

MFRE GRADUATING PROJECT

MFRE FACULTY SUPERVISOR GUIDELINES (2025)

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 main 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

Project Start-up (First 2 weeks in May): Faculty Supervisors are asked to commit extra time in the first two weeks of May when Students are developing the project plan. This effort tends to result in an overall more successful summer project. Project Start-up includes the following three phases.

- i. **Initial Student and Faculty Supervisor Meeting (Week of Apr 28):** Faculty Supervisors (FS) should email the student to set up this initial meeting. The purpose of the meeting includes three main areas:
 - Get to know the student and the project.
 - Set expectations for the project, including communication practices, email turnaround times, meeting days and timing, required meeting preparation, note-taking requirements, vacation or unavailable dates, and appropriate use of AI.
 - Plan the agenda, preparation, materials, and management of the first meeting with the Site Supervisor (SS), Faculty Supervisor (FS), and the Student. **Example:** *Suggest the Student prepare and email FS a power point deck for the start-up meeting with the agenda, question list and bios and/or practice asking questions for the meeting.*
- ii. **Formal Start-Up Meeting with Project Partner (Week of May 5):** The Student will coordinate this first meeting between the Site Supervisor (SS), Faculty Supervisor (FS), and the Student. The purpose of this meeting is to
 - Define the scope of the project
 - Source information required for the Student's project plan
 - Model meeting management and effective questioning: Based on the earlier FS and Student meeting, FS are asked to lead or co-manage this start-up meeting to ensure efficient information gathering for the project plan and to demonstrate quality meeting management. **Note:** *Research projects do not have Site Supervisors.*

A post-meeting debrief is encouraged for the purpose of discussion with the Student regarding meeting takeaways, plan development, professionalism, meeting management practices, and next steps. **Example:** *If the student was not engaged or did not ask questions, suggest a change in the professional conduct or practice Q/A.*

- iii. **Follow-up FS and Student Meeting/s and Project Plan Development: Week of May 12th (1 or 2 depending on project and student).** The Student will coordinate these meetings between the Faculty Supervisor (FS), and the Student. The purpose of this meeting is to:
 - **Work with the Student to Develop a Quality Project Plan:** Template provided. 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. Students share the final project plan with the Site Supervisor **after** the Faculty Supervisor approves it.
 - **Provide Meeting Management Guidance to the Student for SS Meetings:** FS can provide meeting management ideas such as the following:
 - Send agendas, questions and reminders in advance of the next SS meeting
 - Be prepared and ready for feedback
 - Prioritize questions to keep the meeting on time
 - Do not ask SS to complete workplan sections
 - Define what follow up and post meeting emails is wanted by SS.

FS may need to attend the next meeting with SS and Student depending on the student and project.

Project Guidance and Feedback (May to August): Faculty Supervisors are asked to guide the student, offer regular feedback, and communicate with the MFRE program to ensure the project is progressing and any required adjustments are made. Project Guidance and Feedback includes the following five items:

- i. **Meet and Provide Regular Feedback/Guidance to the Project and Student (Mid-May to August):** Faculty Supervisors are asked to meet with the Students individually (unless they are working on the same project) every one to two weeks to provide guidance and direct feedback. The Student will set up the meeting schedule.
- ii. **Provide Input for Student's Midstream Assessment (Mid-June):** Students who are not progressing on the project will be taken off the project and placed on an internal Stream B project and receive an academic penalty and receive a maximum grade of 68% for the graduating project under condition of completing the assigned project exactly as outlined. A MFRE Team member will be assigned to complete the project. The MFRE Program will email Faculty Supervisors for input on Student progress.
- iii. **Meet with Site Supervisor (July):** FS are asked to meet with the Site Supervisor to ensure the project is progressing from the SS point of view. The Faculty Supervisor should set up this meeting and communicate any concerns to Janelle Tan, MFRE Graduating Project Manager.
- iv. **Complete MFRE Program's Check-in Survey (Once per Month):** Faculty Supervisors are asked to provide regular project and student updates to the MFRE program throughout the summer. The MFRE Program will email a survey link to Faculty Supervisors.
- v. **Communicate Concerns or Feedback to the MFRE Graduating Project Manager (As Required):** Contact Janelle Tan, MFRE Graduating Project Manager and she will connect with the Student and assign available resources (i.e., editing, technical assistance).

