CSSH Co-op Poster Expo 2025| Poster Information & Rubric

Participate in the CSSH Co-op poster Expo to share your experience with other students and enter to win undergraduate student awards of 1st / 2nd / 3rd place and a graduate student award presented at the next Co-op Expo in Fall 2025!

Important Date / Information

- **<mark>Submit completed poster via this form by Sunday, August 3, 2025</mark>**
  - *NOTE:* Some CSSH co-op coordinators count participation in the Expo as part of the required final co-op reflection. Be sure to check with your coordinator directly to verify.
- The Expo event date is *TBD* but occurs 3:00-4:30 p.m. at the end of September/early October.
- Attendees include CSSH students, staff, faculty, employers, and other invited guests.
- We ask all students to attend wearing business casual attire and stand near their poster during the event to answer questions and network.
- *See Poster Judging Rubric on page 3*

Eligibility

- Student must have completed a **Fall 2024** or **Spring 2025** co-op
- Be assigned a CSSH Co-op Coordinator
- Have CSSH as their home college

Poster Checklist

Please follow the criteria below when creating your poster. CSSH faculty will judge entries based upon these criteria and the rubric included at the end of this document to select the winners. If chosen to participate, CSSH Co-op will print your posters. *Please note:* While students can use AI or other help to design their posters, the content must be authentic to your own co-op experience.

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.
- Work Environment: What was the format (hybrid, remote, etc.) of your co-op, were you able to network with colleagues and/or industry, how did you interact or collaborate with your manager and/or team?

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 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

Updated as of June 10, 2025

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 show 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!
- ***Previous CSSH Co-op Posters for reference:*** *https://cssh.northeastern.edu/poster-expo/*

<u>Requirements – Please review carefully!</u>

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 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

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
- <u>You will need to reset the size of your poster within PowerPoint to 36"x24"</u>

Poster Judging Rubric

Category	Criteria
Content & Reflection	• Clearly explains co-op role, organization, and tasks; includes insights on work environment, skills used, and lessons learned. • Reflects on Experiential Liberal Arts (Research, Education, Outreach) and connection to coursework.
Visual Design	• Poster is visually appealing, easy to read, and logically organized. • Uses consistent fonts, colors, and formatting. • Text and visuals are balanced.
Clarity & Communication	• Headings are concise and guide the viewer. • Information is well-structured with minimal jargon. • Free of typos and grammatical errors.
Use of Media	• Includes relevant visuals (e.g., images, graphs, infographics). • Enhances understanding of the project or experience.

Poster Evaluation (0–3 points per category)

Category	0 Points (Needs Improvement)	1-2 Points (Partial Achievement)	3 Points (Excellent)
Content & Reflection	Little or no explanation of co-op role, organization, or tasks; lacks insights or reflection on experiential learning.	Some explanation of role, organization, and tasks but lacks depth or clear insights; minimal reflection on experiential learning.	Clearly explains role, organization, and tasks with meaningful insights; thoughtfully reflects on Experiential Liberal Arts and connection to coursework.
Visual Design	Poster is cluttered, hard to read, poorly organized; inconsistent or distracting fonts, colors, or formatting; text and visuals poorly balanced.	Poster is somewhat organized and readable but has inconsistent design elements or imbalance between text and visuals.	Poster is visually appealing, easy to read, logically organized; uses consistent fonts, colors, and formatting; balanced text and visuals.
Clarity & Communication	Headings are unclear or missing; information is disorganized and confusing; frequent jargon and multiple typos or grammatical errors.	Some clear headings; information mostly structured but may have jargon or minor errors that distract from understanding.	Headings are concise and helpful; information is clear and well-structured with minimal jargon; free of typos and grammatical errors.
Use of Media	No visuals or visuals unrelated to content; visuals do not aid understanding.	Some relevant visuals included but may be limited or do not fully enhance understanding.	Includes relevant, high-quality visuals that clearly enhance understanding of the project or experience.