

FRE 547: MFRE GRADUATING PROJECT 2025

GRADING RUBRIC FOR CONSULTING AND RESEARCH PROJECTS

END-OF-TERM DELIVERABLES* (65% of FRE 547 Course Grade)

Item	Weight	Qualities associated with a 70% grade	Qualities associated with a 90% grade
Quality and Completeness of Deliverables	80%	<p><u>Deliverables:</u></p> <ul style="list-style-type: none"> Deliverables have some connections to objectives set out in Project Plan Deliverables are accurate, but not that thorough. Deliverables require considerable time to understand (e.g. conclusions might be vague, or lacking in range or depth, SS cannot confidently act on them) Deliverables reflect minimal editing and drafts development. Deliverables include most required headings and elements, but not all sufficiently developed. Results/Recommendations are provided but with minimal justification as to where or why they have been presented. Citation appears to be completed adequately Responsible use of AI (if applicable), adheres to parameters in Project Plan. Deliverables are slightly below expectations. <p><u>Data and Methods Used:</u></p> <ul style="list-style-type: none"> Data used in the deliverables is based upon google level research using adequate citation and minimal evaluation. Data used is mainly as a result of referrals from SS or FS for data and sources. Methods used to develop deliverables have been defined by the FS and student demonstrated adequate understanding and application of techniques/methods. Methods used but with little initiative to refine methods to best meet project goals. Sometimes used critical thinking skills to enhance quality of deliverables 	<p><u>Deliverables:</u></p> <ul style="list-style-type: none"> Deliverables accurately connect to objectives set out in Project Plan Deliverables are accurate and thorough. Site Supervisor can easily understand the deliverables with minimal effort (e.g. conclusions are clear and insightful, SS can act on them) Deliverables developed and redeveloped to meet project objectives in a value-added and academic manner. Deliverables include all required headings and elements Results/Recommendations are actionable and well supported by evidence, clear logic and citations. Citations accurately provided. Responsible use of AI (if applicable), adheres to parameters in Project Plan. Deliverables exceed expectations. <p><u>Data and Methods Used:</u></p> <ul style="list-style-type: none"> Data (primary &/or secondary) used in the deliverables is based upon broad, well cited and strongly evaluated content. Data obtained via active research by the student (i.e., not just dependant on SS or FS for data and sources) Data has been obtained by student using graduate level research, citation and organization skills making it easily accessible to SS. Data are well described and justification for use/source provided. Methods used to develop deliverables have been revised throughout the term by the student (using input from SS and FS) to connect to project objectives, current references and data/requirements - are well thought out, clearly described and well-justified. Consistently used critical thinking to enhance quality of deliverables (innovative, useful ideas; deployed better methods to course correct where needed)
Organization and Style	20%	<ul style="list-style-type: none"> Deliverables do not consider the audience or user's requirements Professional writing style, BUT careful proofreading was not always evident - some errors in sentence construction, grammar or spelling. Design and Style lack logic or consistency (e.g. ineffective use of outline & headings, formatting, file tabs, blocks, font styles, colours, file names, white space) 	<ul style="list-style-type: none"> Deliverables developed based upon the audience and user's requirements Professional writing style, virtually free of grammar, spelling, sentence construction, and punctuation errors Design and Style are logical and consistent to guide readers (e.g. effective use of outline & headings, formatting, file tabs, blocks, font styles, colours, file names, white space)
	100%		

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PROJECT PROFESSIONALISM (15% of FRE 547 Course Grade)

