

COURSE OUTLINE IDES 4400A • INTERNSHIP FIELD REPORT • Fall (2024)

Instructor: **Rob Watters**

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Location: **3481 ME**

Office Hours: by appointment

Teaching Assistant: Sage Tse

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Course Time and Location:

Course locations are no longer displayed on the public class schedule and are subject to change. For the latest information please refer to Carleton Central under Student Services – Registration – Student Timetable.

Course Description

Work experience related to industrial design. Following the internship period, normally 12 weeks, a comprehensive report describing observations and insights will be submitted. Graded Sat or Uns.

Includes: Experiential Learning Activity.

Prerequisite(s): IDES 3300 or IDES 3310 or permission of the School of Industrial Design.

Tutorial hours arranged.

Learning Outcomes

By the end of this course, students will be able to:

1. Write a comprehensive report in a 4-week period.

2. Utilize writing strategies including those associated with preparing, organizing, and formatting materials.
3. Edit reports based on feedback.
4. Demonstrate understanding of the relationship between the theory and practice of industrial design learned in the School of Industrial Design and the experience of working in a professional design-related environment the student has explored.
5. Orally present the highlights of a report in a 3-minute presentation.

Course Deliverables

These are the deliverables for this course. Please see the appendices.

- Preparatory surveys in Brightspace.
 - Sharing basic information about you and your internship in the class Miro board
 - Comprehensive Outline of report.
 - Final report for peer review.
 - A careful review and markup of a peer's report.
 - Final report reflecting upon your internship and education based on required content.
 - A video of the report highlights.
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- Note: Course Schedule detailed information is in Appendix A.
 - Note: the report format is in Appendix B.
 - Note: the grading rubric is in Appendix C.

Student Access to Quiz, Test, and Exam Papers

There are no quizzes, tests or exams in the course.

Required Materials

Materials required for the course are listed below. You may be asked by your instructor to refer to Brightspace for a more comprehensive list of required materials.

Typical materials required for this course are those that you prefer for planning, writing and desktop publishing a report.

Technology Requirements

Please refer to the technology requirements on the School of Industrial Design Website. You may be asked by your instructor to refer to Brightspace for other information or requirements related to coursework.

<http://www.id.carleton.ca/undergraduate/about-the-bid-program/computer-requirements>

Individual/Group Work

Courses may include individual and group work. It is important in collaborative work that students clearly demonstrate their individual contributions.

Review/Presentation Attendance

This course is asynchronous, deliverables are uploaded. This course does not require any reviews or presentations.

Late Submission of Assignments

Students who do not hand in assignments on time will have their earned grade reduced to UNSAT after 3 days, at the instructor's discretion. If you foresee not meeting the submission due date and are requesting an extension, please provide your instructor with a minimum of 24 hours' notice.

Participation and Professionalism

NOTE: this class is asynchronous and virtual. There are no class meetings or discussions planned.

Active participation and professional conduct (e.g. class discussion, consultations with instructors, work ethic, etc.) are important in lecture and studio courses and may be formally evaluated by a grade.

Professionalism also includes Carleton's Policy on Academic Integrity described in more detail below with links to content that you are required to review.

Health and Safety

Students must participate in training to access all the SID Labs and Maker Space. Apart from this training, students are required to follow the health and safety standards of the School of Industrial Design as well as Carleton's health and safety standards. All materials related to SID health and safety are available here [Health and Safety](#) and it is expected that students review and understand these materials and apply these standards throughout their studies.

Use of Studio Spaces

Access to studio space to attend courses and complete assignments is an important part of student success. To support access, specific studios have been designated to certain years and/or sections.

1st Year Studio Section A – Studio A

1st Year Studio Section B – Studio B

2nd Year Studio Section A – Studio A

2nd Year Studio Section B – Studio B

3rd Year Studio Section A & B – Studio C

4th Year Studio All Sections (Capstone and Minor) – Studio D

MDes Studio – MDes Studio

Students are welcome and encouraged to use their designated spaces to work during non-studio hours. Out of respect for your colleagues, instructors, and Carleton cleaning staff, ensure you leave the space in good condition. This includes cleaning your area and storing your items in your designated storage space. The School will not be responsible for items that are not stored properly.

