CSSH Co-op Poster Expo – Contest Information & Checklist:

Enter the CSSH Co-op Poster Expo to share your experience with other students and a chance to win. Awards of first ($2,500), second ($1,000), and third place ($500) will be awarded at the Co-op Expo in September 2019**!**

Dates:

- **Posters are due to your coordinator by May 31st, 2019.**
- **By this deadline you are also required to complete out the Google Poll linked here.**
- Final edits, informed by feedback from your co-op coordinator, are due by **July 12, 2019.**
- All students whose posters are selected to be printed and presented at the Expo *will be expected to attend the Expo in Fall 2019 on September 26th from 3-4:30pm to present their poster*. *If you are studying abroad in Fall 2019, you may have someone else attend on your behalf.*

Eligibility: this opportunity is open to all students who:

- completed a Fall 2018 or are currently enrolled in Spring 2019 co-op,
- work with a CSSH co-op coordinator
- have CSSH as their home college

Checklist/Criteria- please follow when creating your poster:

These criteria will guide the faculty panel when they review entries and select the winning posters

☐ Basic information
  ☐ Your name, major and class year
  ☐ Name of organization and title of co-op job
  ☐ Location of co-op (Boston, NYC, Singapore, etc.)
☐ Brief description of the co-op
  ☐ Company information: organization's mission, etc.
  ☐ Description of co-op role - What you did, who did you work with, what was significant etc.
☐ An example of a specific task/special project
  ☐ This can include an artifact of an activity, assignment, Snipit, description of assignment in box, illustrations and graphic images, photos, and/or quotes
  ☐ Include: Skills used in completing this task & lessons learned, etc.
☐ Experiential Liberal Arts – include some or all of the elements below:
  ☐ How your co-op integrates the three parts of the CSSH mission: research, education, outreach
  ☐ How your co-op relates to a class or classes you have taken
  ☐ How your co-op may help your future course of study
  ☐ What the impacts/outcomes of your work are for you professionally
☐ Graphic Presentation
  ☐ Poster should be inviting to look at, easy to read, balanced in terms of format, and include text and images (including photos, data, graphs and other images where appropriate)

Consider the following:

☐ **Logical layout:** Does the organization of the poster guide viewers using visual logic? Is there a hierarchical structure that organizes the main points & headings to different sections to help guide viewers?

☐ **Consistent design:** Does your design avoid visual chaos created by having too many various-sized boxes/lines or text styles/sizes that distract the viewer? Is there consistent formatting?

☐ **Headings are concise and clear:** Are your main points are emphasized visually? For example use large type-face headings that describe the content. Use titles & subtitles!

☐ **Balance of text/pictures:** Does your poster should have a balance of narrative visuals such as pictures, graphs, data visualizations, or other images?

☐ **Typos:** Review your poster multiple times for typos!

Requirements:

☐ **Permission/Non-disclosure:** You must confirm with your co-op company that the information you are using is allowed to be shared (data from projects, logos, photos, etc.).

☐ **Poster-sized:** Consider whether all elements are going to be visible from at least 4 feet away if printed as a 36" wide x 24" high sized poster. The formatting of your file **must** be set up so that it can be printed as 36x24 (follow instructions for how to check this below).
1. Open your poster in PowerPoint, and go to the design tab
2. Click on "slide size→ custom slide size" and set to 36(width) by 24 (height)
3. Adjust your text/images as needed and save
4. Convert to a PDF file format – (save as "PDF" or you can print to PDF) –before submitting final version.

Templates/Examples:

Templates: You can find templates for posters at http://www.makesigns.com/SciPosters_Templates.aspx. Remember you need to reset the size of the poster in the design tab to ensure (if it is chosen to be printed) it meets the 36x24 inches length/ height parameters. You do not need to order anything- you're simply using the template on this website or another you may have found.

Examples:
- **Course Integration (2018 Winner): Control Risks, Emma Calvert**
- **Capstone Inspiration: Office of the Attorney General, Massachusetts, Tom Higgins**
- **Visually Pleasing : Indigo Ag, Inc., Caroline Hegg**
- **Visually Pleasing : Governor John Kasich, Eric Shulze**
- **Teamwork : Instafreebie, Amy Aris & Jenna Chalfonte**
- **Graphic Presentation: Recorded Future, Sarah Soares**
- **Applying classroom based skills: Lynch Associates, Kaho Maeda**

Posters from the 2018 CSSH Co-op Poster Expo can be found here.
Posters from the 2017 CSSH Co-op Poster Expo can be found here.