Program: Accounting Co-op
Work Term: Two
Report Name: Slideshow & Video Presentation
Updated: March 3, 2023

Work Term Report Topic

During your second work term you will produce a PowerPoint video presentation designed to demonstrate a professional view of your work term experience.

Guidelines for the video presentation are listed below. You must submit your presentation by the 5th class day of the semester following your work term via upload to the Accounting Co-op Courselink site – refer to the "Presentation File & Employer Comments Form Submission" section below for more information.

Format of the Work Term Presentation

The following is a guideline for the various components of the presentation; it is not necessary to answer every question in each section but each section is required. You may also include other relevant information based on your specific work term experience.

1. **Introduction – Overview** – Briefly summarize the content of your presentation for your reader. Where did you work? Highlight your responsibilities. What did you learn? Keep it short and to the point.

2. **Your Employer** – Briefly describe the organization for which you worked. Include interesting facts about your employer (industry, people, location of job and where else they operate, etc.).

3. **Your position** – Give an overview of your job or project. Highlight the most interesting or unique aspects of your job. What skills did you need for the job? Did you learn them in class or on the job? How did your coursework help prepare you for the job? What new skills did you learn? If you worked on a project, you may wish to briefly explain that project. What was its purpose, how was it designed, and what was your role in it? If you worked in a line role, you may wish to focus on one or discuss more than one of your responsibilities in less detail. If appropriate (and your employer permits it), you may wish to include photos.

4. **Your Learning Objectives** – What were your learning objectives for this work term? Did you achieve them? What skills did you want to acquire? What technologies (if any) did you want to work with and why? Did the Co-op experience enhance your academic experience? Consider the courses you have taken and are scheduled to take, including those beyond your specialization in management.

5. **Critical Incident Discussion** – In this section of the presentation, using the outline provided, you will discuss a critical incident that occurred during your work term. The purpose of recording a "critical incident" is to provide you with an opportunity to reflect in depth about a specific event. By describing and then evaluating a particular incident, you can examine the relationship between theory and practice. Some examples of critical incidents are provided below. (There is no requirement for you to have been directly involved in the actual event itself). You have use the following format outlined to debrief the incident: issue, stakeholders, background, strategy used and outcome, connection to relevant theories and other observations.

   Issue: Provide a summary of the event

   Stakeholders: Who was involved in the incident?

   Background: What other information may have contributed to this incident? (e.g. Was there an underlying issue that resulted in this incident? Are there any internal/external factors that help explain why the incident happened?)

   Strategy Used and Outcome: Note the various approaches that may be used to resolve conflicts e.g., personality clashes. The goal here is to spend some time reviewing the incident, looking at the key players, what happened, and the associated outcomes. Reflections should also tie into what you are learning in school, so it is important that you identify concepts and theories from our education so far that connect to this incident, detailing either how those ideas were applied (or not) and if they were effective (or ineffective).

   Examples:

   • Record incidents where you noticed that employee's behaviour was either positively or negatively affected by the comments of a supervisor: Helpfulness to peers, completion of work tasks, interaction with clients

   • Explore the approach adopted by a supervisor who needed to apply progress discipline to another employee Revised 2022. How was it applied, who was involved, was it effective?

   • Record any extreme behaviours that seem to result from stress and how they were managed. What was the trigger, what were the behaviours, how was the situation alleviated?

   • Comment on incidents of conflict and tension at work requiring resolution. What were the event, how were the tensions positively or negatively handled, what were the outcomes? Where you have noticed assertive communication techniques being used, as between department heads, and their subsequent impact.

6. **Overall Reflections** – What are you taking away from this co-op experience(not the critical incident)? You might want to touch upon skills developed, knowledge gained, decisions made regarding future academic plans (courses, graduate work), and/or career plans. What did you learn about the work environment you will look for in your first permanent job? Will you approach your future academic and work term experiences in a different way based on your experiences this work term?

7. **Advice for your future self** – Please remember that every work term is a learning experience. Will you approach your future academic and work term experiences in a different way based on your experiences this work term? What is the one action that you would do again next work term? What is the one thing that you will do differently next work term?

