This document can be completed instead of the CMPT 427 Oral Presentation assignment with consultation and approval from your Co-op Coordinator. It is intended as an assignment that will benefit your company/employer and may include internal, confidential, or proprietary information that cannot be shared outside of the company.

In order to complete this assignment, you will need to contact your Co-op Coordinator to explain why a Legacy Document assignment will benefit your employer, what general format and goals your assignment will follow (see details below). If your Coordinator approves this option, it will be completed instead of the Oral Presentation assignment for CMPT 427.

The assignment will be submitted to your supervisor in advance of the deadline, so that your supervisor has time to complete a Legacy Document release form for you to submit to Canvas by the deadline. If your Legacy Document cannot be completed by the deadline, please complete a draft or early version so that your supervisor can complete review and complete the release form by the deadline.

ASSIGNMENT FORMAT & CONTENT

Content: This assignment’s content may vary based on your employer’s needs and preferences. The goal is to come to agreement with your supervisor about a report topic that will benefit your company, team, product, project, or other particular aspect of your work term.

Possible Assignment Topics:

1. **Training Manual:** Create a document that will assist future co-op students or other team members to learn their role in general, particular tasks, and/or the status and progress of a specific project.
2. **Documentation:** Write clear and concise documentation for the code or script you worked on, or another technical tool project or task. Focus on creating documentation that will be of help to those who will develop, use, and/or troubleshoot it.
3. **Wiki Page(s):** Wikis are a form of technical documentation that allows collaboration between multiple users. Create or contribute to a wiki in your team or organization, and summarize your contributions in a report to your supervisor.
4. **Lunch and Learn Presentation:** Prepare and deliver a training presentation on a relevant topic to appropriate co-workers. Create slides or other interactive tools and materials to help audience visualize and understand your points. Use the Oral Presentation Assignment guidelines for additional ideas and resources.
5. **Internal Research Report:** Write a professional report on a topic agreed-upon by you and your supervisor. Include a title page, abstract, relevant figures or images, industry-appropriate referencing (ie. APA).
6. **Other:** As determined and agreed upon by you and your supervisor/evaluator.
Format: This assignment’s format may vary based on the content agreed-upon by you and your supervisor. However, the format should follow these basic principles:

- Present a final, professional report to your supervisor by an agreed-upon deadline that will allow them to complete the Employer Review Form for you to submit by the assignment deadline
- Follow a topic, format, style, and length that you and the evaluator (your supervisor or other assigned evaluator) agree upon
- Incorporate feedback and suggestions from your evaluator and other appropriate/participating colleagues to the assignment before finalizing and submitting

EVALUATION CRITERIA: The Employer Review Form will be reviewed by a Co-op Coordinator to ensure it is completed in order for you to receive a passing grade.

If you have any questions, please contact your Co-op Coordinator directly