

CO-OP PROMOTION PROJECT – OPTION #1

Date Due: _____

Mark = /100 (Communication)

Purpose: To create a PowerPoint presentation that promotes the Cooperative Education program **and** your Co-op placement.

What needs to be included in the slides:

- Opening slide – Cooperative Education at SCHOOL (insert your school name) – use the school logos
- Definition of Cooperative Education
- Types of Co-op programs available – i.e. 2 credit vs. 4 credit
- Number of hours required for 2 credit and 4 credit Co-ops
- What criteria must a student meet in order to be accepted into Co-op? i.e. a student in good standing, good attendance, completion of a successful interview with the Co-op Department etc...
- Format of the Co-op program – i.e. 2-3 weeks in pre-employment, 3 reflective learning sessions and 4 visits by the Co-op teacher to the placement
- Some of the topics covered in pre-employment – refer to handout given in pre-employment
- Purpose of logs and journals, when are logs and journals due...
- Importance of workplace safety
- Criteria and responsibilities of a successful Co-op student
- Responsibilities of the Co-op employer
- Slide with the name your place of co-op
- Description of what your placement does, how long they have been in business and any interesting facts
- Description of your job duties as a co-op student
- A minimum of 8 slides with photos of you and your co-workers at your Co-op placement with descriptions for the photos
- A **minimum** of 2 slides explaining the benefits of a co-op work experience!!

How will the assignment be evaluated?

Content -- All of the above criteria are met!!

Presentation

- How does the information flow on the slides?
- Are the slides cluttered or is there sufficient “white space”
- Appropriate choice of fonts and background colour
- Graphics are included with explanations as required

e-mail the presentation to: _____

If you do not receive a reply to your e-mail then it has NOT been received!! You must re-send it!! Also, save your work to a CD, disk, or flash drive and bring with you on the assigned due date.