Presentation File Specifications

- Create a PowerPoint presentation based off of the elements #1-7 above.
- Record a video of yourself presenting your slides and export the file to 'mp4' format. Your face must show in the video while presenting the slides. There are many ways to record a presentation video, for example:
  - If you have the most recent version of PowerPoint ([Available for download through CCS HERE](#)), follow the steps in the first 9 minutes of this video: https://www.youtube.com/watch?v=VWUxQ3S8S_A
  - If you want to use Zoom, refer to https://www.youtube.com/watch?v=xHH5JEsa6B4.
- Submit your video to the Dropbox on the Management Co-op Courselink page. Below are the upload instructions:

Presentation File Submission

The presentation file is due 5 class days following the work term. It is strongly recommended that you start the video presentation early and complete it prior to the end of the work term. The presentation and [Employer Comments Form](#) must be submitted to your Faculty Advisor via upload to the Management Co-op Courselink Dropbox. A few guidelines on the submission process:

- You must use the Use the standardized naming convention: [First Name] [Last Name] [student number] [semester] [Work Term Report]
  - Example below:
    - Connie Zavitz 0000000 Summer2023 Work Term Report

- Upload your video to your personal U of G OneDrive – here is a guide if you need assistance: https://www.uoguelph.ca/ccs/office365/training/online-training-resources/onedrive#uploadingFile
  - **IMPORTANT – You must adjust the Sharing Permissions:**
    - Click the three dots next to the file name on OneDrive
    - Click 'Share'
    - Click "People you specify can view" and change it to **"Anyone with the link"**
    - Copy the Link to your clipboard:
- Paste the link in a blank Microsoft Word Document and save this file.
- Log into the Management Co-op Courselink site.
- Navigate to the Dropbox folder for the presentation: "S23 – Work Term Report #2"
- Click "Add a File" and upload the PowerPoint file for your presentation, the Employer Comments Form, AND the Microsoft Word document containing the link to your .MP4 video on OneDrive.
  Click "Submit".

What Makes A Good Presentation?

- Do not look at the slides or the computer while you are presenting – look at the audience

- Limit the number of words on each slide – they should be a guide, not cover everything you are going to say

- A graphic is worth a thousand words. Figures can be added to the PowerPoint by inserting gifs, jpegs, screen captures, etc. Be creative. Figures make presentations interesting to look at, so do not be afraid to use them (although do not overdo this either). Remember to label them. If you use images you did not create yourself, you must properly reference the source.

- Do not use more than three font types. A nice, large font that is easy to read is advisable (e.g. Calibri, Arial, Cambria, Verdana). Use italics and bold to emphasize important points, but do not over use them.

- Heading which follow the sections laid out in the Format of the Work Term Presentation are encouraged.

- Don't make the background too busy; this distracts from your presentation.

Other Tips and Frequently Asked Questions

- The **maximum length of the presentation is 7 minutes**.

- Given that this is a presentation event, business casual attire is expected.

- Any email correspondence to the Co-op Faculty Advisor should include the word **ACCT Co-op** in the subject line. This will help your Advisor to identify your email more quickly and respond to you more efficiently. If you have not heard back within three days, please resend your email.

- If you need to speak directly with your Co-op Faculty Advisor, Connie Zavitz, please indicate where she/he can reach you and when. Please indicate the nature of your call in your message. Email is the preferred mode of contact at czavitz@uoguelph.ca .

Academic Misconduct & Turnitin.com

Academic Misconduct The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community, faculty, staff, and students to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection. Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

The Academic Misconduct Policy is detailed in the Undergraduate Calendar.

Course instructors are allowed to use software to help in detecting plagiarism or unauthorized copying of student assignments. Plagiarism is one of the most common types of academic misconduct on our campus. Plagiarism involves students using the work, ideas and/or the exact wording of other people or sources without giving proper credit to others for the work, ideas and/or words in their papers. Students can unintentionally commit misconduct because they do not know how to reference outside sources properly or because they don't check their work carefully enough before handing it in.

In regards to your work term report, the Faculty Advisor will be using Turnitin.com to detect possible plagiarism, unauthorized collaboration or copying as part of the ongoing efforts to prevent plagiarism in the Lang School of Business & Economics.

A major benefit of using Turnitin is that students will be able to educate and empower themselves in preventing misconduct. In this course, you may screen your own assignments through Turnitin as many times as you wish before the due date. You will be able to see and print reports that show you exactly where you have properly and improperly referenced the outside sources and materials in your assignment.