

# Faculty Supervisor Kick-Off Meeting

## MFRE Graduating Projects

April 22, 2025

# 2025 Project Allocations

as of April 22, 2025. Please refer to the Graduating Projects Listing link on <https://blogs.ubc.ca/mfreonline/graduating-project/> for the most up-to-date version.

Name [Last, First]	Preference	Project	Type	Faculty Supervisor	Project Support Team Member
Gao, Ziqin	Ella	Rebel CPG	Consultancy	Ann Stone	Estefanny Felix
Nabwami, Josephine	Josephine	Field to Market Canada	Internship	Ann Stone	Group (Janelle or Olivier)
Dong, Anjie	Jeff	Munching on Molecules	Consultancy	Ann Stone	Janelle Tan
Xu, Xiaodie	Rachel	MFRE Alumni Database Update & Reporting***	Consultancy	Asif Nelay	Group (MFRE: Olivier)
Qi, Tianyu	Harper	Brightside Foods	Consultancy	Asif Nelay	Olivier Ntwali
Wang, Junyu	Junyu	FoodStash	Consultancy	Asif Nelay	Olivier Ntwali
Bello, Muhammad	Bello	CityReach Care Society (Project 2: Econ Impact)	Consultancy	Dr. Carol McAusland	Juan Fercovic
Pan, Yichun	Yichun	Sustainability Scholars (2025-021)	Consultancy	Dr. Carol McAusland	Juan Fercovic
Jiang, Rui	Rui	Mapleville (Team)	Consultancy	Caroline Chiu	Group (Janelle or Olivier)
Yang, Wuyi	Adeline	Mapleville (Team)	Consultancy	Caroline Chiu	Group (Janelle or Olivier)
Cai, Weiqi	Vicky	MFRE Alumni Survey and Dashboard (Team)	Consultancy	Dr. Cathie Dunlop	Group (MFRE: Olivier)
Sun, Bingchen	Wendy	MFRE Alumni Survey and Dashboard (Team)	Consultancy	Dr. Cathie Dunlop	Group (MFRE: Olivier)
Jiao, Wuyue	May	BC Farmers Markets (Team)	Consultancy	Dr. Cathie Dunlop	Yasi Talebi
Zhu, Yanyan	Yan	BC Farmers Markets (Team)	Consultancy	Dr. Cathie Dunlop	Yasi Talebi
Ghazali, Abdulwasii	Ghazali	Authentic Indigenous Seafood (SC Eng'g & Product Costing)	Internship	Darren Mahaffy	Estefanny Felix
Li, Haoyu	Haoyu	Authentic Indigenous Seafood (New Export Markets)	Internship	Darren Mahaffy	Estefanny Felix
Tai, Pingtongyi	Tonia	Mindful Fud	Consultancy	Darren Mahaffy	Janelle Tan
Yu, Qiu Tong	Steven	AAFC: BMP adoption in climate adaptation	Consultancy	Dr. James Vercammen	Group (AAFC: Janelle)
Zhu, Caiying	Becky	AAFC: Climate Change	Consultancy	Dr. James Vercammen	Group (AAFC: Janelle)
Lyu, Chengfeng	Joe	Research with Dr. Vercammen	Research	Dr. James Vercammen	None
Ma, Zhiyao	Isaac	Research with Dr. Vercammen	Research	Dr. James Vercammen	None
Nie, Pengyu	Sinai	Atome Bakery	Consultancy	Dr. Karen Taylor	Olivier Ntwali
Cai, Chenxi	Sissi	WiseBites***	Internship	Dr. Karen Taylor	Xiao Han
Hung, Pui Kit	Pail	Rocky Point*** and AAFC: Biofuels (July start)	Consultancy	Dr. Karen Taylor/Dr. Carol McAusland	Olivier Ntwali
Guan, Tammy	Tammy	AAFC: Competitive in food processing	Consultancy	Dr. Kelleen Wiseman	Group (AAFC: Janelle)
Men, Xueting	Carrie	7Gen	Internship	Dr. Kelleen Wiseman	Group (Janelle or Olivier)
Wang, Haitong	Haitong	Own Project	Internship	Dr. Kelleen Wiseman	None
Che, Chang	Chang	AAFC: Trade Project	Consultancy	Dr. Matias Margulis	Group (AAFC: Janelle)
., Naogantala	Tala	Crush Dynamics (Project 1: Scaling Up)	Internship	Dr. Mike Johnson	Xiao Han
Cui, Tingru	Brian	Crush Dynamics (Project 3: Mkt Rsrch Functional Bev)	Consultancy	Dr. Mike Johnson	Xiao Han
Connell, Timothy	Tim	AAFC: Agrifood Project	Consultancy	Dr. Rick Barichello	Group (AAFC: Janelle)
Ojo, Oluwafemi	Femi	AAFC: Farm Finances	Consultancy	Dr. Rick Barichello	Group (AAFC: Janelle)
Liang, Yingyi	Yingyi	AAFC: Manitoba Living Labs	Consultancy	Dr. Rick Barichello	Yasi Talebi
Oduro, Seth	Seth	Vancouver Food Justice Coalition (Project 2: Economic Analysis)	Consultancy	Dr. Rick Barichello	Yasi Talebi
Westbury, Ethan	Ethan	AAFC: Climate Change	Consultancy	Dr. Sumeet Gulati	Group (AAFC: Janelle)

