

## **Agriculture Diploma Work Report Guidelines**

### Goals of an Agriculture Diploma Work Term

1. To develop critical industry skills and apply academic knowledge in a professional environment through experiential learning in the Agriculture Industry.
2. To analyze the relationship between work experience and academic learning, through the development and presentation of a Co-op work report.

Students will be given two options for the final report. Students can do an oral presentation or present their material using poster style in a reception evening.

### **Oral Presentation:**

Each student will prepare a public 30-minute presentation to be evaluated by an assigned instructor. Program instructors, students at the Ridgeway Campus, and co-op employers will be invited to attend. Co-op report presentations will be scheduled early in the fall term of the student's third (fall) semester of study.

**OR**

### **Poster Presentation:**

Each student will prepare a poster to be presented at a public forum where students will stand by their posters for 60 minutes and answer questions from passersby. The posters will be evaluated by an assigned instructor. Posters should be written in point form. Program instructors, students at the Ridgeway Campus, and co-op employers will be invited to attend. Co-op report presentations will be scheduled early in the fall term of the student's third (fall) semester of study. Fall 2023 poster presentations will be on September 27.

### **In either case students are required to:**

1. Introduce themselves and their prior agriculture experience (1 or 2 slides or equivalent for poster presentation throughout).
2. Introduce the company that they worked for during their co-op placement (1 or 2 slides).
3. Explain their expectations of the co-op placement prior to attending (1 or 2 slides).
4. Describe the training opportunities, workplace duties, and professional expectations that they were responsible for throughout their placement (5-10 slides).
5. Summarize the key lessons gained from their experience (4-8 slides).
6. Identify the key areas of experiential learning that related directly to their academic courses (3-4 slides).
7. Explain how their experience may influence their decisions as they move forward in their career in the agriculture industry (2-3 slides).
8. Provide three constructive recommendations for incoming co-op students to optimize the learning and development while completing the co-op work term (1-2 slides).

The slide order and counts may be adjusted and are only given as a general guide but each of the comments should be covered.

Grading:

**Coop Presentation** Name: \_\_\_\_\_ /100  
**Marking Rubric** Grade: \_\_\_\_\_

Details										
Completeness										
0	2	4	6	8	10	12	14	16	18	20
Most details of assignment are ignored.										
Many details of assignment are missed.					Details of assignment are more than adequately addressed.					
Spelling & Grammar										
0	2	4	6	8	10	12	14	16	18	20
Inadequate spelling (on slides) and use of grammar (on slides and during presentation).					Mostly adequate spelling (on slides) and use of grammar (on slides and during presentation).					Excellent spelling (on slides) and use of grammar (on slides and during presentation).
Content										
Depth										
0	2	4	6	8	10	12	14	16	18	20
No depth of material.					Goes to some length, on some issues, to illustrate depth of topic.					Goes to more-than-adequate length, on many issues, to illustrate depth of topic.
Scope										
0	2	4	6	8	10	12	14	16	18	20
Most important issues with relation to the topic are ignored.					Important issues with relation to the topic are adequately addressed.					Important issues with relation to the topic are more than adequately addressed.
Relevance										
0	2	4	6	8	10	12	14	16	18	20
Most of the material is not relevant to the topic.					The material is relevant to the topic.					The relevance of the material is more than adequately conveyed.
Little of the material is relevant to the topic.					The material is relevant to the topic.					The relevance of the material is outstandingly conveyed.