Academic Integrity

Carleton's Policy on Academic Integrity is available at: <https://carleton.ca/registrar/academic-integrity/> and covers the following violations, but is not limited to:

- *Plagiarism*
 - *Submitting work written in whole or in part by someone else*
 - *Failing to acknowledge sources through the use of proper citations when using another's work*
- *Test and Exam Rules*

- *Attempting to read another student's exam paper*
- *Speaking to another student (even if the subject matter is irrelevant to text)*
- *Using material not authorized by the examiner*
- **Other Violations**
 - *Improper access to confidential information such as exams or test questions*
 - *Disruption of classroom activities or periods of instruction*
 - *Misrepresentation of facts for any academic purpose*

This policy governs the academic behavior of students. In industrial design, ideas, and concepts come from a multitude of sources and may be modified and utilized in the design and development process. The student should reference such sources appropriately and it is strongly advised that you read Carleton's Policy on [Academic Integrity](#) before conducting any work at the University.

Use of Artificial Intelligence (AI) Technologies

To effectively address the incorporation of AI technologies, specifically generative AI tools, into courses, we have instituted the following guidelines. Further information can be found here -

<https://carleton.ca/tls/teachingresources/generative-artificial-intelligence/recommendations-and-guidelines/>. Another useful resource is the Library's guide on AI tools - <https://library.carleton.ca/guides/subject/artificial-intelligence-ai-tools>.

1. Academic Integrity Standards: In the absence of explicit permission from the instructor within a given course, the use of generative AI tools to create content, (e.g., text, code, images, summaries, videos, etc.), is deemed a breach of academic integrity standards.
2. Instructor's Discretion: Instructors have the authority to grant permission for the use of generative AI tools, (e.g., ChatGPT and similar tools), based on alignment with the course's educational objectives and learning outcomes. Assignment and examination guidelines will be written to explicitly reflect this granted permission.
3. Clear Instructions: Should instructors choose to permit the use of generative AI tools, an assessment guideline will provide students with clear and detailed direction, including;
 - i. Identification of specific generative AI tools that are acceptable for use.

- ii. Clarity on the approved applications of these tools.

These measures aim to create a balanced and transparent educational environment, ensuring both academic integrity and the responsible integration of AI technologies into the learning experience.

Requests for Academic Accommodation

You may require special arrangements to meet your academic obligations during the term. For an accommodation request for any of the below topics, refer to this link - <https://students.carleton.ca/course-outline/> and open the needed section.

Topics:

- *Pregnancy Obligations*
- *Religious/Spiritual Obligation*
- *Academic Accommodations for Students with Disabilities*
- *Survivors of Sexual Violence*
- *Accommodations for Student Activities*
- *Academic Considerations for Medical and Other Extenuating Circumstances*
- *Scheduling and Examination Support*

Statement on Student Mental Health

As a university student, you may experience a range of mental health challenges that significantly impact your academic success and overall well-being. If you need help, please speak to someone. There are numerous resources available both on- and off-campus to support you, refer to this link -

<https://wellness.carleton.ca/> and open the needed section.

Topics:

- *Counselling*
- *Resource Guide*
 - *Thriving on Campus*
 - *Everyday Stress*
 - *Mild Mental Health Concerns*
 - *Moderate Mental Health Concerns*
 - *Complex Mental Health Concerns*
- *Umbrella Project*

Student Responsibility

The student is responsible for knowing the content of this course outline; the schedule of classes, assignments, and/or reviews; and the material that was covered when absent. The studio is a professional environment, and students should be working during the scheduled hours. Unless otherwise arranged, the class will meet during scheduled class hours. Please note that attendance is important since issues and questions may be raised in class, or valuable information may be shared, all of which can greatly benefit the student's learning experience. As external professionals may be involved in our work, scheduling changes for guest lectures, presentations, and reviews may occur at short notice, requiring students to stay informed.

Changes to the Course Outline

The course outline may be subject to change in the event of extenuating circumstances.

Appendix A - Course Schedule

In the event that the schedule needs to be adjusted, the professor will share an update with advanced notice.

Item	Date	Asynchronous Activity	Brightspace Deliverables
	Sept 04	Start of the Term	
1	Sep 09	Welcome Lecture. Report Skeleton Lecture	DUE: Quiz in Brightspace
2	Sep 09	Complete the Online Internship Confirmation Survey	DUE: Survey in Brightspace
3	Sept 18	Share simple information about your internship with the class.	DUE: Arrange your information in Miro according to the provided Template. (Miro to be provided)
4	Sep 23	Technical Reports: Style, formatting and graphics.	DUE: Skeleton of report. Upload to Brightspace.
5	Oct 03	Feedback to your skeleton is provided by this date	Feedback will be shared in Brightspace
6b	Oct 14	Final Report is due and you share it (via email) with your team member (you select your team member ahead of time. See people in Miro)	DUE: Final Report to team member for review.