# Agenda Today

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- Welcome and Introductions (10 min)
- Graduating Projects: Updates for 2025 (10 min)
  - Graduating Projects: Portfolio, GP Structure
  - Roles: Site Supervisor, Faculty Supervisor, Graduating Project Manager, MFRE Team
- Faculty Supervisor Best Practices: (20 min)
  - Start Up: Student Specific, Management/Direction of Project Plan, First Meeting Management
  - Rest of Summer
  - Mid-Stream
  - Project Finalization
- Timelines & Important Dates
- Your Best Ideas for Project Start up and Management: Group Discussion (15 min)
- FAQ's (15 min)
- Mingle: 3:30 pm onwards.

# Faculty Supervisors

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## **FRE/MFRE**

- Dr. James Vercammen
- Dr. Rick Barichello
- Dr. Carol McAusland
- Dr. Karen Taylor
- Dr. Kelleen Wiseman
- Dr. Sumeet Gulati
- Dr. Matias Margulis
- Dr. Mike Johnson

## **Sauder**

- Ann Stone
- Darren Mahaffy

## **Industry/Government**

- Dr. Cathie Dunlop
- Asif Nelay
- Caroline Chiu

# MFRE Team

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

# Graduating Projects: Updates for 2025



# 2025 Graduating Projects: Portfolio

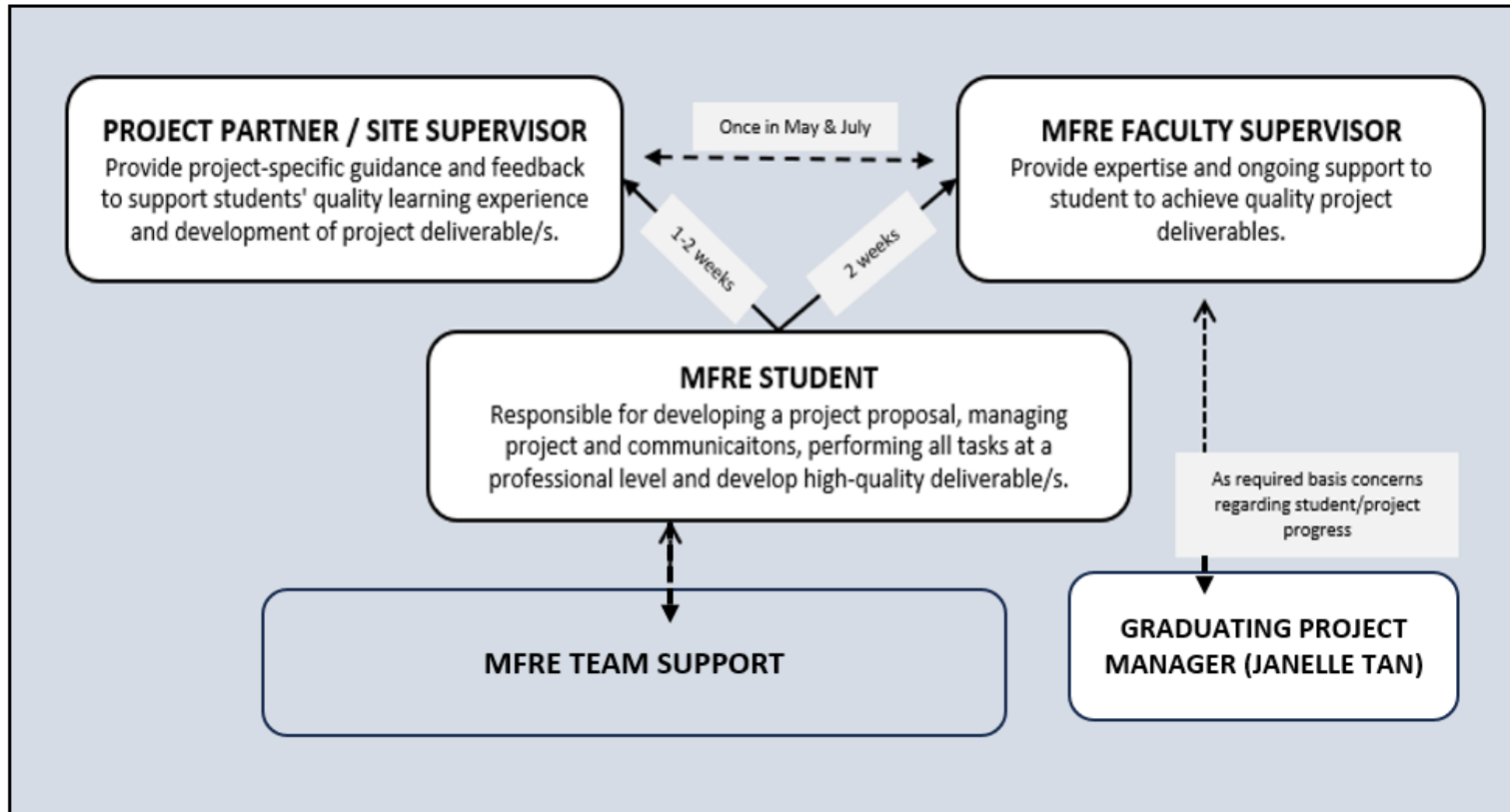
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Agriculture and  
Agri-Food Canada



