York College of Pennsylvania
Engineering Program

Policy on Quality Standards for Co-op Posters

A. Requirements

The York College Communication Standards approved by the Academic Senate states the following (emphasis added by the Engineering Program):

"York College recognizes the importance of effective communication in all disciplines and careers. Therefore, students are expected to completely analyze, synthesize, organize, and articulate course material in papers, examinations, and presentations (__including co-op reports prepared and presented as posters__). In addition, students should know and use communication skills current to their field of study, recognize the need for revision as part of their writing process, and employ standard conventions of English usage in both writing and speaking. Students may be asked to further revise assignments that do not demonstrate effective use of these communication skills."

Co-op reports and posters must meet these standards in every respect.

To begin with, in an area preceding the text of the poster report, posters must contain the following eight items:

- Name or logo of company
- Title of project or work accomplished
- Name of co-op student authoring the report
- Date of report including term (fall, spring, or summer)
- Co-op period (Co-op I, II, or III)
- Name of engineering supervisor or mentor
- Name of faculty advisor
- Abstract

The abstract is very important and must be properly written. It is basically a succinct, one-paragraph summary of "who, what, why, how, where and when." Don't hesitate to include quantitative information or results in your abstract. If you have any questions, please talk to your faculty advisor about the nature and form of the abstract.

In order to ensure the highest quality of these posters, the faculty co-op advisor will review the poster prior to final form. Your poster will be created on **ONE** slide in PowerPoint. The deadline for submitting the PowerPoint file containing poster is **one week after the beginning of the semester following the co-op period**.

All final materials, including final poster, are **due three weeks after the beginning of the semester following the co-op period**. Final faculty supervision reports are due at that time as well.

Grades for co-op are based, in part, on the co-op poster report. Because of deadlines for grades established by the Records Office, all co-op students initially receive a grade of "I." This grade is then changed to either "P" or "F" based on the student's co-op performance, including poster. According to the York College Catalog, the deadline for this grade change is 60 days from the last day of finals in the semester in which the coursework is taken or the student automatically receives a grade of "F." Thus, it is imperative that the above deadlines be met in order for the faculty advisor to submit the grade change on time.

B. Guidelines for Poster Preparation

Unlike written reports, posters are intended to be read and digested in a relatively short time usually by a reader who is standing, and is wishing to read more than one poster in his/her "reading session." In order to facilitate this process, the following guidelines are recommended:

- Format: Prepare your poster for mounting on 32"(h) x 40"(w) poster board in "**landscape**" orientation with ***at least a two-inch border all around***, and use 16-point font or larger. (This is 16-point Arial. This is 18-point Arial.)

- Bulleted items are preferred over paragraphs.

- Visuals: Use an ample number of good quality visuals.

- Do your very best. Assume that your co-op poster will be on display for many people to see over a long period of time. The tone of the narrative should be formal, meaningful, and with significant "density of information"--i.e., be succinct and don't waste words; use of first person is acceptable. Definitely avoid the use of clever sayings, jokes, or other improper items however tempting it might be to include such items.

- Content: Avoid a litany of all the things you did. Instead, focus the content of your poster report on one or two significant pieces of work you accomplished. Describe these as best you can in the space provided.

- Relevance: How does this piece of work you accomplished fit into the overall operation of the company's business? Provide that link by briefly describing the particular aspect of the company that relates to your project(s).

- If possible, include a "What I learned" section in your poster. Reflect on the real benefits you received during this co-op and articulate those in short list with brief explanations as needed.

- **File Name Format**: The PowerPoint poster file should be saved as lastname_coopterm_coopnumber. Example: Smith_fall17_coop3.

Last revision: October 3, 2017