Item	Weight	Qualities associated with a 70% grade	Qualities associated with a 90% grade
Critical Thinking and Results-Driven	25%	<ul style="list-style-type: none"> • Demonstrates basic ability to understand the partner/research opportunity/challenge but cannot develop effective objectives and deliverables without assistance • Recommend solutions that meet SS expectations but needed prompting and guidance • Followed instructions from supervisors and project support team member in order to get past obstacles and move forward with tasks and deliverables • Does not suggest or refine solutions but was willing to try others' ideas • Strong supervision required to advance project and overcome complex issues 	<ul style="list-style-type: none"> • Demonstrates ability to understand the partner/research opportunity/challenge and develop effective objectives and deliverables • Anticipates SS needs and develops solutions that consider the strategic picture and are beyond SS expectations • Takes initiative and constructive actions to advance the project and break through obstacles • Introduces new ways of looking at problems and suggests solutions to project problems/challenges • Sees the opportunity to develop more than the project requirements to the SS and delivers these in a value-added manner
Attitude	25%	<ul style="list-style-type: none"> • Communicates respectfully but may not consider MFRE Graduating Project goals • Rarely seeks feedback, or seeks but does not action feedback • Builds minimal rapport with SS, FS, Project Support Team throughout the project 	<ul style="list-style-type: none"> • Communicates respectfully and considers MFRE Graduating Project goals • Highly engaged in the process (pursues tasks and challenges with energy and drive, minimal supervision) • Seeks and responds to feedback in a proactive way • Builds strong rapport with SS, FS, Project Support Team throughout the project
Ownership and Initiative	25%	<ul style="list-style-type: none"> • Meets most deadlines as expected by SS/FS but requires prompting. • Needs to be prompted to incorporate feedback from SS, FS & MFRE Team to continuously improve project deliverables and professional behaviours • Conducts tasks when prompted 	<ul style="list-style-type: none"> • Uploads/Submits all required materials on time (MFRE deadlines) without any prompting • Self-determined, actively moves the project forward at all times, focusing on achieving Project Plan objectives • Prioritizes tasks and takes full responsibility for all aspects of the graduating project (deliverables, methods, data, tasks, risks, communication)
Communication and Meeting Skills	25%	<ul style="list-style-type: none"> • Initiates communications with SS and FS. Not always prepared for meetings (lacking important agenda items, not looking ahead) • Takes notes during meetings, but not enough to follow up on details • Communication (verbal and written) is not always clear, or misses communicating to some stakeholders (SS, FS, MFRE Program) needing to be prompted 	<ul style="list-style-type: none"> • Initiates communications with SS and FS. Always prepared for meetings with well-developed agenda items (updates, questions, ideas, looking ahead etc.) • Takes detailed notes/action items from meetings, incorporates them effectively into project next steps. • Communicates (verbal and written) in a clear and concise manner; consistently considers all stakeholders (SS, FS, MFRE Program)
	100%		

* End-of-term Deliverables:

Includes: all final deliverables like final report, .xls dashboards/ spreadsheets, literature review document, policy briefs, databases.

Excludes: project plan, mid-stream and final presentations

Legend: SS – Site Supervisor; FS – Faculty Supervisor

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GRADING RUBRIC FOR INTERNSHIPS

(80% of FRE 547 Course Grade)

Consult with MFRE Graduating Project Manager to check if your project falls under this category.

Item	Weight	Qualities associated with a 70% grade	Qualities associated with a 90% grade
Quality of Task Performance	50%	<ul style="list-style-type: none"> • Tasks were defined adequately. • Tasks performed at acceptable level of accuracy and precision. • All tasks were satisfactorily completed and on-time. • High regard maintained for confidentiality requirements at all times. • Met all workplace requirements for timeliness, meeting attendance and training. • Responsible use of AI (if applicable), adheres to parameters in Project Plan. • Completes the MFRE Final Report as required 	<ul style="list-style-type: none"> • Tasks were well-defined with strong initiative from the Student. • Tasks performed at high level of accuracy and precision. • All tasks were completed on-time and demonstrate excellence and high-quality. • High regard maintained for confidentiality requirements at all times. • Met all workplace requirements for timeliness, meeting attendance and training. • Generated and pursued opportunities to expand knowledge and skills (e.g. new tasks, implemented innovative solutions, improved existing processes, reduced process waste, etc.) • Responsible use of AI (if applicable), adheres to parameters in Project Plan. • Completes the MFRE Final Report as required
Critical Thinking and Results-Driven	25%	<ul style="list-style-type: none"> • Demonstrates basic ability to understand the partner/research opportunity/challenge but cannot develop effective objectives and deliverables without assistance • Recommend solutions that meet SS expectations but needed prompting and guidance • Followed instructions from supervisors and project support team member in order to get past obstacles and move forward with tasks and deliverables • Does not suggest or refine solutions but was willing to try others' ideas • Strong supervision required to advance project and overcome complex issues 	<ul style="list-style-type: none"> • Demonstrates ability to understand the partner/research opportunity/challenge and develop effective objectives and deliverables • Anticipates SS needs and develops solutions that consider the strategic picture and are beyond SS expectations • Takes initiative and constructive actions to advance the project and break through obstacles • Introduces new ways of looking at problems and suggests solutions to project problems/challenges • Sees the opportunity to develop more than the project requirements to the SS and delivers these in a value-added manner
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