

CO-OP PROMOTION PROJECT – OPTION #2

Date Due: _____

Purpose of the Assignment:

The purpose of this assignment is to create a collage on a three (3) sided science board. The science boards can be purchased from the Co-op office for a fee of \$5.00. The collage is a creative experience in which you can express yourself both verbally and graphically. The promotion board should showcase your Co-op placement.

The employer will see the promotion board and should be a reflection of your conscientiousness towards your Co-op placement. It is a great way to show your appreciation to your employer and co-workers for all of the fantastic work they are doing with you.

Items that MUST be found on the promotion board include:

- The **business name** in large letter -- needs to be easily visible on your promotion board.
- **Pictures** of you and your co-workers at your placement (minimum of 10) with a typed description below each picture describing what is happening. The pictures should illustrate:
 - The placement
 - Some of the people who influenced you at the training station
 - The equipment you have learned to use
 - You performing daily tasks
- A **typed write-up** about your placement – what is the purpose of the placement – what do they do, who works there, when was it established, who works with you and what you do at the placement. This write-up must be a part of your promotion board. Make it concise and to the point.
- Job description of what you do at your placement as a co-op student
- Employer responsibilities
- List identifying the benefits of a co-op at your placement or co-op in general
- Include business cards, letterhead, memos, cartoons, etc.

The promotion board should be done with perfection. **It is a reflection of you and what you think about your employer and your Co-op placement – Make it GREAT!**

EVALUATION OF THE PROMOTION BOARD CHECKLIST

Communication: (100 marks)

- Write up on the business is thorough and accurate – the write up clearly demonstrates that the student has a good understanding of the purpose of the business.
- The name of the placement is clearly outlined on the promotion board
- The pictures all have captions below them that clearly describe what is occurring within the picture
- The written report is included. It is detailed and free of spelling and grammatical errors.
- The student is able to describe the materials on their promotion board with clarity and conciseness.
- You have included a variety of photographs to provide a comprehensive overview as to the purpose of your Co-op placement and as to the overall function of the business
- The promotion board is creative and creates a positive impression of the Co-op placement.
- The student is able to present the information on their promotion board to the class and provide a detailed description of the procedures that take place at their Co-op placement.
- The student is able to describe how the information that they learned in their related course is practiced/applied at their Co-op placement.

Teacher Comments: