

MFRE GRADUATING PROJECT MFRE STUDENT GUIDELINES (2024)

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 robust project plan (First 2 weeks in May):**

The project plan defines the work plan and outcomes of the project; it is meant to ensure alignment with all participants and guide project progress throughout the summer. The Student develops the plan with input from their Site Supervisor and Faculty Supervisor. Research-based projects do not have a Site Supervisor.

- **Initiate planning meeting with Faculty Supervisor and PSTM:** Initiate a planning meeting with your Faculty Supervisor and PSTM to plan for the formal start-up meeting and ensure readiness for the graduating project.
- **Initiate start-up meeting/s with Site Supervisor (SS), Faculty Supervisor (FS) and Project Support Team Member (PSTM):** Initiate, coordinate and co-manage start-up meetings between themselves, their SS, FS and PSTM. The purpose of the meeting is to formally start the project and gather detailed and targeted information for the project plan.
- **Develop, refine and finalize the project plan:** Write the project plan based on the template provided by MFRE. Seek input and feedback from the Faculty Supervisor and Project Support Team Member. Iteration is a key component of writing a strong plan; expect to develop 2-3 drafts of the project plan.
- **Actively participate in May workshops:** Apply the new knowledge and skills learned from the workshops to the project plan and to the project itself. The workshops cover technical skills and professional competencies to support project outcomes (deliverables, methods) and project process (professionalism, communication, management).

2. **Carry out the activities required to move the graduating project forward (May to August):**

Students must demonstrate ownership, accountability and professionalism in executing their project activities and making sure the project moves forward throughout the summer.

- **Project activities:** Carry out the activities defined in the project plan. All tasks or outputs must be validated to ensure accurate, complete and quality outcomes. Submit required deliverables in a timely manner¹. In addition, MFRE deliverables, instructions and dates are posted on the MFRE Portal. **It is each Student's responsibility to move their project forward, including managing deadlines, development of quality deliverables that meet SS objectives, and communication with Supervisors.**
- **Mid-stream assessment:** This 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 a 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%.

¹ Materials should not be submitted to the Site Supervisor until the Faculty Supervisor approves the quality of the material.

- **Summer workshops:** Attend and actively participate in summer workshops offered by the MFRE Program, 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 stay 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.

- **Communication with Site Supervisor, Faculty Supervisor and Project Support Team Member:** Set up separate ongoing meetings with your SS, FS and PSTM, and manage the meetings. Make sure that meetings/emails serve a clear purpose: to provide updates, obtain clarity or feedback on your tasks/deliverables, or to solve problems and raise opportunities that occur in your project. Students are responsible for following through on meeting outcomes including summarizing and acting on next steps, asking for support, and moving the project forward.
- **Monthly Online Project Progress check-in's:** Complete a 5-minute survey each month to provide feedback to MFRE and conduct a short self reflection on project progress.
- **Communication with MFRE Graduating Project Manager (GPM):** Students may contact Janelle Tan at any point during the project for additional support or feedback. Janelle will act as a point person and may 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 to help.**

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 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:

- See Course Outline on the MFRE Portal.
- Grading Rubrics will be posted on the MFRE Portal.

Timeline and Due Dates:

- FRE 547 Activities, timelines and due dates will be posted on the MFRE Portal.

PROJECT PARTICIPANTS: STRUCTURE AND REPORTING

