

COURSE OUTLINE IDES 4400A • INTERNSHIP FIELD REPORT • Winter(2022)

Instructor: Bjarki Hallgrimsson

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Location: 3481 Mackenzie

Office Hours: Please post general questions on the “Ask My Instructor”

Discussion Forum. Please email instructor directly for personal questions.

Teaching Assistant: There is no TA for Course

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

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.

The two main deliverables are the Internship Confirmation through a survey and also the final report. The final report is graded SAT or UNSAT

Student Access to Quiz, Test and Exam Papers

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

Required Materials

There are no specific materials required.

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 cuLearn 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

Late Submission of Lecture & Studio Deliverables

Students who do not hand in deliverables on time will not receive a Pass in this course.

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).

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/>

- *Parental Leave*
- *Religious/Spiritual Obligation*
- *Academic Accommodations for Students with Disabilities*
- *Survivors of Sexual Violence*
- *Accommodations for Student Activities*

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. 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 10	Welcome Lecture. Report Skeleton Lecture	Quiz
2	Jan 14	Complete the Online Internship Confirmation Survey	Survey
3	Jan 17	Technical Reports: Style, formatting and graphics (Lecture)	Skeleton is due
4	Feb 11	Final Report is due	Final Report due
5	Mar 29	See sample videos	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 Introduction

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

How did this job develop your technical competencies and professional abilities in general. Did you become aware of your own strengths and weaknesses as a designer, worker and colleague? Has this job helped you develop your own short-term and or long-term career objectives? How has this affected your personal confidence? If at all negatively, how do you plan to address that?

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.

Submission Notes

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

File name: 4400_F21_LASTNAME_REPORT.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_F21_LASTNAME_REPORT.doc

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	UNSAT
Content	Response includes all components and meets all requirements indicated in the instructions. Each question or part of the assignment is 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 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	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 or principles are not followed and Illustrations are poor or unlabeled.