

# BASc: ADULT DEVELOPMENT/CHILD, YOUTH & FAMILY

## WORK TERM 2 – CO-OP PRESENTATION

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During your second work term, your work term report will be in the form of a slide show presentation designed to demonstrate a professional view of your work term experience. It will be shared with your fellow co-op students on your return to campus in a joint presentation. The guidelines for the presentation are noted below.

**You must submit your presentation to your BASc Faculty Advisor by the fifth class day of the semester following your work term; submissions will be made to the CourseLink site set up for co-op students.** Your presentation will occur during one of two evening events to which your fellow co-op students, faculty, Co-op Coordinator, and Faculty Advisor will be invited. It will also be an opportunity for you to network with fellow co-op students and to gather ideas about options for future work terms.

This event will be scheduled for early in the first academic semester following your co-op work term; you will be randomly assigned to one of two dates (typically the Monday and Tuesday of the 2<sup>nd</sup> week of the Winter semester). The times and locations will be provided on or before the first week of the semester you return to campus. Presentations will be pre-loaded in the room and ready for your presentation. If your date does not work with your schedule making are unable to attend, please contact the Faculty Advisor at least one week in advance of the announced date.

**NOTE:** THIS CAN ONLY BE DONE FOLLOWING A FALL WORK TERM SINCE THE PRESENTATIONS ARE DONE IN JANUARY. IF YOUR SECOND WORK TERM IS NOT DURING THE FALL, PLEASE CONTACT YOUR CO-OP FACULTY ADVISOR TO DISCUSS AN ALTERNATIVE WORK TERM REPORT.

### A. PRESENTATION COMPONENTS

The following is a guideline for the various components of the presentation; it is not necessary to answer every question in each section or to include all sections. There may be other relevant things to add based on your specific work term experience.

1. **Your employer:** Briefly describe the organization for which you worked. Include interesting facts about your employer (number of people, location of job, sector of the industry, where else they operate, etc.).
2. **Your position:** Give an overview of your job/project. Highlight the most interesting or unique aspects of your job. How did you end up at this position? What skills did you need for the job? Did you learn them in class or on the job? How did your coursework help prepare you? What new skills did you learn? If you worked on a project, explain that project. What was its purpose, how was it designed, and what was your role in it? If appropriate (and your employer permits it), you may wish to include photos.
3. **Your learning objectives:** What learning objectives did you set for yourself at the beginning of this work term? Did you achieve them? What skills did you want to acquire? What technologies (if any) did you want to work with and why? Did the co-op experience enhance your academic experience? Consider the courses you have taken and are scheduled to take, including those beyond your required courses.
4. **Reflections:** What are you taking away from this experience? You might want to mention skills developed, knowledge gained, decisions made regarding future academic or career plans. What did you learn about the work environment that you will look for in your first permanent job? How has this experience changed your approach to future academic and work term experiences/decisions? You can present both positive and negative experiences as long as you remain professional in your delivery – for example, you may want to share something you learned in your position that you know you would not want in a future workplace.

5. **Advice for other co-op students:** Please remember that every work term is a learning experience. Why would you recommend this experience to other co-op students (or not recommend it)?
6. **Acknowledgements:** Professionalism dictates that you thank the people who helped you during your work term and/or in the making of this work term presentation. This can be done orally if you do not have room on your slides.

#### **ADDITIONAL COMPONENT TO BE SUBMITTED ALONG WITH YOUR PRESENTATION:**

- **Executive summary:** Briefly summarize the content of your presentation in one page (maximum). Where did you work? Highlight your responsibilities. What did you learn? Keep it short and to the point. We would like to compile these summaries for BASc co-op students to learn more about the various job opportunities for which students have been hired. If you are comfortable in sharing yours, please include a line at the end of your executive summary giving us permission to share with your peers (this will be done via the BASc Co-op CourseLink site).

## **B. PRESENTATION REQUIREMENTS**

1. You must use PowerPoint (not Prezi or any other presentation software);
2. Maximum 5 slides per presenter, not including the title slide; and
3. Maximum 6 minutes to present – ensure that you practice your presentation to ensure that you will stay within this amount of time or you will be cut off!

## **C. WHAT MAKES A GOOD PRESENTATION?**

1. A good presenter does not use notes when presenting. Proper preparation and following this advice fixes many other bad habits.
2. Do not look at the presentation screen; make eye contact with your audience while you are presenting. This way, during your presentation, you can determine: Is your audience bored? Confused? Do they have a question? Are they staring at the fire in the hallway?
3. Limit the number of words on each slide. The words should supplement what you are going to say.
4. A graphic is worth a thousand words. Figures can be added to the PowerPoint by inserting gifs, jpegs, screen captures, etc. Be creative. Figures make a presentation more interesting to look at, so do not be afraid to use them (although do not overdo this either). Remember to label them. If you use images that you did not create yourself, you *must* properly reference the source.
5. Do not use more than **3 font types**. Use standard fonts: if the most interesting thing about your presentation is the font, then you failed. Use italics and bold to emphasize important points but, since not everything is more important, do not overuse them.
6. Headings which follow the sections laid out in Presentation Components are encouraged.
7. A background which is busy or full of things to look at distracts from the content of your presentation.

## **D. TIPS FOR A SUCCESSFUL PRESENTATION**

- **WHAT TO BRING:** Arrive ready to present your slides (they will be pre-loaded for you).
- **WHAT TO WEAR:** Given that this is a presentation event, business casual attire is expected.
- **WHEN TO ARRIVE:** Be sure to arrive at least 10 minutes in advance of the start of the event to ensure that you are relaxed and ready to present promptly when your turn is announced.