DFP CREATE (Designing for People Collaborative Research and Training Experience)

Program Requirements Checklist for DFP Students Cohort 6 (Academic Year 2022/23)

Full Name:	Student Number: Date:
UBC Email address:	Non-UBC Email address:
Department, Degree and Program:	
Status in Canada (if changed):	Expected Graduation Date:
DFP PRIVACY NOTICE ON DATA	COLLECTION
Part of the reports CREATE programs are re trainees, their participation in the program	National Science and Engineering Research Council (NSERC). quired to submit to NSERC include information on all DFP and the financial support they have received from this cy Notice regarding the data we collect. If you have any nin@dfp.ubc.ca.
CREATE Program NSERC Privacy Notice	
personal information from trainees, team n individuals participating in the CREATE prog statistics that enables NSERC to report on tl that is needed will be requested. The perso accordance with the federal Privacy Act will	REATE grantees (i.e., the CREATE Leader) to collect certain nembers (co-applicants and collaborators) and other ram. The purpose of gathering this information is to generate the CREATE program's overall performance. Only information hal information that is collected, used and disclosed is in be shared with the CREATE program committee. The oth contractors hired to conduct data analysis, surveys or
	access their personal information and request changes to on or to access your personal information or notify us about EATE@nserc-crsng.gc.ca .
I confirm I have read the NSERC Privacy	Notice, and I agree with sharing my information with NSERC
CHECKLIST FORM OVERVIEW	

- → Students are responsible for sending an updated Requirement Checklist to dfp-admin@dfp.ubc.ca every year by the end of the second term.
- → Items in the "Additional Data Collection" section are not DFP program requirements. However, DFP is required to provide this information in our report to NSERC to obtain further funding to support the program. Therefore, we kindly request that you complete the section to the best of your ability.
- \rightarrow The **following format should be used** to write the term number: Sep-Dec 2022 or Jan-Apr 2023.

- → Students are required to complete CPSC 544 (3 credits) and CPSC 554K (3 credits).
- \rightarrow Students exempted from CPSC 544 need to provide the approval as an attachment to this form.

Core I: CPSC 544 Fundamentals in Designing Interactive Computational Technology for People: Taken in Term: or
Core 2: CPSC 554K DFP Project: Taken in Term:



DFP ELECTIVES COURSES (5 credits)

→ Students are required to take elective courses totalling 5 credits from the set of DFP-approved 1-3 credit courses in **advanced research methods**, **prototyping**, and **advanced topics courses**. An updated list of eligible courses is accessible on the <u>DFP Website</u>.

Course Code, Number, & Title:		
Department:	Credits:	Taken in Term:
Course Code, Number, & Title:		
Department:	Credits:	Taken in Term:
Course Code, Number, & Title:		
Department:	Credits:	Taken in Term:
Course Code, Number, & Title:		
Department:	Credits:	Taken in Term:
Course Code, Number, & Title:		
Department:	Credits:	Taken in Term:



DFP PROFESSIONAL DEVELOPMENT COMPONENTS

DFP@UBC Seminars:

→ Students are expected to attend the DFP@UBC Seminar regularly for at least two terms. We encourage students to continue attending the seminars even after fulfilling this requirement.

DFP@UBC Seminar: Attended regularly in Term:and Term:and Term:
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DFP Workshops:

- → Students are required to participate in the DFP Workshops listed in the below box.
- → Students are only required to take either the e-Portfolio Workshop or the Literature Review Workshops (Part A and Part B). CREATE students are, of course, welcome to take both if they wish.
- → Information about workshop dates can be found here. Contact dfp-admin@dfp.ubc.ca if you missed a workshop.

