

Internship-Job Seeking

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What is Internship:

It is a combination of **2 separate** but **related** activities:

1. A 12 week or longer internship work term (the job)
2. Completion of IDES 4400 after 3rd year (the report)

What type of job should I look for?

- Minimum of 12 weeks normally, but we will consider shorter terms this year 8
- Design related
- Supervised

Note: When you take IDES 4400, I will ask for your employer details.

What type of job should I look for?

Does an internship need to be paid?

- Internships are usually paid positions
- It is not required by Carleton
- Labour rules may vary depending on the situation

When can I work?

Anytime before you take the course IDES 4400

1. Between 2nd and 3rd year or
2. Between 3rd and 4th year (preferred)
3. After 3rd year (take a year off) please get School approval!
4. After 4th year but then need to register again for IDES 4400

What types of jobs?

1. Product design intern at a design consultancy
2. UX and UI type of jobs
3. Work for a manufacturer designing products or processes
4. Work in a product design department at a company
5. Work in an art gallery or museum
6. Work as a Research Assistant at Carleton
7. Work in government on policy using design thinking
8. Not design specific, but tailored to do design (e.g kitchen layout at RONA)

What types of jobs?

9. Entrepreneurial Opportunities

- How do you solve the supervision requirement?
- For example Summer Job Program is OK, because there are regular meetings with mentors:
<https://www.investottawa.ca/summer-company/>
 - <https://www.ontario.ca/page/summer-company-program-guidelines>
- In other situations, students worked and had regular meetings with an experienced design mentor to guide them. This is also important to make sure you do not take on something unreasonable, due to your lack of experience.

Looking for a job

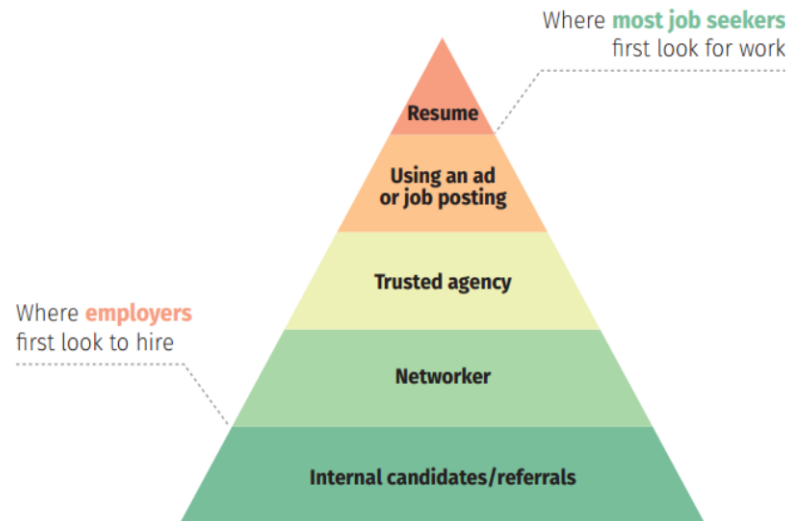
- Our website Carleton <https://carleton.ca/id/student-info/job-postings/>
- Networking (professional and non-professional)
- Look at where other students have worked (**This is the low hanging fruit!!!**)
<https://carleton.ca/id/student-info/internship-reports/>
- Online sources and company websites (Indeed.com, Monster.com, etc)

Career Services Carleton

Job Search

Job Seeking and Hiring

Did you know that online job postings only represent approximately 20% of available jobs? More than 80% of jobs are not posted online, which is commonly referred to as the "Hidden Job Market," and are instead filled through direct approaches, such as networking. The diagram below shows a comparison of how job seekers typically look for work and how employers look to hire. As a primary or first approach, *job seekers* typically begin applying to jobs by submitting their resume to online job postings, whereas *employers* often begin the hiring process by considering internal candidates and asking for recommendations. Therefore, to be effective in your job search, you need to ensure that your job search strategy matches to that of the employer's hiring approach.



Consult Career services
<https://carleton.ca/career/job-search-support/>

Career Services Carleton

**WHAT IS NETWORKING?
AND WHY IS IT IMPORTANT?**

Networking is simply talking to people! It allows you to make and utilize personal and professional contacts to gain information on the job market, career choices and new opportunities in your field!

