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# REAL ESTATE CO-OP: CO-OP PRESENTATION

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*Revised Fall 2023*

## WORK TERM TWO

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During your second work term, you will prepare a slide show presentation designed to demonstrate a professional view of your work term experience. You will record yourself presenting the slides and submit the video to the dropbox in the Real Estate Co-op page on Courselink. The guidelines for the presentation are noted below.

You must submit your presentation to the Real Estate Co-op Faculty Advisor by the fifth class day of the semester following your work term.

## ELEMENTS OF THE PRESENTATION

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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. **Executive Summary:** Briefly summarize the content of your presentation for your reader. Where did you work? Highlight your responsibilities. What did you learn? Keep it short and to the point.
2. **Your Employer:** Briefly describe the organization for which you worked. Include interesting facts about your employer: e.g. number of people, location of job, sector of the industry, where else they operate, ...
3. **Your position:** Give an overview of your job or project. Highlight the most interesting or unique aspects of your job. 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 for the job? 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 you worked in a line role, you may wish to focus on one or discuss more than one of your responsibilities in less detail. If appropriate (and your employer permits it), you may wish to include photos.

4. **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 specialization in real estate.

5. 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?
6. 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)?
7. 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 verbally if you do not have room on your slides.
8. **Co-op Work Term Report Employer Comments form**  
It is important that your employer review your work term report prior to submission to your Co-op Faculty Advisor on-campus. The Co-op Work Term Report Employer Comments form invites employer feedback, and requires your employer's signature. Comments from your employer are useful for revising your report before submission. Additionally, your employer will be able to ensure that confidential information is not leaving the organization. The form is available on the CECS web site <https://www.recruitguelph.ca/cecs/> (Click on Co-op Students in the top red banner, then click Co-op Forms left hand menu, then click Co-op Work Term Forms in the middle of the page.)  
You must provide the signed, completed form to your Faculty Advisor, when displaying your presentation.

## PRESENTATION SPECIFICATIONS

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You must use PowerPoint ; not Prezi or any other presentation software.  
Maximum 5 slides per presenter, not including the title slide.  
Maximum 7 minutes to present.

## SUBMISSION INSTRUCTIONS

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1. Create a PowerPoint presentation based off of the elements #1-7 noted above.
2. Record a video of yourself presenting your slides and export the file to 'mp4' format. **Your face must show in the video while presenting the slides.** There are many ways to record a presentation video, for example:
  - If you want to use Zoom, refer to <https://www.youtube.com/watch?v=xHH5JEsa6B4>.
  - If you have the most recent version of PowerPoint, follow the steps in the first 9 minutes of this video: [https://www.youtube.com/watch?v=VWUxQ3S8S\\_A](https://www.youtube.com/watch?v=VWUxQ3S8S_A)
3. Upload your video to your personal U of G OneDrive – here is a guide if you need assistance: <https://uoguelphca.sharepoint.com/sites/ccs/SitePages/office365/training/online-training-resources/onedrive.aspx#uploadingFile>
  - **IMPORTANT - You must adjust the Sharing Permissions:**
    - Click the three dots next to the file name on OneDrive
    - Click 'Share'

- Click “People you specify can view” and change it to “People in University of Guelph with the link”
  - More information  
here: <https://uoguelphca.sharepoint.com/sites/ccs/SitePages/office365/training/online-training-resources/onedrive.aspx#sharingDocuments>
    - If you have issues with uploading to your OneDrive, you may use Microsoft Stream to upload your video and create a shareable link: <https://web.microsoftstream.com/>
4. Copy the Link to your clipboard:
    - Click the three dots next to the file name on OneDrive
    - Click “Copy Link”
  5. Log into the Real Estate & Housing Co-op Courselink site
  6. Navigate to the Dropbox folder for the presentation: “[Term Name] - Work Term Report #2”
  7. Upload your signed **Co-op Work Term Report Employer Comments Form**: <https://cecs.uoguelph.ca/sites/uoguelph.ca.cecs/files/public/Co-op Work Term Report Employer Comments-Fillable Form.pdf>
  8. In the Text Submission field, paste the OneDrive/Stream file link.
  9. Click “Submit”.

## WHAT MAKES A GOOD PRESENTATION?

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**A good presenter does not use notes when presenting.** Proper preparation and following this advice fixes many other bad habits.

Do not read your slides word-for-word. Limit the number of words on each slide: they should be a supplement, not a substitute, to what you are going to say.

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.

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.

Headings which follow the sections laid out in Elements of a Presentation are encouraged.

A background which is busy or full of things to look at distracts from the content of your presentation.