

## **PRESENTATION GUIDELINES**

### **MECOP/CECOP 407 Seminar**

As stated in the oral presentation requirements, “A high quality oral presentation must be prepared using PowerPoint software. Cover, as a minimum, the topics listed below. Take a written copy of your presentation with you in case of computer hardware failure during your presentation.” The dress code for presenters is business casual.

#### **Topics that Must be Covered:**

- Company history
- Working hours & number of hours per week
- Wages, benefits
- Hourly or salaried, overtime
- Number and scope of your projects plus ROI (return on investment)
- Organizational reporting structure to complete your projects
- Departments you interacted with to complete your projects
- What you have learned as a result of your internship
- Courses taken which served you well in completing your assignments
- Positive and negative aspects of your internship should be included throughout your presentation, **not** saved for the end
- Overall impression of your internship

**NOTE: Omit any proprietary company information from your presentation.**