**Internship/Cooperative Education Posters Guidelines**

**Overview:** The purpose of this type of poster is to summarize the internship or cooperative education experience for a broad audience, including those that may not be familiar with the field of work.

**Abstract Guidelines**

**Title (50 word limit):** The title should include language that specifically focuses on the key facets of the work-based learning experience. Viewers should be able to read the title and understand the focus of the experience.

**Abstract (250 word limit):** The abstract should provide a concise summary of what was done and learned in the internship or cooperative education experience. Describe the internship or cooperative education experience, and special experiences and/or training included in the experience, what you learned, how this experience impacted your future goals.

**Posters Content Guidelines**

Content should be of high quality and follow the professional and disciplinary standards.

Posters should include the following content sections:

1. Project Title: The title should include language that specifically focuses on the key facets of the work-based learning experience. Viewers should be able to read the title and understand the focus of the experience.
2. Introduction: Include the student name, company name, location of experience, position title, position dates. Also, if applicable, please provide course number and title if this experience was done as a part of a course (e.g. internship, cooperative education, directed study).
3. Description of the experience.
4. Any special experiences during the experience such as visiting corporate headquarters.
5. What you learned.
6. How the experience has impacted your future goals.
7. 3-6 pictures that document the experience.

**Examples**

* <https://www.vwu.edu/academics/the-lighthouse/internship-posters.php>
* <https://publish.illinois.edu/science-of-security-lablet/summer-internship-poster-sessions/>