# Graduating Project: Structure



## Goals for the GP :

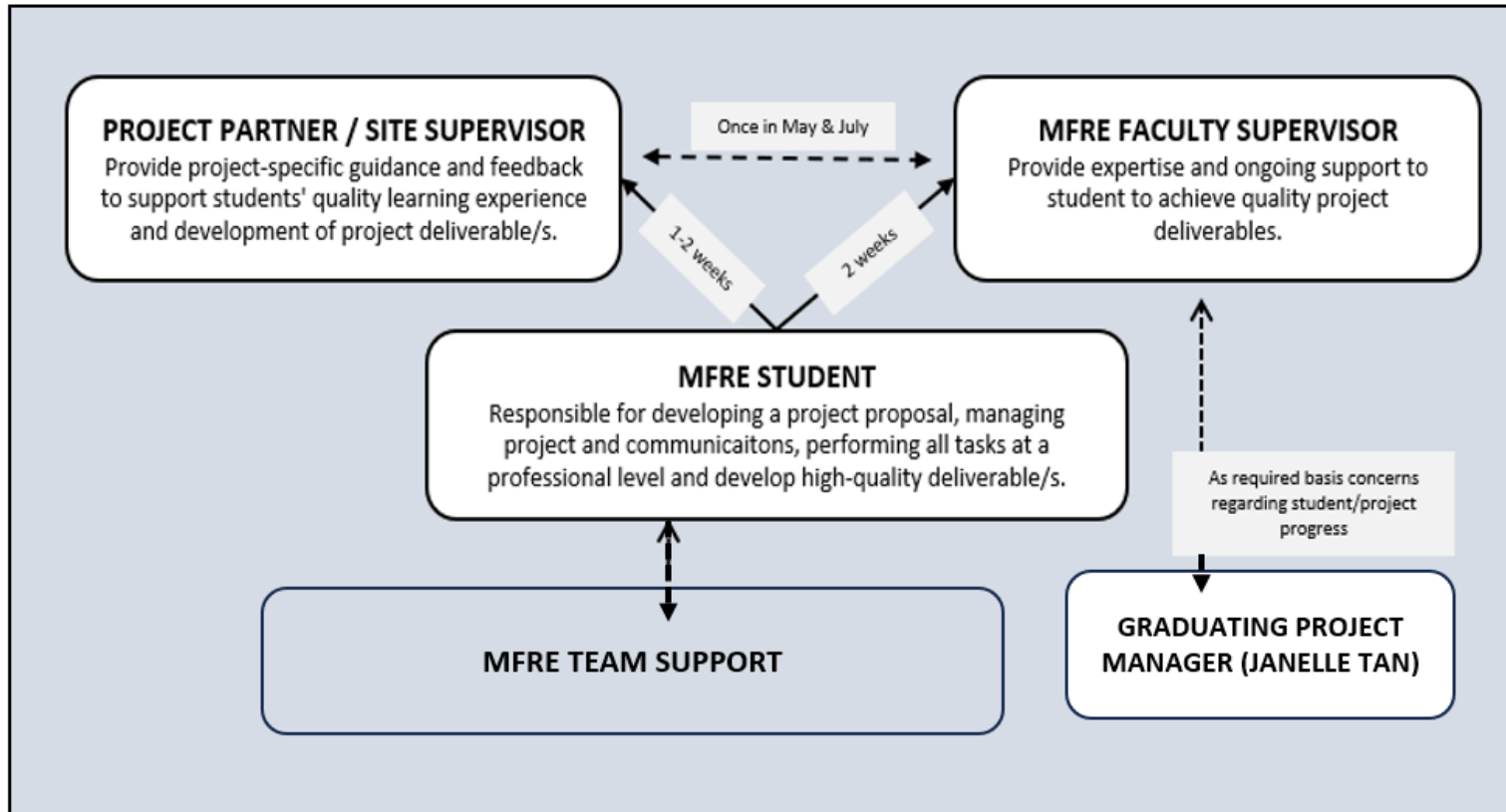
- Quality Student Learning Experience
- Quality Project Partner Deliverables

Student is the owner/driver of the project

All others have a support and guidance role.



# Graduating Project: Structure



## Acronyms:

- Graduating Projects – GP
- SS – Site Supervisor (Project Partner)
- FS – Faculty Supervisor
  - 1 first time FS this year
- Student – Student
- GPM – Janelle

# Graduating Project: Roles

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- **Student Role:** Take ownership of the project by actively engaging, managing timelines, leading communications, delivering high-quality work, and responding to feedback from both the Faculty and Site Supervisors.
  - **Faculty Supervisor:** Ensure quality project start-up, provide ongoing guidance to ensure academically sound deliverables, communicate with both the site supervisor and MFRE program, and grades the final project outcomes.
  - **Site Supervisor:** Provides project context, direction and feedback, and ensures the student's work aligns with organizational goals and expectations for deliverables.
  - **MFRE Team:** Provide support as needed by advising on project planning, communication, and timelines, while encouraging professional standards and quality deliverables.
  - **Graduating Project Manager:** Reviews student progress, troubleshoots SS/FS/student/project/MFRE Team concerns, and conducts regular check-in across Students, FS, SS, and MFRE Team to ensure project and deliverables are on track.
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# MFRE Project Support Team: Update

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## Oversee and Support Progress with the following:

- Project Start Up – Work Plan - Deliverables
- Professional Communication
- Meeting Management
- Time Management – Meeting Deadlines – Project Progress
- Maintain MFRE brand – high quality student deliverables (remember it's the student's deliverables)

As the student works on the Summer Project.