The point is not to get people to hire you, but to gather information on your field of interest and to build your list of professional contacts!

“HIRE ME!”

NETWORKING IS IMPORTANT BECAUSE IT...

- Allows you to learn about different professions and potential employers
- Expands your connections
- Helps point you in the right direction for career choices
- Validates your career choices
- All of the above!

Networking is a great tool to access the hidden job market because it provides employers with the opportunity to meet you directly - not just through your resume.

Consult Career services

<https://carleton.ca/career/job-search-support/>

Career Services Carleton

Summer Employment Programs

Click on the name of each program for more information.

FEDERAL STUDENT EMPLOYMENT PROGRAM (FSWEP)

Federal Government departments recruit full-time students for about 9,000 summer positions each year in various sectors and ministries.

YOUNG CANADA WORKS (YCW)

The Department of Canadian Heritage provides summer opportunities across Canada in three areas: YCW in Both Official Languages; YCW in Heritage Institutions; and YCW for Aboriginal Urban Youth. Jobs may have French/English language requirements.

CITY OF OTTAWA: SUMMER STUDENT EMPLOYMENT PROGRAM

The City of Ottawa has multiple student opportunities available within departments as well as in the areas of recreation, culture (or cultural programming, and specialized camps.

PARLIAMENTARY YOUTH PROGRAM

The Senate hires students for summer positions, and throughout the year, to work in various areas of Administration. Some of the areas where students work include Legislative Services, Human Resources, Information Management, and Protective Services.

GOVERNMENT OF ONTARIO: SUMMER EXPERIENCE PROGRAM (SEP)

Non-profit community organizations are given funding under the SEP program to create meaningful summer employment opportunities for students. Job opportunities can be found by searching participating agency websites.

Consult Career services

<https://carleton.ca/career/job-search-support/>

Note: Often long lead times. Investigate early.

Typical range of employers

1. Design consultancies (Spark, Shape)
2. Corporate design offices for retailers (Canadian Tire, MEC,)
3. Corporate design offices for manufacturers (Teknion, Aldo Shoes, Lighting Companies)
4. Web design consultancies (includes Graphic design companies)
5. Signage shops
6. Construction companies (labourer, kitchen design)
7. Print shops
8. Fabricators / Manufacturers
9. Entrepreneurial start-ups
10. Government departments (Government of Canada, Provincial Governments)
11. Universities

We have seen that many companies hire students repeatedly from Carleton. Look at the old internship reports!

What kind of work do students do?

1. “My job duties consisted of graphic design and user experience design to bring inbound leads through the company website. I also created visual flow charts for interpretation, conducted surveys for clients, and developed user case studies.” [Point 3D Commercial Imaging, Ottawa](#)
2. “I began at my job as a CNC operator, running the company CNC with light programming duties. I was brought by the company's president to meet with clients to create solutions to their problems, create prototypes and fulfill large orders. Most of the work I was involved in was related to COVID-19 plexi-glass shields. Some of the clients include the Hardrock Casino and the Ottawa Senators and Advanced Business Interiors.” [Terlin Construction Ltd. Kanata](#)
3. “Assist with design and fabrication of props and set pieces for major Toronto films and TV shows, communicate with clients on design requirements, basic managerial tasks such as creating estimates, invoices and packing slips, work both with supervisors and coworkers and solo projects, set up and operating of CNC and Hotwire machines as well as a variety of other woodworking tools, read initial CAD drawings to create quotes and scopes of projects.” [Larry Ryan and Ass. Newmarket](#)

What kind of work do students do?

4. “I was asked to design a linear lighting fixture, using a continuous roll out lens as the diffuser. I was also made to apply color changes to the brands acoustic lighting and sound dampening line.”
4. “I mainly focused on design research for future endeavors of projects - future of the office workspace as it evolves with new technologies. Also assisted designers with creating and testing mockups and prototypes, participated in design sprints and reviews. “
5. “Footwear design intern included analyzing trends and fashion shows, sketching and computer rendering, hardware design and tech pack creations, prototype corrections

Bottom Line: There are a lot of job opportunities that may not be advertised as “industrial design”, but that are both relevant and design related!

Looking for a job

- **In order to get a job**, be prepared to be rejected many times
- **Start early**. If you wait until April, you will be hard pressed and stressed
- **Put aside time every week** in the Winter Semester to look for jobs
- Keep working on your portfolio every term!
- Document your projects and your process as you go!

