

PORT COLBORNE HIGH SCHOOL

DEPARTMENT: COOP

NAME:

Final: Co-op
Teacher: Mr. Coers
Total Marks: 100 Marks

Date: Wednesday Jan. 22, 2020
Time: 11:45 AM
Value: 20% of final Grade

Instructions: **This final is broken up into 2 parts:**
 1) Display (15% of your final) 2) Presentation (5% of your final)

The Display (15% of Final)

Your task is to exercise your creative skills in producing a project which will give the viewer an idea as to what your co-op placement is all about, how you, the student, fit into the organization, and what you learned at the placement.

This assignment can be any one (or combination) of the following:

- | | |
|-----------------|--|
| Digitally | Use an online program like “weebly”, “prezi”, “blogster” to create an informative display. All programs allow you to use any combination of pictures, video, & text. |
| A poster | Mount photographs from your placement on Bristol board with typed descriptions of what occurs at your place of business. Where possible attach samples of the product, tools, business cards, etc. from the place of business. |
| A book/binder | You can organize your visuals in a book or present them in the form of a diary of your co-op experience. |
| Video/Animation | You can chronicle a “week in the life” of a co-op student or provide a video tour of your workplace. CAUTION: Effective video presentations require that time and effort be put into editing of the film you shoot. Websites like vyond.com and Powtoon work well. |
| Slideshow | Use PowerPoint or Google slides to create a product which will also serve as your presentation to the class. This choice of product allows students who are learning at a distance to complete this assignment and present to the class. |

Try to make your product as eye catching and interesting as possible. You are showing off **you** and **your employer**. Take pride in your work!

How do you make it eye catching?..... *Think like a marketing expert!*

- If you were placed at a dental clinic you could cut your poster in the shape of a giant tooth. If you worked at a music store you mount pictures and illustrations on a cutout of a giant guitar.
- Make effective use of colour!
- Make use of visuals... a picture is worth a thousand words!
- Plan your layout of titles, text and pictures. Be neat!

The more creative you are in doing this assignment, the more fun it will be. Remember, you will be using the product as a visual tool when you make your presentation, so it must be done well!

See the Rubric on pg 2 for your mark breakdown

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CONTENT STRUCTURE

Proper Introduction – Who you did your placement with? Where? Interview process? Supervisors and co-workers? Dress & Safety expectations? Etc.

Tasks – What was your daily routine? Hours? Responsibilities? Who taught you?

Skills & Knowledge needed from school - What courses should you have taken before entering this placement? This can be both specific and general. What other traits, knowledge, or attributes are needed?

What things did you learn while on placement? - This can be specific like using a new piece of equipment or general items like patience and employability skills.

Education requirements – Pick one occupation that you have been exposed to and research it. What schooling path suits you best? Where? How long? Costs? Working conditions? Etc.

Help wanted Ads - Include 2-3 help wanted ads from indeed.com to give viewers an idea of requirements.

Reflection / Summary – Likes and dislikes? Pro's and Con's of the profession?

CO-OP DISPLAY ASSESSMENT

	4	3	2	1
Introduction to placement and experience	Introduction clearly answered the who, what, where, etc.	Introduction given that answered who, what, where, etc.	Details absent from introduction. Very vague.	Little introduction given. Presenter just jumped in.
Display of Co-op Tasks <small>(Routine, duties, etc.)</small>	Numerous examples of work neatly displayed in a creative & professional manner	Some examples of work neatly displayed in a creative & Professional manner	Has presented examples of work but lacks neatness	Few examples of work displayed in a non-professional manner
Skills and Knowledge from school courses <small>(What helped you at your placement? What should future students know?)</small>	Has neatly presented a variety of school work demonstrating skill and knowledge requirements.	Has neatly presented some examples of school work demonstrating skill and knowledge requirements.	Has presented examples of school work but lacks neatness and variety.	Few examples of school work have been presented.
What you learned at Co-op <small>(specific skills or general)</small>	Has neatly presented a variety of new things learned at co-op as compared to school learning	Has neatly presented some new things learned at co-op as compared to school learning	Has presented examples of learning at co-op but lacks variety and neatness	Few examples of learning at co-op have been presented
Education requirements and occupations <small>(If you were to pursue a career in this field, where, how long, etc.)</small>	Job description working conditions, related careers, course requirements description and schools are included.	One of the requirements for a level four was incomplete	Two of the requirements for a level four were incomplete	Three of the requirements for a level four were incomplete
Creativity and professionalism	Project design is unique, professional and looking and informative. Worthy of 20% of final.	Project design is unique and informative but overall quality needs to improve	Project design or quality needs improvement	Creativity and quality need to be improved

Comments:

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The Presentation (5% of Final)

The purpose of the presentation is to share your co-op experience with the audience. In presenting you should:

- dress up! Look professional, perhaps wear the required uniform.
- use your product as a visual for the audience
- inform the audience as to your role in the workplace
- reflect upon your experiences, both good and bad
- reflect upon what you have learned and what the co-op program has meant to you and your future career aspirations be approximately 5-7 minutes in length

Your presentation will be assessed by both the teacher and the audience (your peers) based upon the following criteria:

- the presenter is composed and confident in front of an audience
- the presenter projects their voice to the audience, speaking clearly
- the presentation shows evidence of thought, planning and organization on the part of the presenter
- the presenter uses visual aids effectively.
- It is recommended that presenters dress up or are in uniform.

Presentation Assessment

	Level 4	Level 3	Level 2	Level 1
Organization and prepared presentation				
Enthusiastic Delivery				
Audience Participation				
Flow & use of vocabulary				

Comments: