

COURSE OUTLINE IDES 4400A • INTERNSHIP FIELD REPORT • Winter (2023)

Instructor: **Rob Watters**

RobertWatters@cunet.carleton.ca

Office: **446 Azrieli Pavilion**

Office Hours: By Appointment

Course Time and Location: Please refer to Carleton Central under Student Services – Registration or Search Schedule: https://central.carleton.ca/prod/bwysched.p_select_term?wsea_code=EXT

This course is Virtual with no regular meetings or lectures. See Brightspace for course materials.

Course Description

Work experience related to industrial design. Following the internship period (to be approved by the Director), 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 'Appendix A Course Schedule' for more detailed information.

Type here to list course deliverables and the weighting of these deliverables (e.g. Projects, Assignments and Exams).

Student Access to Quiz, Test and Exam Papers

Examinations are for evaluation purposes only and will not be returned to the student.

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.

Type here to list the basic materials. More detailed information can be placed on Brightspace.

Computer Requirements

Please refer to the computer 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 computer work.

<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 contribution.

Review/Presentation Attendance

Attendance at scheduled SID Reviews/Presentations is mandatory. These are equivalent to exams when indicated in the course outline. Failure to attend the Review/Presentation without reasonable cause, will

result in a grade of F. Students arriving late for the Review/Presentation or not remaining for the complete session without approval from the instructor, will be addressed on a case-by-case basis at the discretion of the instructor.

If you are not able to attend a Review/Presentation, foresee arriving late or need to leave before it is complete, please email your instructor in advance explaining the reason for the situation. It is important that you provide a reasonable rationale for your absence, late arrival or early departure. In the event of an illness or death in the family, you will be required to sign a form verifying your claim and this form is available through the SID administration office.

Late Submission of Lecture & Studio Deliverables

Students who do not hand in deliverables on time will have their earned grade reduced by XX% per day up to a maximum of 3 days.

Participation and Professionalism

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 which you are required to review.

Academic Integrity

Carleton's Policy on Academic Integrity is available at: <https://carleton.ca/registrar/academic-integrity/> and covers the following topics:

Plagiarism (e.g. submitting work 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 (e.g. attempting to read another student's exam paper, speaking to another student even if the subject matter is irrelevant to the text, using material not authorized by the examiner).

Other Violations (e.g. improper access to confidential information, disruption in classroom activities, 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 prior to conducting any work at the University.

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 following topics below, refer to the link provided for more information: <https://students.carleton.ca/course-outline/>

- **Pregnancy obligation:** Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, please review the [Student Guide to Academic Accommodation \(PDF, 2.1 MB\)](#) For accommodation regarding a formally-scheduled final exam, you must complete the Pregnancy Accommodation Form ([click here](#)).
- **Religious/Spiritual Obligation:** Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, please review the [Student Guide to Academic Accommodation \(PDF, 2.1 MB\)](#)
- **Academic Accommodations for Students with Disabilities:** The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. For more details, visit the [Paul Menton Centre website](#).
- **Survivors of Sexual Violence:** As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and where survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit the [Equity and Inclusive Communities website](#).
- **Accommodations for Student Activities:** Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of

class, or as soon as possible after the need for accommodation is known to exist. For more details, see the [Senate Policy on Accommodation for Student Activities \(PDF, 25KB\)](#).

- **The Use of Self-Declaration Forms:** In place of a doctor's note or medical certificate, students may complete the [self-declaration form](#) available on the Registrar's Office website to request academic accommodation for missed course work including tests and assignments. Students are also encouraged to connect directly with their instructors to discuss required accommodations arising from the COVID-19 situation.

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. Here is a list that may be helpful:

Emergency Resources (on and off campus): <https://carleton.ca/health/emergencies-and-crisis/emergency-numbers/>

Carleton Resources:

- Mental Health and well-being: <https://carleton.ca/wellness/>
- Health & Counselling Services: <https://carleton.ca/health/>
- Paul Menton Centre: <https://carleton.ca/pmc/>
- Academic Advising Centre (AAC): <https://carleton.ca/academicadvising/>
- Centre for Student Academic Support (CSAS): <https://carleton.ca/csas/>
- Equity & Inclusivity Communities: <https://carleton.ca/equity/>

Off-Campus Resources:

- Distress Centre of Ottawa and Region: (613) 238-3311 or TEXT: 343-306-5550, <https://www.dcottawa.on.ca/>
- Mental Health Crisis Service: (613) 722-6914, 1-866-996-0991, <http://www.crisisline.ca/>
- Empower Me: 1-844-741-6389, <https://students.carleton.ca/services/empower-me-counselling-services/>
- Good2Talk: 1-866-925-5454, <https://good2talk.ca/>
- The Walk-In Counselling Clinic: <https://walkincounselling.com>

Statement on Pandemic Measures

It is important to remember that COVID is still present in Ottawa. The situation can change at any time and the risks of new variants and outbreaks are very real. There are [several actions you can take](#) to lower your risk and the risk you pose to those around you including being vaccinated, wearing a mask, staying home when you're sick, washing your hands and maintaining proper respiratory and cough etiquette.

Feeling sick? Remaining vigilant and not attending work or school when sick or with symptoms is critically important. If you feel ill or exhibit COVID-19 symptoms do not come to class or campus. If you feel ill or exhibit symptoms while on campus or in class, please leave campus immediately. In all situations, you should follow Carleton's [symptom-reporting protocols](#).

Masks: Masks are no longer mandatory in university buildings and facilities. However, we continue to recommend masking when indoors, particularly if physical distancing cannot be maintained. We are aware that personal preferences regarding optional mask use will vary greatly, and we ask that we all show consideration and care for each other during this transition.

Vaccines: While proof of vaccination is no longer required to access campus or participate in in-person Carleton activities, it may become necessary for the University to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Students are strongly encouraged to get a full course of vaccination, including booster doses as soon as they are eligible and submit their booster dose information in [cuScreen](#) as soon as possible. Please note that Carleton cannot guarantee that it will be able to offer virtual or hybrid learning options for those who are unable to attend the campus.

All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton's COVID-19 response and health and safety requirements please see the [University's COVID-19 website](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca.

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, and announcements made, along with information disseminated through Brightspace. As external professionals are often 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

Week	Date	Asynchronous Activity	Brightspace Deliverable
1	Jan 13	Welcome Lecture. Report Skeleton Lecture.	DUE: Quiz in Brightspace
2	Jan 20	Complete the Online Internship Confirmation Survey.	DUE: Survey in Brightspace
3	Jan 27	Technical Reports: Style, formatting and graphics. (Lecture)	DUE: Skeleton of report
4	Feb 17	Final Report is due and shared with your team member.	DUE: Final Report to team member for review (also upload to Brightspace)
5	Feb 24	Marked up Peer Reviewed report returned to your team member.	DUE: Final Report returned to team member (also upload to Brightspace)
6	Mar 07	Final Report is due to instructor.	DUE: Final Report
7	Apr 05	See sample videos	DUE: Final Video upload

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, 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_F22_LASTNAME_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_F22_LASTNAME_COMPANY.docx

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

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. See also “Report Content and Format” instructions below.

	SAT	Conditional SAT	UNSAT
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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