

MFRE GRADUATING PROJECT

PROJECT PARTNER/SITE SUPERVISOR GUIDELINES (2024)

The objective of this document is to outline the Site Supervisor's roles, responsibilities, communication, and feedback expectations in the MFRE Graduating Project.

The Site Supervisor is a member of the Project Partner organization and is the person who will direct and manage the Student's project and performance throughout the project duration.

SITE SUPERVISOR ROLES & RESPONSIBILITIES

1. Project Start-up (First 2 weeks of May):

- **Start-up Meeting:** Site Supervisors are asked to participate in a first introductory meeting with the Student and the Faculty Supervisor to discuss the project. The Student will initiate the meeting, however, the Site Supervisor is asked to provide context and information about the project objectives, deliverables, expectations and other detailed information about the project. The Student will use this information to develop a detailed project plan.
- **Provide input to the project plan:** Each Graduating Project begins with the Student's development of a project plan, which is meant to ensure alignment on project objectives, deliverables, data, approach and tasks. Students will connect with Site Supervisors to request feedback on the project plan drafts. **This feedback is essential to the development of a quality project plan, which in turn supports a successful Graduating Project.**

2. Project Execution (Ongoing from May to mid-August):

- **Provide project guidance to Students (every 1-2 weeks):** Site Supervisors are asked to communicate regularly with the Student to provide feedback, supply data/input, and answer questions for the Student in a timely manner so the Student can advance the project and implement any required adjustments/corrections. The Student will work with the Site Supervisor to set a meeting schedule to support this communication. **Regular communication with the student is crucial to supporting project advancement.**
- **Support Student's professional development:** Site Supervisors are asked to support the development of Students' professional skills by providing opportunities such as inviting them to attend meetings, challenging them to think critically, and providing introductions that expand their professional network. In addition, students are required to attend MFRE workshops throughout the summer, to support the development of technical skills and professional competencies. If possible, please offer flexibility for students to attend MFRE workshops (workshops are in-person and approximately 2 hours long each).

3. Communication with MFRE program (Ongoing from May to late-August):

- **Contact the MFRE Graduating Project Manager** (As required): If Site Supervisors have feedback or concerns regarding the Student or Project, please email Janelle Tan, MFRE Graduating Project Manager, at janelle.tan@ubc.ca who will manage next steps.
- **Complete Online Project Progress Check-in Survey** (Monthly): Janelle Tan will email a survey link to Site Supervisors to support regular check-in's on Student and project progress.
- **Faculty Supervisor Connect**: The role of Faculty Supervisors is to provide guidance to the Student to ensure academically-sound project methodology and deliverables. Faculty Supervisors will connect with Site Supervisors via the start-up meeting and a midway meeting in July to discuss the project and progress.
- **Attend Student's Project Showcase in person** (August 22, 2024): Each MFRE student presents a 5-minute story of their Graduating Project experience to the MFRE community at the end of the term (includes student cohort, Faculty Supervisors, Site Supervisors, MFRE Team). Site Supervisors are encouraged to attend, support and engage with the MFRE community in this celebratory event.
- **Complete End-of-Project Survey**: At the end of August, Students will hand in all final deliverables to the Site Supervisor. Shortly after, Janelle Tan will email Site Supervisors to request feedback and an evaluation of the Student's overall project performance this summer.

TIMELINES AND DATES TO NOTE

Timing	Description	Initiated By:
May: First 2 weeks	✓ Connect to Student and Faculty Supervisor via Start Up Meeting	Student
May: First 3 weeks	✓ Provide Input on Project Plan	Student
May to August	✓ Meet regularly with Student	Student
June 3, July 3, August 2	✓ Complete 5-minute Online Project Progress Check-in Survey	MFRE Program
Early July	✓ Meet with Faculty Supervisor	Faculty Supervisor
August 22	✓ Attend Project Showcase (In-Person, UBC Campus)	MFRE Program
End of August	✓ Receive Final Deliverables and Complete End-of-Project Survey	MFRE Program

Please email [Janelle Tan \(janelle.tan@ubc.ca\)](mailto:janelle.tan@ubc.ca) for overall schedule of Graduating Project student workshops and deadlines.

PROJECT PARTICIPANTS: STRUCTURE AND REPORTING