Other Job Application Musts

- CV – curriculum vitae or resume (note: consider keeping simple, this is not your portfolio)
- Cover Letters (note: Concept21 presenter confirmed its importance)
- LinkedIn Profile

Simple Guidelines – 3 (ongoing) phases to assembling and maintaining your portfolio

- Collect
- Organize
- Present

- You should have an online portfolio.
 - Consider a variant as a PDF for any requests for a handout.
- **Portfolio review:** We are looking into options for this term (stay tuned).

Portfolio

In SID TEAMS: *BID Students Sharing*

- [PortfolioHandbook_UCID12 copy.pdf](#)
- There is a lot of practical guidance (100+ pgs)

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Job Seeking Strategies

- Do your research
- Make a list and continue building it
- Apply and follow up
- Keep track (note: use a spreadsheet, online templates exist)
- Make a commitment

Internship 4400

This course is normally taken in 4th year in the Fall term. I do offer the course in the Winter and sometimes in the Summer if necessary.

The report is 3500 words and outlines information about **where** you worked, **who** you worked for, **what** you did and **reflects** on your studies at Carleton. This is why you must have completed 3rd year first.

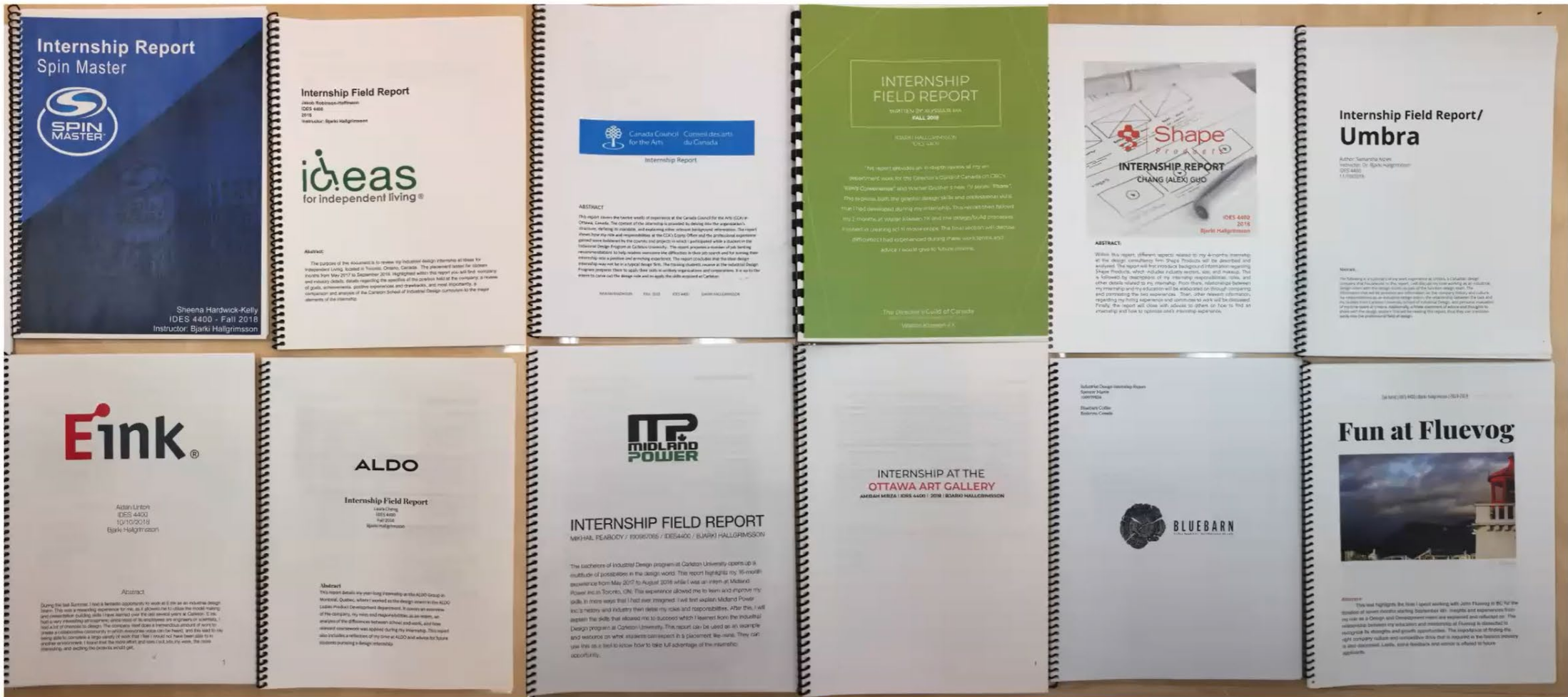
Internship 4400

We meet as a class to discuss what students worked on and usually have short informal verbal presentations.