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

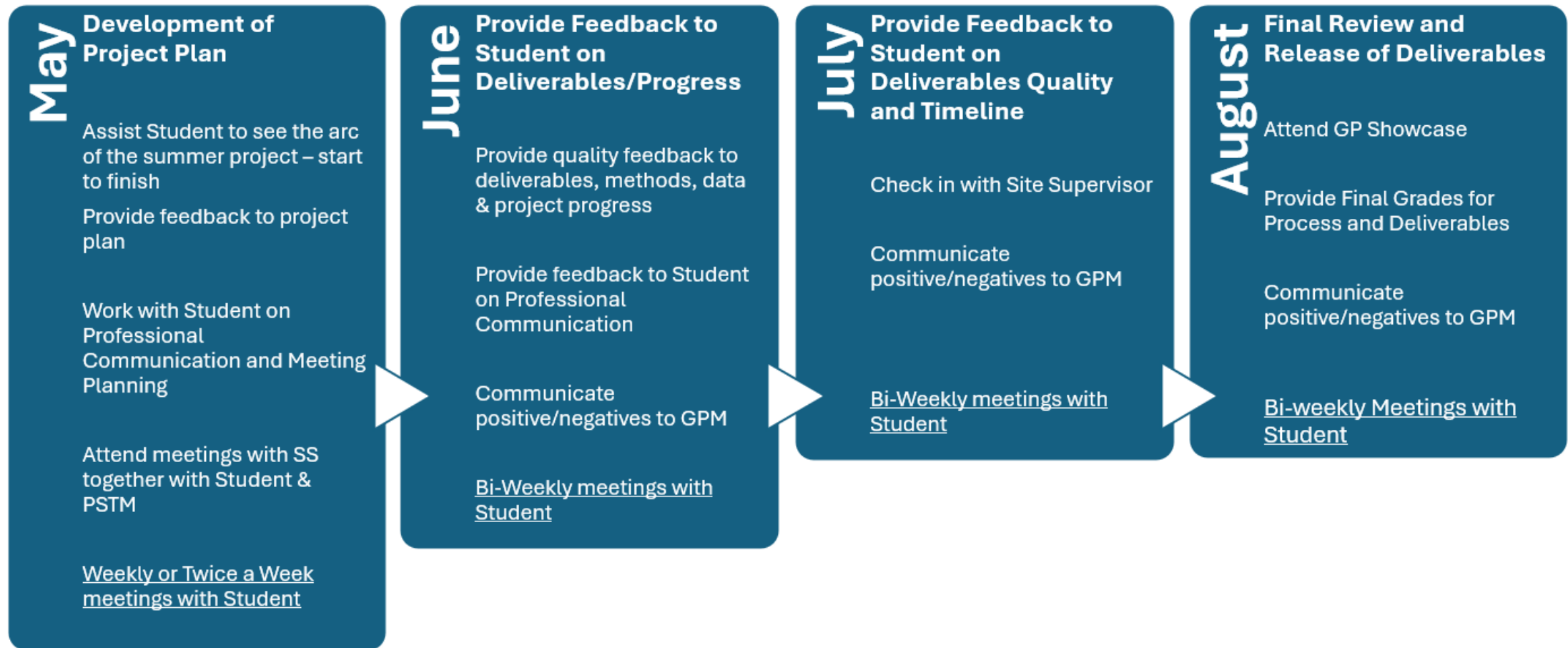
## 2025

- **Changes:** Group vs Individual Support
  - Group Support: Coaching and professionalism focus
  - Individual Support: May also help with technical skills

# Faculty Supervisor Best Practices



# Timelines: Strong start – and rest of summer



# Faculty Supervisor Best Practices

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## Start-Up (Next Week & Early May):

- **Meeting with the Student: Week of April 28<sup>th</sup>**
  - **Purpose:** Get to know student and project
  - **Who sets up that meeting?** Faculty Supervisor
  - **At that meeting:** Get to know student, set expectations of first meeting management, note taking, communications, turnaround time for emails, meetings days/timing, vacation or unavailable dates, use of AI, management in first SS meeting and ongoing
- **Meeting with SS, FS, and Student: Week of May 5<sup>th</sup>**
  - **Purpose:** Scope project, source information for project plan, model meeting management/asking question.
  - **Who sets up that meeting?** Student
  - **At that meeting:** FS asks questions to SS (support vs lead) , **direction/process of project**, and gets the information required for project plan and start up.
  - **Debrief:** After the meeting, debrief and set next steps with Student re: meeting, notes/taking, slides, project plan development, professionalism, and meeting management.

