this next time and ongoing- to obtain information for the project plan.
  - **After the Start Up Meeting:**
    - Consider staying on the call with the Student to provide feedback on effective meeting management practices, professionalism, meeting takeaways, and next steps.

# Start Up: The Strong Start: Faculty Supervisor Side

- **Project Plan Development: Template on [MFRE Faculty Supervisor Portal](#)**
  - Consider Iterations and Feedback
  - Project Plan is a key document -> sets direction
  - Template sections:
    - Project Title, **Objective** And Context
    - **Deliverables**
    - Data
    - **Approach** (include milestone finish this year)
    - Risks
    - Professional Development / **NDA** possible



Best  
Practices &  
FAQ:



# Best Practices





Meeting via Zoom or in-person?

What kind of workshops do the students have in the summer? When are these?

What is the role of the PSTM?

What if the student needs some extra help with Professionalism? Writing? Editing? Programming/data/software assistance?

What is the purpose and format of the Midstream? What is the Stream B?

Is there a grading rubric? Examples? Range of final grades? Comments required?

Is there a central location for Faculty Supervisor information, project listing and documents?

Why meet with Site Supervisor in July?

What if I need to be away for holidays? Conferences?

What if I have concerns re: the Student or Project progress? Site Supervisor?

How does MFRE get such amazing companies, postings and descriptions set up?

# Changes This Year

# Snacks and Mingle