Students are then required to provide an Outline in 2 weeks, followed by a final report following strict formatting requirements in another 2 weeks.

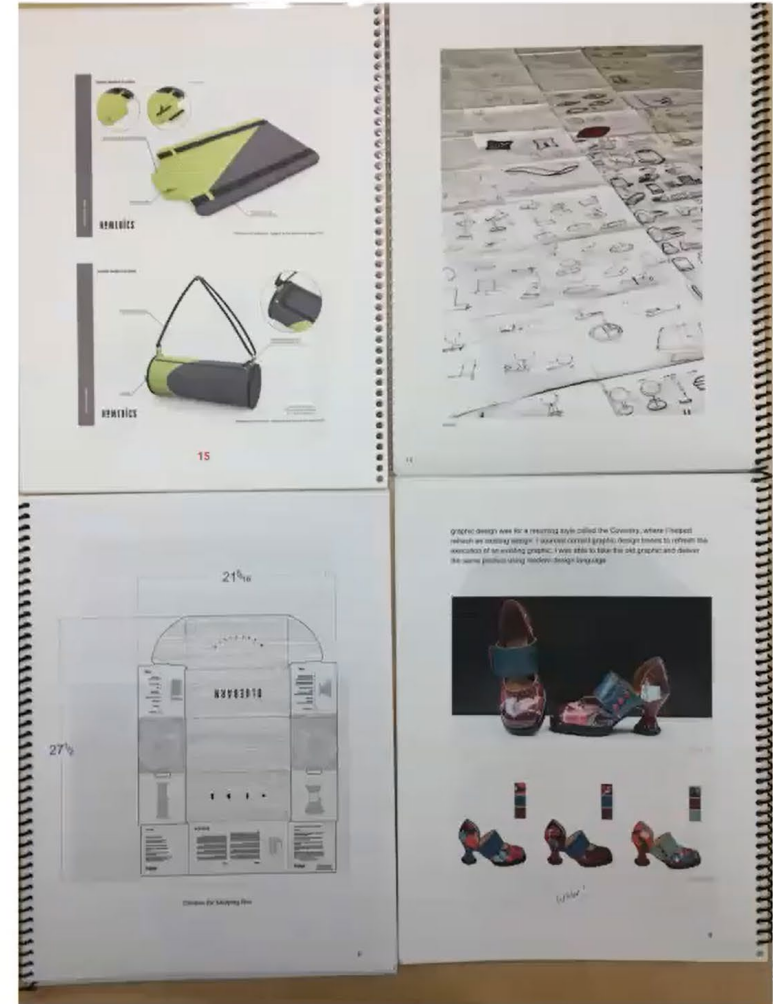
Reports are marked SAT or UNSAT

Internship 4400 - Reports



Internship 4400 - Reports

- Document your work and take notes
- Take pictures (with approval)
- Reflect on your courses, not just skills!



What if I am in Coop but wish to change to Internship

1. If you have a work term that lasted 12 weeks you can take the 4th year internship course and write a new report
2. If you have done a co-op report between 3rd and 4th year it will count as an equivalence for IDES 4400

Observations:

1. Carleton students are amazing interns
2. The same companies hire over and over
3. Some unusual jobs can be rewarding
4. More than skills, personality and people skills and networking are key.

Word of advice from students!

- “You always think you have more **time** than you **realistically** do with school and internship applications combined. “
- “Start building a portfolio early and **use it as a living document** by constantly updating it, this way you always have something to show and it can only get better”
- “Get networking! Talk to strangers! Make friends! Shake hands! Show your interest in a company. Make sure that you’re **always ready to meet someone.** ”
- “I fell into this job only because of connections and the fact that I **jumped on the opportunity.** ”

Questions ?

We'd be happy to go over any questions that you might have.