# Faculty Supervisor Best Practices

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## Start-Up (Early May): continued

- **Follow-up Meeting/s with Student: Week of May 12<sup>th</sup>** (1 or 2 depending on project and student)
  - **Purpose:** Provide feedback on project plan and discuss student managing next SS meeting. **Template available on portal.**
  - **Who sets up meetings?** Student basis your schedule
  - **At meetings:** FS provides feedback to plan, provides ideas and practice for student so they can manage next meeting, request and review power point for use at SS meetings, and revisits FS-Student expectations from first meeting.
  - **FS may need to attend the next meeting with SS depending on the student and project.**

# Faculty Supervisor Best Practices

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## **Rest of the Summer (May–August):**

### **Ongoing Support & Guidance**

Meet regularly (1 /week or 1 time every 2 weeks) with the student to provide feedback and ensure progress

Review and approve the final deliverables in August.

### **Communication & Oversight (May – August)**

Communicate with the site supervisor (May & July)

Complete MFRE survey monthly check-ins

Communicate concerns, successes, extra resources, or technical assist to Janelle and we will manage resources

## **Midstream: Assessment, Stream B Decision (June 12 and 13)**

Provide input to midstream



# Faculty Supervisor Best Practices

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## Project Finalization: (August)

- Review Project Partner Final Deliverables (August 8-15)
- Review Student presentation slides (August 7-11)
- Attend Graduating Project Showcase (August 14)
- Approve Project Partner Final Deliverables (August 18-22)
- Assign a final grade for project process and final deliverables (August 27). Rubric will be provided.

MFRE program handles grading of other components (e.g., plan, GANTT chart, midstream, brief, and showcase).

# Important Dates



# Important Dates

Timing	Description	Initiated By:
Apr 28 – May 2	✓ Connect to Student via Initial Planning Meeting	Faculty Supervisor
May 5 – May 9	✓ Connect to Student and Site Supervisor via Start Up Meeting	Student
May 9 – May 21	✓ Provide Input and Feedback on Project Plan	Student
May 21	✓ Project Plan Due Date	Student
Jun 4, July 4, Aug 5	✓ 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 8-15	✓ Provide Feedback on Draft Deliverables & Request Additional Support if required	Student
August 14	✓ Attend Project Showcase (In-Person, UBC Campus)	MFRE Program
August 18-22	✓ Sign-off on Deliverables so they can be provided to Site Supervisors	Student
August 27	✓ Provide Final Grade for Student Process and Deliverables	MFRE Program

# Faculty Supervisor Online Portal

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



## Graduating Project (Faculty Supervisors)

MFRE GRADUATING PROJECT TIMELINES FOR FACULTY SUPERVISORS (May to August 2025)

TIMING	ROLE DESCRIPTION	INITIATED BY:
April 28 - May 2	Initial Meeting with Student (Get to Know your Student and Plan the Start-up)	Faculty Supervisor
May 5 - 9	Start-up Meeting with Student, Site Supervisor, Faculty Supervisor and Project Support	Student
May 9 - 21	Provide Input and Feedback on Project Plan (May 21 is Project Plan Deadline)	Student
June 4, July 4, August 5	Complete Project Progress Check-in Survey	MFRE Pgm
June 12 - 13	Attend or Provide Input for Mid-Stream Assessment	MFRE Pgm
Early July	Check-in and Meet with Site Supervisor	Faculty Supervisor

# Your Best Ideas for Faculty Supervision & FAQ: Group Discussion



Share Your **IDEAS**

# FAQ's

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- What if I disagree with the project partner's **approach or expectations**?
- What is the best meeting frequency and length with the student?
- Are NDAs or other legal documents required?
- What if the student's report needs substantial editing?
- What should I do if the student isn't showing leadership or professionalism?
- What if the project scope changes significantly over the summer?
- Is it OK to use AI in the project? Should I be telling students about AI alert SS of their use in a professional setting?
- What if I disagree with the project partners approach to student interaction? Project development?
- How much guidance should I provide on the deliverables, technical or industry content?
- What if the Site Supervisor becomes unresponsive or disengaged?
- How involved should I be in the development of the final presentation and report?
- What are the final deliverables and when are they due? What if a student wants to finish early?

# End – Mingle!

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