Venue:
Students completing internship credit in the fall semester will present their posters at the Fall Annual Internship Poster Fair. You are encouraged to invite your advisor as well as your employer (if feasible) to the poster fair.

Poster:
Size/development: this is up to you as to whether you want to create an electronic one through PowerPoint and print it off, use tag board, or create one using a tri-fold board, or if other ideas come to mind, feel free to implement and be creative.

Mandatory Content for your Poster:
- Creative title (1 points)
- Your name (1 points)
- Name of the company and/or organization you interned at (3 pts. total; 1 pt)
  - A brief description about what the company and/or organization does (2 points)
- The title of the position you filled for your internship (1 points)
- Description of your internship position (2 points)
- Location of your internship (1 points)
- Dates/duration of your internship (2 points)
- The name of your cooperator/supervisor (2 points total, 1 point)
  - Their role within the company/organization (1 point)
- Main tasks/duties performed (5 points)
- Skills developed (5 points)
- New experiences (5 points)
- Professional development opportunities (5 points)
- Describe how you learned of this internship and how you secured your internship position (5 points)
- Describe/share one piece of advice you have for students in regards to the importance of obtaining an internship (5 points)
- *Contact information of cooperator for individuals interested in an internship an internship with said company, company website, etc. (Please check with your supervisor to see if they want their name/contact information listed, etc.) (2 points)

For the main tasks/duties performed, skills developed, new experiences, professional development categories I would like for you to pick out the key words/phrases from your bi-weekly journals.
**Visuals:**
Students preparing posters are allowed flexibility to create a poster of their choice either through Microsoft PowerPoint and print off the poster (like the scientific posters hanging in the hallways) or through the use of a tri-fold cardboard poster board, tag board, or any other idea/venue for poster creation. Visuals should include typed text and relevant pictures of the intern performing various tasks at the internship and relevant pictures of the company, animals, etc.

**Clothing for Presentation Day:**
You should dress for your poster presentation in business casual attire or you may wear a uniform that you wore for work. In all cases, clothes should be clean and neat. Business casual would include slacks or skirt with a matching shirt or blouse. Casual professional **does not include shorts, blue jeans or tee shirts.**

**Additional Grading Criteria:**
- Layout of visuals/text: poster was easy to read/flows well, etc. (10 points)
- Delivery of presentation: speed of voice, rate, fluctuations, etc. (5 points)
- Student appearance during presentation – must be business casual (5 points)
- Grammar/Punctuation: 5 points
- Spelling: 5 points

**Total Points for Poster:** 75 points

Example poster: