



The UBC Master of Nutrition and Dietetics Program is based at the UBC Vancouver Point Grey campus, which is situated on the traditional, ancestral and unceded territory of the Musqueam People. We are privileged to have program partners and students work and learn on the many traditional lands around BC.

Capstone Research Team Expectations Contract

Instructions

1. At the first team meeting, review these expectations, and add additional conditions pertinent to your project.
2. Following the meeting, the **students** will save file in pdf, and will facilitate all parties to digitally sign the document.
3. Save the final signed document as *MND Capstone_Expectations_signed_TeamName.date.2023.pdf* and upload to Canvas assignment page by the due date.

Preamble

The University of British Columbia (UBC) is responsible for developing awareness among all students and members of faculty and staff involved in teaching and scholarly activities of the need for the highest standards of integrity, accountability and responsibility. UBC holds scholars responsible for scholarly and scientific rigor and integrity in teaching and research, in obtaining, recording and analyzing data and in presenting, reporting and publishing results. Research conditions for all involved in a research team should be outlined in a letter from the principal investigator before team members become engaged. Letters are to include issues as compensation, supervision, authorship, records of data, ownership and/or use of data, publication rights, and commercialization

MND Program Expectations

As this research project is considered Practice Education (Practicum), the [MND Practice Education Roles and Responsibilities Policy](#) lays out the general division of responsibilities among the Program, (Research) Preceptor and Students.

The program will also ensure all parties are aware of and comply with [UBC Research Policy](#) and related UBC policies (e.g., [Research Involving Humans](#), [Scholarly Integrity](#), [Equipment/Services Use](#)), as well as MND Program Policies (e.g. [Respectful Learning Environments](#))

Project Funding

For 2023-24 no funding is available from UBC. The research preceptor is responsible for applying for grants if this is relevant/necessary for project success. If unforeseen expenses are incurred, the research preceptor should contact the Program Director.

Publication/Authorship

In the event that a capstone project results in a manuscript submission to a peer reviewed journal, authorship and student's contribution criteria for publication should follow the [International Committee of Medical Journal Editors Recommendations](#).

Research Data (UBC Research Policy)

Original records must remain in the research site (or on a server set up by the research preceptor or your UBC Faculty liaison that is compliant with HIPPA standards for data security and storage).

Publications (UBC Scholarly Integrity Policy)

If there are outstanding manuscripts arising from your research project at the time you present your projects at the Colloquium, you will have one year to prepare these manuscripts in a format ready for submission to a mutually agreed upon refereed journal (s). If, at the end of this time, you have not produced these manuscripts, the research preceptor is within their rights to produce them and assume senior author.



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Delineation of Roles and Responsibilities specific to the Master of Nutrition and Dietetics (“MND”) Capstone Research Projects (“Projects”)

Project Title: _____

Name of MND Faculty and Date

Faculty: _____

Date: _____

The Program will support **students** by...

- Regularly reminding students of their obligation to understand and follow all relevant UBC, Faculty of Graduate Studies, and Program policies.
- Providing training in research methods and services, including UBC Library research services, biostatistics, and the ethics review process.
- Providing guidance in the ethical conduct of research and model research integrity.
- Providing mentorship in academic writing and knowledge translation.
- Explaining expectations for mode of address, professional behaviour (e.g. punctuality), when to seek assistance, response to constructive criticism, and performance expectations.
- Assisting to manage conflict among members of the student group, if informal methods do not resolve the situation

The Program will support **preceptors** with...

- Offering a 12-month un-paid Clinical Instructor appointment (applicable only to those preceptors without current paid appointments at UBC-Vancouver)
- Applying for a RISE ID (researcher number) and support using [RISe](#)
- Understanding the ethics review board process at UBC, including amendments and [new research projects involving Dietetics students](#).
- Consultation on methodologies and statistical analysis, as able
- Offering support to edit manuscripts or other documents/reports as needed

Other:

faculty signature

faculty print name

date



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Name of Preceptor(s) and Date

Preceptor: _____

Co-preceptor (if applicable): _____

Date: _____

As your research preceptor, you can expect me to:

- Demonstrate commitment to practice-based research, the project, and offer respectful support, constructive criticism, and consistent encouragement.
- Collaborate with MND Faculty to identify a research topic that is suitable and manageable within the scope of the project.
- Have sufficient familiarity with the field of research to provide guidance as a supervisor.
- Complete any organizational procedures to ensure students have access to any required facilities or research materials for your project, including information management systems, and other software and hardware.
- Provide information about availability for meetings and expectations about preparation for meetings.
- Assist students in the project, setting a time frame, and adhering as much as possible to the schedule.
- Attend your presentations in appropriate venues and join in associated discussion.
- Acknowledge your contributions, when appropriate, in published material and oral presentations [Discuss policy regarding authorship, etc. of papers] in accordance with good scholarly practice and the University of British Columbia scholarly integrity policies.
- Provide reasonable expectations about work hours during the data collection and analysis period.
- Clarify my preferred style of communication with students about areas such as student independence, approaches to conflict, direct questioning, and mentoring.
- Respond thoroughly (with constructive suggestions for improvement) and in a timely fashion to submitted, written work.
- Promote a research environment that is safe and free from harassment.
- Assist in managing conflict or differences among members of any broader research or practice groups that the MND students are a part.
- Make arrangements to ensure adequate supervision if I am absent for extended periods, e.g. more than a month.

Other:

preceptor signature

preceptor print name

date



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Names of MND Students and Date:

Student 1: _____

Student 2: _____

Date: _____

As students, you can expect us each to:

- Take responsibility for our progress towards project completion.
- Demonstrate commitment and dedicated effort in gaining the necessary background knowledge and skills to carry out the project
- At all times, demonstrate research integrity and conduct research in an ethical manner in accordance with University of British Columbia policies and the policies or other requirements of organizations supporting our research, especially those concerning the use of computers and other equipment.
- In conjunction with the preceptor, develop a plan and timetable for completion of each stage of the project.
- Adhere to negotiated schedules and meet appropriate deadlines, including project completion.
- Keep preceptor(s) informed about our contact information.
- Meet and correspond with preceptor and UBC when requested within specified time frames.
- Report fully and regularly on our progress and results to preceptor and faculty liaison.
- Keep orderly records of research activities.
- Be thoughtful and reasonably frugal in using organizational resources.
- Behave in a respectful manner with peers and colleagues, and attempt to resolve any conflicts among us informally before involving others.
- Contribute to a safe workplace, where each individual shows tolerance and respect for the rights of others.
- Develop a clear understanding concerning ownership of intellectual property and scholarly integrity (refer to UBC policy on [Patents and Licensing](#), the [scholarly integrity policy SC6](#), and the [University Industry Liaison Office](#)).
- Take any required training that is discussed by preceptor and agreed upon by UBC faculty liaison.
- Return any borrowed materials on project completion or when requested.
- Finish and clear up our work space when project is complete (if applicable).
- Ensure that all samples and data associated with the project are organized and stored or disposed of as per preceptors specifications
- Explain to preceptor(s) our group's comfort with modes of communication (e.g. formal or informal, use of questioning) and independent activities.
- Make it clear to our preceptor and/or UBC liaison when we do not understand what is expected of us.
- Respond respectfully to advice and criticisms (indicating acceptance or rationale for rejection) received from the preceptor or UBC liaison
- Inform the preceptor in a timely manner about any upcoming presentations, to facilitate your attendance.

Other:

student signature

student signature

student print name

student print name

date

date