**Northeastern**
**College of Social Sciences and Humanities**

# CSSH Co-op Poster Expo 2024 | Contest Information & Poster Checklist

Participate in the CSSH Co-op poster Expo to share your experience with other students and enter to win undergraduate student awards of 1$^{st}$ place ($2,500), 2$^{nd}$ place ($1,000), and 3$^{rd}$ place ($500) and a graduate student award ($1,000) presented at the next Co-op Expo in Fall 2024!

## Important Dates
- Initial Posters are submitted to your Co-op Coordinator no later than **Friday, May 31, 2024**
  - After submitting your poster, you will be required to complete a participation form
- Final edits are to be given by your Co-op Coordinator and your Final Revised Posters are due to your Co-op Coordinator by **Friday, July 12, 2024**
- All students whose posters are selected to participate are expected to attend the Expo in **Fall 2024 (end of September/early October)** and be willing to chat with attendees about your co-op experience.

The Co-op Expo event date is TBD, but typically occurs 3:00-4:30 p.m. within Renaissance Park. Attendees include CSSH students, staff, faculty, employers, and other invited guests. We ask students to attend wearing business casual attire and stand nearby their poster to answer questions and network.

## Eligibility
- Student must have completed a Fall 2023 or Spring 2024 co-op
- Be assigned a CSSH Co-op Coordinator
- Have CSSH as their home college

## Poster Checklist
Please follow the below criteria when creating your poster. CSSH faculty will review entries based upon these criteria when selecting the winning posters. If chosen to participate, CSSH Co-op will print your posters.

*Basic Information:*
- Name, Major, Class Year
- Name of Organization and Title of Co-op Job
- Location of Co-op

*Brief Description of Co-op:*
- Company Information: Organization's Mission, etc.
- Description of Co-op Role: What you did, who you worked with, what was significant, etc.

*Example of a Special Task/Project:*
- This can include an activity, assignment, description of assignment via illustration or infographic, additional photos and/or quotes.
- Include: Skills used to complete this task/project, lessons learned, etc.

*Experiential Liberal Arts:* Please include some or all of the elements below:
- How your co-op integrates the 3 parts of the CSSH Mission: Research, Education, Outreach
- How your co-op related to a class or classes you've taken
- How your co-op may help your future course of study
- What the impacts/outcomes of your work are for you professionally

*Poster Checklist (cont.)* We strongly suggest students add a section to your poster on your on-ground, hybrid, or remote work environment and consider touching on a few of these points:

- How did your work setup/environment impact your co-op? (personally, or the industry as a whole)
- How did your work environment impact your opportunity to… (consider commenting on one or more of the following: Communication, Socializing, Collaboration, Work/Learn Organically, etc.)?
- What have you learned about yourself (dealing with setbacks, strengths, skills developed, etc.) when functioning within your particular work environment?

## Graphic Presentation

Posters should be inviting to look at, easy to read, balanced format, and include text/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? Use a hierarchical structure that organizes the main points and different section headers to guide viewers.
- **Consistent Design:** Does your design avoid visual chaos created by having too many various-sized boxes/lines or text styles that distract the viewer? Aim for consistent formatting.
- **Headings that are concise/clear:** Are your main points emphasized visually? Use large font for headers and consider using titles/subtitles to organize content.
- **Balance of text/pictures:** Does your poster have a balance of narrative visuals such as pictures, graphs, data visualizations, or other images?
- **Typos:** Please review your poster <u>multiple times</u> to avoid typos!

## Requirements – Please review carefully!

**Permission/Non-Disclosure:** You <u>must</u> confirm with your co-op employer that the information you are using is allowed to be shared publicly (data from projects, logos, photos, etc.)

**Poster Size: 36" x 24"**
- Consider whether all of your elements are visible from at least 4 feet away when printed
- Formatting of your file **must** be set up so that it can be printed at 36"x24" *(see instructions below)*
  - Open your poster in PowerPoint > Go to the Design tab
  - Click on "Slide Size" > Custom Slide Size > set to 36" (width) by 24" (height)
  - Adjust your text and images as needed > Save
  - Convert PPT into a PDF file format to submit your final version

**Record 30-Second Overview:** Please record a brief 30-second introduction of you and your poster to be used as a virtual element in connection with the in-person event hosted in the Fall.

## Templates & Poster Examples

Poster templates can be found here: https://www.posternerd.com/sciposters-templates?signs_redirect
- You will not need to order anything, you're simply using the template on this website if you so choose
- You will need to reset the size of your poster within PowerPoint to the requests 36"x24" size

**Review previous CSSH Co-op Posters for inspiration here:** https://cssh.northeastern.edu/poster-submissions/