MFRE GRADUATING PROJECT
MFRE FACULTY SUPERVISOR GUIDELINES (2024)

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

The Faculty Supervisor's role is to provide their expertise and experience to guide the student in the development and delivery of academically sound high-quality deliverables for the Project Partner organization.

FACULTY SUPERVISOR ROLES & RESPONSIBILITIES

1. **Project Start-up (First 2 weeks in May): Faculty Supervisors are asked to commit extra time in the first two weeks in May when Students are developing the project plan; this timely effort tends to result in an overall more successful summer project**.

   - **Initial Student Connect (Apr 29 – May 3):** The student will email you to schedule an initial planning meeting before they set up the formal Project Partner start-up meeting. It may be productive to assist them in preparing and being ready for the formal start-up meeting. They will also invite their Project Support Team Member to this initial planning meeting. If you do not have time to meet, inform the student to proceed with scheduling the formal Project Partner start-up meeting.

   - **Formal Start-up meeting with Project Partner (May 6 – 10):** The Student will coordinate the start-up meeting between the Student, Site Supervisor, Faculty Supervisor, and PSTM. Faculty Supervisors are asked to co-manage this first start-up meeting, together with the student, to ensure efficient information gathering for the project plan and to model quality meeting management. Note: Research projects do not have Site Supervisors.

   > Suggestions:
   > - Consider having the student email you the agenda and question list for the start-up meeting. Use this information to help co-manage the start-up meeting and set the student on the right track.
   > - After the meeting, consider staying on the call with the Student to provide feedback on effective meeting management practices, and ensure the Student is clear regarding the meeting takeaways, and next steps.
   > - If the Student needs additional coaching on professionalism, please work with the Project Support Team Member who can spend additional time with the Student.

- **Work with the Student to Develop a Quality Project Plan**: The project plan defines the objectives, deliverables, data, approach and tasks for the project and is developed by the Student using information from the start-up meeting. Iteration with Faculty Supervisors is an essential part of a developing a robust plan. We ask that Faculty Supervisors meet with the student to provide targeted feedback on the plan. Refer to the MFRE project plan template to view required sections. Students share the final project plan with the Site Supervisor **after** the Faculty Supervisor approves it.

2. **Meet with the Student Regularly to Provide Guidance and Feedback with the Project (May to August):**

   - **Project Guidance and Feedback (every 2 weeks from May to August):** Faculty Supervisors are asked to meet with the Students individually (unless they are working on the same project) every two weeks throughout the term to provide guidance and direct feedback to ensure the Student is working towards academically-sound deliverables and is demonstrating professionalism throughout the course. The Student will set up the meeting schedule.

   - **Review and Approve Project Partner Deliverables (mid-August):** Faculty Supervisors are asked to review and approve project deliverables before they are sent to the Site Supervisor. In early August, students will provide their draft Project Partner deliverables for review. Faculty Supervisors are asked to provide feedback and flag any concerns or expertise required (i.e., editing, technical support, missing deadlines, extra review) with Janelle Tan, MFRE Graduating Project Manager. Janelle will connect with the Student and arrange the additional assistance/expertise.

3. **Communicate with Site Supervisor (May and July)**: Faculty Supervisors are asked to connect with the Site Supervisor at the following times:

   - **Early May:** Start-up meeting between the Student, Site Supervisor, Faculty Supervisor, and PSTM (as required) to establish project details. The Student is asked to set up this meeting.

   - **Early July:** Check-in meeting between the Site Supervisor and Faculty Supervisors to ensure the project is progressing as required. The Faculty Supervisor is asked to set up this meeting and communicate any concerns to Janelle Tan, MFRE Graduating Project Manager.

4. **Communicate with the MFRE Program (May to August)**: Faculty Supervisors are asked to use the following communication streams to ensure adequate communication re: project/student progress.

- **Complete Online Project Progress Check-in Survey (Once per Month):** The MFRE Program will email a survey link to Faculty Supervisors to streamline reporting of student/project progress.

- **Provide Input on Student Progress for Stream B assessment (mid-June):** The MFRE Program will email Faculty Supervisors for input on Student progress.

- **Contact the MFRE Graduating Project Manager (As required):** If Faculty Supervisors have concerns or feedback regarding Student/Project progress or if the Student requires additional support/expertise, they should contact Janelle Tan, MFRE Graduating Project Manager. Janelle will connect with the Student and arrange for PSTM to increase/add support or for additional assistance/expertise (i.e., editing, research assistance).

- **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). Faculty Supervisors are encouraged to attend, support and engage with the MFRE community in this celebratory event.

These communication streams will be used by the MFRE Director to track student/project progress and determine potential Stream B Students. Stream B Students are individuals that are NOT making acceptable progress on their Graduating Project deliverables. Once defined as Stream B, individuals will be taken off their project, assigned an alternate internal project, and receive an academic penalty by being eligible to receive a maximum grade of 68% for the graduating project under condition of completing the assigned project exactly as outlined.

5. **Grading (Final Deliverables and Project Process):**

- **DO NOT GRADE:** Faculty Supervisors are NOT required to grade the following deliverables: **Project Plan (May), Gantt Chart and Midstream Assessment (June), MFRE Brief and Project Showcase Presentation (August).** The MFRE Program will grade these items.

- **TO GRADE:** Faculty Supervisors are asked to provide final grades using the MFRE grading rubric for each of **Project Process and Final Deliverables (late August).** A separate grade for project process and final deliverables should be emailed to the MFRE Director by late August. Minimal commentary on the grades is appreciated but not required.

TIMELINES AND DATES TO NOTE

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

See MFRE Faculty Supervisor Portal for a summary of Graduating Project dates and deadlines, Project Templates and Grading Rubrics.

PROJECT PARTICIPANTS: STRUCTURE AND REPORTING