DFP Research Ethics Workshop (Lecture and Panel):	Date:
DFP NDA, IP and License Workshop (Lecture):	Date:
DFP Project Video Workshop Part A (Narrative):	Date:
DFP Project Video Workshop Part B (Technical):	Date:
DFP Literature Review Workshop Part A:	Date:
DFP Literature Review Workshop Part B:	Date:
DFP E-Portfolio Workshop:	Date:

Pathway Workshops/MITACS Trainings:

- → Students are required to attend a minimum of 16 hours (20 hours recommended) of Graduate Pathways to Success workshops or MITACS trainings, covering at least three of the five offered competence themes:
 - Self-Management (Pathways) / Personal & Professional Management (MITACS)
 - Professional Effectiveness (Pathways) / Communication & Relationship Building (MITACS)
 - Career Building (Pathways) / Entrepreneurialism (MITACS)
 - Constructive Leadership (Pathways) / Leadership & Management (MITACS)
 - Graduate School Success (Pathways)

Graduate Pathways to Success Workshops / MITACS Trainings attended:	
Title:	(hours)
Competence category:	Date:
Title:	(hours)
Competence category:	Date:
Title:	(hours)
Competence category:	Date:
Title:	(hours)
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Competence category:	Date:
Title:	(hours)
Competence category:	Date:
RESEARCH THESIS OR MAJOR PROJECT → Students are required to have a DFP related topic for the project. → If all other DFP CREATE Program requirements are met by yet complete, you may still be eligible to graduate from	out the research thesis/major project is not
box below for your on going research thesis/major projeadmin@dfp.ubc.ca.	ect and email the completed form to dfp-
Research Thesis or Major Project	
Completed or Ongoing	
Graduation Date (Conferred or Expected Date):	
Title:	
Link to the Thesis/Project (if available):	
ADDITIONAL DATA COLLECTION	
 → Students are not required to have research outputs or of However, if you have done any during your involvemen → For date details, only year and month are needed. → All checkboxes that apply should be selected 	
Research Outputs (Article, Presentation):	
Title: Journal/Conference: All Authors/Presenters/Collaborators:	Published/Submitted Date:
Published or accepted in a refereed journal or conference Submitted to a refereed journal or conference proceed Conference presentation Conference poster	•
Title:	

Journal/Conference:	Publishe	d/Submitted Date:
All Authors/Presenters/Collaborators:		
Published or accepted in a refereed jo	ournal or conference proce	eding
Submitted to a refereed journal or co	nference proceeding	
Conference presentation		
Conference poster		
Title:		
Journal/Conference:		
All Authors/Presenters/Collaborators:		
Published or accepted in a refereed jo	•	eding
Submitted to a refereed journal or co	nference proceeding	
Conference presentation		
Conference poster		
Title:		
Journal/Conference:		
All Authors/Presenters/Collaborators:		
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Published or accepted in a refereed jo	·	eaing
Submitted to a refereed journal or co	nterence proceeding	
Conference presentation		
Conference poster		
Title:		
Journal/Conference:		
All Authors/Presenters/Collaborators:		
All Authors, Fresenters, Collaborators		
Published or accepted in a refereed jo	ournal or conference proce	eding
Submitted to a refereed journal or co	-	cang
Conference presentation	merence proceeding	
Conference presentation		
Contentine poster		
Internships:		
•		
Job Title:	•	
Job Title:	_	
Job Title:	_	
Job Title:	Organization:	Duration:
Awards and Scholarships:		
Awards/Scholarship Name:		
Organization:		
All Recipients:		
All Recipients.		
Awards/Scholarship Name:		
Organization:		

All Recipients:		
Awards/Scholarship Name:		
Organization:	R	eceived Date:
All Recipients:		
Awards/Scholarship Name:		
Organization:		
All Recipients:		
Patents:		
Name:		
Associated Organization:		
All Recipients:		
Name:		
Associated Organization:	Filed	/Issued Date:
All Recipients:		
Complete the following se	ction when you are ready	to graduate from the
	DFP CREATE Program	
DFP CREATE GRADUATION	M	
DFP CREATE GRADUATION	V	
I certify that I have fulfilled all DFP	requirements, and I am ready to gr	aduate from DFP
Student		
Name:	Signature:	Date:
TWO THE	Jigilatare	
Academic Supervisor		
Name:	Signature:	Date:
TWITTE:	Jigitature	. Date:
DED Managament Committee Commit	ation Confirmation	
DFP Management Committee Completion Confirmation		
Name:	Signature:	. Date:
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