



## CO-OP POSTER DISPLAY AND PRESENTATION

This is your opportunity to **share your Co-op experience** and your expertise in your field. **This project is worth 20% OF YOUR FINAL MARK and is mandatory.**

### **PART A: ASSEMBLE A JOB FAIR POSTER**

Begin by producing a poster/display similar to a Science Fair Project. The poster should be approximately **one meter tall and two meters wide**. The Job Fair Poster is an **overall summary** of your **Co-op placement** that you will be presenting to the class. Remember to plan your format and to organize your information before assembling your poster/display. Allow time for pictures to be processed if you plan to include photographs or print the photos on your own printer.

Your poster/display must include the following:

**A) POSTER TITLE:** Your title should indicate the **business name, job title, supervisor(s) name(s)** and the **address**.

**B) TYPE OF BUSINESS:** Provide a **brief description of the workplace** and its business. (Approximately one page in length). Interview your supervisor and co-workers to obtain Information.

**C) JOB DESCRIPTION:** Describe briefly the tasks and duties that you have performed during your Co-op placement. (point form can be used)

### **D) ESSENTIAL SKILLS & WORK HABITS:**

Visit the following websites and list the essential skills and work habits that relate to your placement

<http://www.skills.edu.gov.on.ca/OSP2Web/EDU/DisplayEssentialSkills.xhtml>

<http://www.skills.edu.gov.on.ca/OSP2Web/EDU/DisplayWorkHabit.xhtml>

**E) MY CO-OP EXPERIENCE:** In this section discuss **what you have learned** and what you found to be **most rewarding** and **interesting** about your placement. As well you can include why you would **recommend** this co-op placement to another student.

**F) WORKPLACE SAFETY:** Visit the following website and review the Tips for Staying Safe at Work:

[http://www.livesafeworksmart.net/english/coop/pdf/tip\\_sheets13/yw\\_tips\\_youngworkers.pdf](http://www.livesafeworksmart.net/english/coop/pdf/tip_sheets13/yw_tips_youngworkers.pdf)

List and explain any safety hazards and precautions that apply to your co-op placement. Explain any safety orientation/training you may have received or information on safety.

**G) SUBJECT LINK:** What is your linking subject and provide a specific example of how your work experience has been an extension of what you learned in that class. See your PPLP for reference.

**F) PHOTOGRAPHS, DRAWINGS, LITERATURE, PRODUCT SAMPLES:** This could include **samples of your work**, or **photographs** showing the services or products of your employer, company brochures, website pages, business cards etc.( Note: All photographs should include captions.)

**YOUR POSTER/DISPLAY SHOULD BE:**

- ) colorful*
- l students*
- of at least 16*
- spelling mistakes*

## **PART B: ORAL PRESENTATION OF YOUR POSTER**

This is your opportunity to tell us about your placement using the information on your poster as the source.

*prox. 5 minutes in length.*

- ct*
- 
- 
- 
- 

**Good Luck!** We look forward to learning about your Co-op placement.

**Presentation date: Thursday April 20th**



## CO-OP POSTER AND PRESENTATION EVALUATION

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

### POSTER:

Category	Levels				
Poster Title	4	3	2	1	NE
Type of Business	4	3	2	1	NE
Job Description	4	3	2	1	NE
Essential Skills & Work Habits	4	3	2	1	NE
My Co-op Experience	4	3	2	1	NE
Workplace Safety	4	3	2	1	NE
Subject Link	4	3	2	1	NE
Photos. Sample etc.	4	3	2	1	NE
Overall Appearance	4	3	2	1	NE

Mark: /100 = /80

### PRESENTATION:

Clear appropriate speech	4	3	2	1
Enthusiasm/ Interest	4	3	2	1
Attempt to involve audience	4	3	2	1
Covers all topics	4	3	2	1
Ability to answer questions	4	3	2	1

Mark: /100 = /20

Overall Level/Grade: \_\_\_\_\_