Project Finalization: (August): Faculty Supervisors are asked to guide the completion of the project by reviewing and approving the final project materials. Finalization steps include the following:

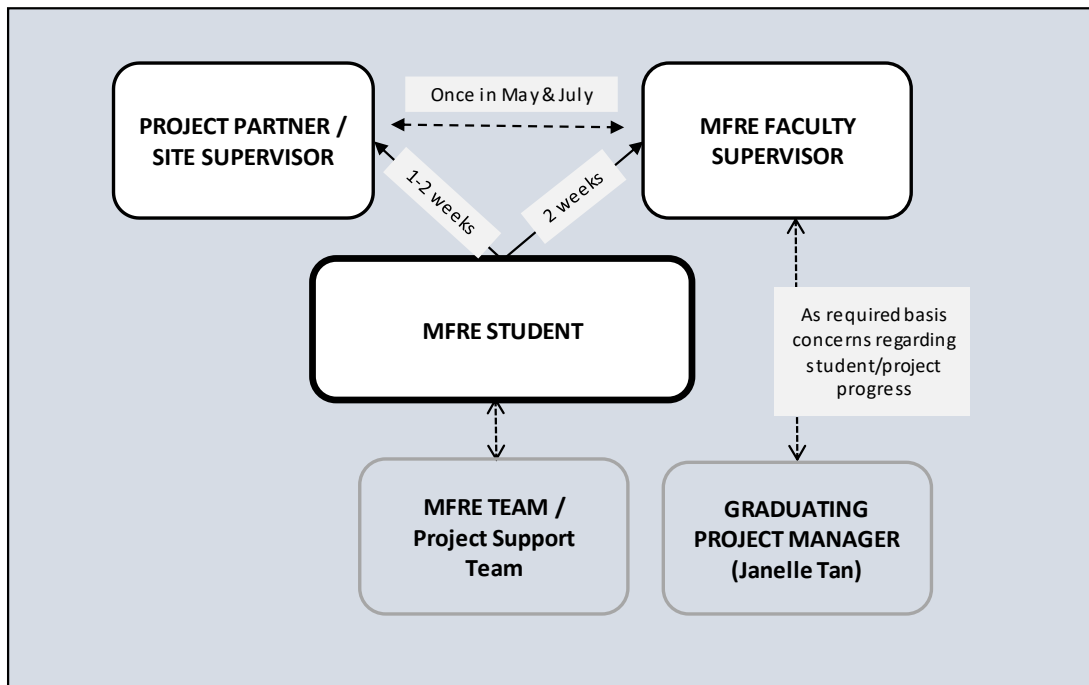
- **Review Project Partner Draft Deliverables (August 8-15):** Faculty Supervisors are asked to provide feedback to the draft deliverables in mid August and flag any concerns or expertise required (i.e., editing, technical support, missing deadlines, extra review) with Janelle Tan, MFRE Graduating Project Manager. Students will provide the draft deliverables.
- **Review Student Presentation Slides (August 7-11):** Students develop slides and a 5-minute talk for the Graduating Project Showcase. Feedback from the Faculty Supervisor is very helpful and results in a stronger presentation. Students will provide the draft presentation.
- **Attend Graduating Project Showcase (August 14):** Each MFRE student presents their Graduating Project experience to the MFRE community at the end of the term (includes Incoming and Current MFRE Cohort, Faculty Supervisors, Site Supervisors, UBC Community, MFRE Team). Faculty Supervisors are encouraged to attend, support and engage with the MFRE community in this celebratory event.
- **Approve Project Partner Final Deliverables (August 18-22).** Students will provide the final deliverables.
- **Provide a Grade for Project Process and Final Deliverables (August 27).** Rubric provided. 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. *MFRE program handles grading of other components (e.g., plan, GANTT chart, midstream, brief, and showcase).* The MFRE program will email after August 22 to request grades.

TIMELINES AND DATES TO NOTE

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

See [MFRE Faculty Supervisor Portal](#) for a Graduating Project Timeline, Project Templates and Grading Rubrics.

PROJECT PARTICIPANTS: STRUCTURE, REPORTING, and ROLES



Student: 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.