6b	Oct 14	Your Team member's report is available for you to review	
7	Oct 28	Marked up Peer Reviewed report returned to your team member	DUE: Marked Up Final Report returned to team member.
8	Nov 11	Final Report is due	DUE: Final Report in Brightspace
9	Dec 21	See sample videos https://carleton.ca/id/student-info/internship-reports/	DUE: Final Video upload (or earlier)

Appendix B - Report Content and Format

8.5 x 11 vertical, 3500-4000 words (Body of report)

Margins: Left 1.25" / right, top and bottom 1"

Front Matter (use lowercase Roman numerals to paginate the front matter except for cover page, which should have no page number)

Cover page (title, author, course, year, instructor name, should be clearly visible on the cover page)

Abstract (can be on bottom of cover page or on it's own page)

Acknowledgements (if appropriate)

Preface (if appropriate)

Table of Contents (with page numbers)

List of Figures (with page numbers)

Body (Required sections and titles as follows, use regular page numbers (Arabic) and start page 1 on ch1. Company)

1.0 Company

Information about the company / industry sector / size and makeup / relevant departments / other.

2.0 Internship responsibilities and roles

Work performed / chain of command / skills and knowledge required / product outcomes / other.

3.0 Relationship between education and professional practice

Comment on how specific courses at Carleton university relate or have prepared the student for practice. How was this knowledge applied. What insights does it give you about your job and also about your studies.

4.0 Other relevant information

Distinct characteristics of the particular internship that don't fall into the first 3 chapters. Are there things you could have benefitted from knowing before you took this job or dealing with job searches?

5.0 Discussion

Advice to another student / how to prepare / what to expect / how to optimize the experience.

Back Matter

Bibliography (you need to use citations throughout your text for any 3rd party materials used and include those sources in the Bibliography)

Appendix (if appropriate, could include extra samples of work such as drawings etc.) Do not put all your visuals here (visuals are desirable within the report), just more elaborate work or raw data if necessary.

Final Paper Submission Notes (post peer review and feedback):

File 1: PDF file of complete report with images and layout complete

File name: 4400_F24_YourLASTNAME_COMPANY.pdf

File 2: Completed Word file of complete report (does not need images and complete layout) I use this to check word count

File Name: 4400_F24_YourLASTNAME_COMPANY.docx

NOTE: Maximum file size 10 MB per file; larger files will not be accepted.

NOTE2: Any report substantially incomplete will or lacking in format will receive a grade of UNSAT without the option to resubmit.

Appendix C: Grading Criteria and Resubmission

Students who submit a complete report, but require some reformatting or grammatical corrections, may be asked to resubmit their reports in order to achieve a SAT. They will be given a conditional SAT and 2 weeks to do so after the instructor returns the reports. Any report substantially incomplete or lacking in format will receive a grade of UNSAT without the option to resubmit.

Provided that the above scheduled deadlines are met, the following marking rubric will be used to assess your report.

	SAT	Conditional SAT	UNSAT (UNS)
Content	Response includes all components and meets all requirements indicated in the instructions. Each question or part of the assignment is addressed.	Response is missing some components and/or does not fully meet the requirements indicated in the instructions. Some questions or parts of the assignment are not addressed.	Response excludes essential components and/or does not address the requirements indicated in the instructions.
Structure	Writing is mostly clear, concise, and well organized with good sentence/paragraph construction. Thoughts are expressed in a coherent and logical manner.	Writing requires some additional clarification or organization. Sentence and paragraph construction requires some attention. Thoughts are at times incoherent	Writing is unclear and disorganized. Thoughts ramble and make little sense.
Reflection	Identifies and compares experiences in the field to various specific courses taken at the SID, as well as reflects on how these prepared the student for the assignment	Identifies and compares experiences in the field to various specific courses taken at the SID, but lacks reflection on how these prepared the student for the assignment	Field experiences are not related to courses taken at the SID in any meaningful way

Appearance	Layout requirements and principles are addressed as per instructions. Illustrations are clear and labeled.	Layout requirements are not fully addressed or are inconsistent. Illustrations are poor or unlabeled.	Layout requirements or principles are not followed, and illustrations are poor or unlabeled.
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