

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 2020!



Dates:

- **Posters are due to your coordinator no later than June 19, 2020.**
- **By June 19, 2020 you are also required to complete [this Google Poll](#).**
- Final edits, informed by feedback from your co-op coordinator, are due to your coordinator by **July 17, 2020.**
- All students whose posters are selected to be printed and presented at the Expo *will be expected to attend the Expo in Fall 2020 on September 24th from 3-4:30pm to present their poster. If this event is virtual, we will provide additional information as the date approaches.*

Eligibility: this opportunity is open to all students who:

- completed a Fall 2019 or are currently enrolled in Spring 2020 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
- We strongly encourage students to consider adding a section to your poster on the Covid-19 disruption, and consider touching on one/a few of these points:
 - How did Covid-19 impact your co-op? (personally or within the industry as a whole)
 - If you were working remotely, what was that like?
 - What have you learned about yourself (dealing with setbacks; strengths and skills developed) when faced with Covid -19 changes?
- 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 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.
- 30 Second Overview:** If the event is shifted to a virtual format, you will record a 30 second introduction of your poster to be used for an online event, and the posters may be printed for display at a later date. Instructions will be provided to all participants if the event will be online.

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:

- All posters from the 2017-2019 CSSH Co-op Poster Expos can be found [here](#)
- **2019 Winner:** [UNHCR, Alanna Pasco](#)
- **2018 Winner:** [Control Risks, Emma Calvert](#)
- **Capstone Inspiration:** [Office of the Attorney General, MA, Tom Higgins](#)
- **Experiential Liberal Arts Integration** (2019 3rd Place Winner): [Boston Private, Max Willner Giwerc](#)
- **Visually Pleasing** (2019 2nd Place Winner): [Nathan Hostert, BPDA](#)
- **Visually Pleasing :** [Indigo Ag, Inc., Caroline Hegg](#)
- **Visually Pleasing :** [Governor John Kasich, Eric Schulz](#)
- **Teamwork :** [Instafreebie, Amy Aris & Jenna Chalfonte](#)
- **Graphic Presentation:** [Recorded Future, Sarah Soares](#)
- **Applying classroom based skills:** [Lynch Associates, Kaho Maeda](#)