

## Outline for Project Design (Before and After)

This assignment may be a good fit for the following types of placements:  
 Construction of a Building (construction, masonry, plumbing, electrical, etc),  
 Design (interior design, architecture, etc.)

Submit the following assignment as a portfolio.

Provide the following information:

1. Description of your project at co-op:
  - a. What is the project
  - b. How are you involved
  - c. Background details
  
2. Timeline of your project:
  - a. Start and finish dates
  - b. What you did during the timeline to contribute
  
3. Photos of your project:
  - a. From start to finish
  
4. Include in formatting of assignment:
  - a. Title page
  - b. Materials/Price Page (if applicable)
  - c. Testimonial from Client

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<b>KNOWLEDGE</b> <ul style="list-style-type: none"> <li>• Project details</li> <li>• Timeline</li> </ul>	Some information is missing	Most information is provided	All information is adequately provided	All information is well presented
<b>THINKING</b> <ul style="list-style-type: none"> <li>• Vocabulary Used</li> </ul>	Words missing that relate to business	Most words used are relevant to business	All words used are appropriate and relevant to business	Used words that are relevant to business and still reader friendly
<b>COMMUNICATION</b> <ul style="list-style-type: none"> <li>• Grammar and Pronunciation</li> <li>• Format (font is legible)</li> <li>• Colour Copy</li> <li>• Design of Portfolio (handed in using a folder or on a tri-fold board)</li> </ul>	Missing several requirements	Most requirements included	All requirements included	All requirements included and very professionally presented
<b>APPLICATION</b> <ul style="list-style-type: none"> <li>• Photos relevant to project</li> </ul>	Missing some photos and not relevant to project	Most photos present and reasonably relevant to project	All photos present and relevant to project	All photos included describe process with little descriptive words necessary