

IDES 4400A • INTERNSHIP FIELD REPORT

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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:

- Write a comprehensive report in a 4-week period.
- Utilize writing strategies including those associated with preparing, organizing, and formatting materials.
- Edit reports based on feedback.
- 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.
- Orally present the highlights of a report in a 3-minute presentation.

Course Deliverables

These are the deliverables for this course. For more detailed information, please see the Course Schedule, **IDES 4400A INTERNSHIP FIELD REPORT W26 - Rob Watters - Course Schedule**, in Brightspace.

The following are required for the completion of this SAT/UNS course:

- Preparatory survey and course outline comprehension quiz in Brightspace. (Required)
- Sharing basic information about you and your internship in the class Miro board. (Required)
- Comprehensive Outline of report. (Required)
- Final report for peer review. (Required)
- A careful review and markup of a peer's report. (Required)
- Final report reflecting upon your internship and education based on required content. (Required)
- A video of the report highlights, 2-3mins long. (Required)

- In the Brightspace version of this course outline please see:
 - a. Note: Course Schedule detailed information is in Appendix A.
 - b. Note: The report format is in Appendix B.
 - c. Note: The grading rubric is in Appendix C.

Student Access to Exam, Quizzes, and feedback on Academic Work

Carleton University is committed to providing students with appropriate and timely feedback on their work. Please see [undergraduate regulations Article 5.3](#) and [graduate regulations Article 23](#) for more information.

First assigned academic work will be evaluated and returned prior to the 40th teaching day of term.

Students have the right to have questions regarding their grades addressed and to view all material, including material that has not been returned such as final examinations. Please see [undergraduate regulations Article 3.3.4](#) and [graduate regulations Article 15](#) and [Graduate Grade Appeal Process](#) for more information.

There is no exam for this this course.

Cost of Educational Materials

All materials required for the course and their costs are listed below. Please note some materials costs are dependent on the project and the materials chosen so a range listing minimum and maximum values will be given.

Students are not required to purchase textbooks or other learning materials for this course.

Technology Requirements

Please refer to the technology requirements on the School of Industrial Design Website (<https://carleton.ca/id/student-info/it-support/technology-requirements/>). You may be asked by your instructor to refer to Brightspace for other information or requirements related to coursework.

Individual/Group Work

Courses may include individual and group work, and the majority of the grade must reflect individual work. This will support the assessment of individual performance, which may be difficult to determine in group projects. It is also important in collaborative work that students clearly demonstrate their individual contributions.

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 instructor's discretion.

If you are unable 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.

Late Submission of Assignments

Students who do not hand in assignments on time will have their earned grade reduced by **10%** per day 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

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. Students are welcome and encouraged to use available studio 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 whenever you are leaving the 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

Minimal AI Use – Basic Assistance Only

Students may use AI tools for basic word processing and formatting functions, including:

- Grammar and spell checking (e.g., Grammarly, Microsoft Word Editor, Copilot)
- Basic formatting and design suggestions (e.g., Microsoft Word's formatting tools, PowerPoint Design editor)

Documenting AI Use It is not necessary to document the use of AI for the permitted purposes listed above. If you have questions about a specific use of AI that isn't listed above, please consult the instructor.

Limitations Students may not use AI for the following tasks:

- Sounding board (e.g. generating essay topics with ChatGPT, using Microsoft Word's Smart Lookup or Copilot to find inspiration and related topics)
- Creating outlines (e.g., using AI to structure an essay or presentation flow, using Microsoft Word's Outline View with AI suggestions)

As our understanding of the uses of AI and its relationship to student work and academic integrity continue to evolve, students are required to discuss their use of AI in any circumstance not described here with the course instructor to ensure it supports the learning goals for the course. Students can access resources related to citing Generative AI on the [MacOdrum Library website](#). Plus, additional AI resources are also available on Carleton's [Artificial Intelligence Hub](#).

Requests for Academic Accommodation

Carleton is committed to providing academic accessibility for all individuals. You may require special arrangements to meet your academic obligations during the term. The accommodation request processes, including information about the *Academic Consideration Policy for Students in Medical and Other Extenuating Circumstances*, are outlined on the Academic Accommodations website (students.carleton.ca/course-outline). The website covers the below topics.

Topics:

- Pregnancy Obligations
- Religious/Spiritual Obligation
- Academic Accommodations for Students with Disabilities
- Survivors of Sexual Violence
- Accommodation 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.

Course Schedule

Please refer to Brightspace for a detailed Course Schedule: **IDES 4400A INTERNSHIP FIELD REPORT W26 - Rob Watters - Course Schedule**.

Appendix A – Schedule will be in Brightspace

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 report feedback**. 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)
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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.