



**1.0 BACKGROUND**

**1.1 Career Xpress Committee**

At present, the Career Xpress (CX) Committee is an offshoot of the GTA Chapter. Every year the CX Committee runs a fun and rewarding series of events designed to help students and recent grads acquire the skills to help them stand out to potential employers. These events include: how to prepare your portfolio, and having your portfolio reviewed by Registered interior designers. The CX Committee members also help to secure sponsors who to help make these events affordable to the students in attendance.

Presently the Committee is supported by the Membership Manager Sandra Noble.

**1.2 Ontario Provincial Model**

ARIDO Staff have seen and supported the great work of the GTA Student Committee wherein they have developed programming that supports ARIDO’s Student and Intern members such as Dress for Success, and the Career Xpress series of events: CXI: Portfolio Prep, CXII: Appetite for Design, and CXIII: Portfolio Review.

Staff envisioned expanding the offerings of the excellent programming developed by the GTA to across all of Ontario. This will give ARIDO further reach in recruitment efforts with Student and Intern members. It will also provide support and tools to our members across Ontario further building value with our emerging professionals.

**2.0 PURPOSE**

**2.1 Objective**

Staff recommend that the ARIDO Membership Manager work alongside the GTA Student Committee to form a province wide committee that would consist of students from all 10 Interior Design schools across Ontario and allow for the appointment of ambassadors (current design students within the program) to become volunteer committee members representing their schools. ARIDO Staff recommend that the GTA Student Committee lead the way and chair the committee, giving leadership to the rest of the committee members and students. In addition to the student ambassadors, each region of Ontario should have at least one ARIDO member volunteer to act as a regional Co-Chair and assist the CX Committee Chair in the organization of events. This regional Co-Chair can also currently be a part of the local chapter; although this is not a requirement.

The following are a list of the main objectives of the Ontario Student Committee:

- ✓ Help to expand this benefit of Student membership by providing portfolio prep and review events to regions outside the GTA.
- ✓ Further engagement of Student, Educator, and Chapter members in regions outside of the GTA.
- ✓ Opportunity for designers to be part of local events benefiting the future of the industry.

## 2.2 Scope

The scope of the new Ontario Student Committee is to:

- Provide yearly student events, namely Portfolio Review and Portfolio Prep, in all regions throughout Ontario with the assistance of the local chapters, educators and members.

## 3.0 INDIVIDUALS & RESPONSABILITIES

### 3.1 Committee Qualifications & Structure

Members of this committee will need to be ARIDO Student, Intern and Registered members in good standing. The following is a breakdown of the committee structure:

- Chair: this position should be held by one Intern or Registered member.
- Co-Chairs: one or more Intern or Registered member can act as Co-Chairs in each of the below regions. These Co-Chairs can be individuals already involved with the local chapters.
  - Eastern Ontario
  - Western Ontario (London/ Windsor)
  - Grand Valley
  - Greater Toronto Area
- Students: a minimum of 4 Student member ambassadors per ARIDO School; ideally two in first or second year and another two in third or fourth year.

### 3.2 Roles

Below are the individuals who will need to be engaged in order to make the Ontario student committee events a success in each region:

INDIVIDUAL	RESPONSABILITY
Chair CX Committee	Will lead Co-Chairs and students on the committee and review the recruiting and engagement of new student and member volunteers, meets with Chapters and schools to explain structure of events, provides guidance to Chapters and Schools (especially for the first year) with event set-up in each region.
Co-Chairs	Assist Chair in organizing events in their region. Acts as a liaison between the chapter and the committee.
Student Ambassadors from each ARIDO school	Act as ambassadors for ARIDO and the Student Committee and help to promote student events and opportunities to

	fellow students in the Interior Design program at their school.
Chapter Chairs (for EOC, GTA, GVC, WOC – London, WOC – Windsor)	Works with ARIDO staff, Chair, Co-Chair, Student Volunteers (per region), and School Program Chairs and Coordinators towards the organization and promotion of Portfolio Prep and Review events.
School Program Chairs & Coordinators * for a complete list please refer to ARIDO website under <a href="http://www.arido.ca/english/interior-design/education.html">http://www.arido.ca/english/interior-design/education.html</a>	Assists in coordinating events based on program deadlines with all of the key players listed above. Helps to promote events alongside Student Ambassadors.
ARIDO Membership Manager	Ensures the entire Ontario student model gets underway, all necessary parties are engaged, timelines are followed, reporting to the Board on progress, assisting in student recruitment, event set-up by region, etc.

### 3.3 Incentives

In order for the Ontario Student Committee to be successful, multiple groups of individuals will need to be engaged, and actively volunteer or be connected to the committee. The following are the incentives per group:

#### Students – outside of GTA

- ✓ Opportunity to be considered for student volunteer awards and scholarships.
- ✓ Chance to work more closely, in a volunteer capacity, with Registered Interior Designer members working in the region where they are attending school.

#### Educators

- ✓ If not already the case, become more actively involved with their local interior design community by working with the chapters and ARIDO towards putting on student-based events.
- ✓ A value-add to the interior design programs currently offered at their school.

#### Chapters Directors

- ✓ Help increase knowledge of and involvement with your chapters by engaging Students, Educator and Registered members who can take part in these events.

#### Other Members

- ✓ Give back and grow to local Interior Design community through career guidance.
- ✓ Network with the next generation and your peers.

### 3.4 Facilitation

The Committee Chair will oversee the work and process followed by the Committee, with the assistance from the Co-Chairs. The Chair and Committee will be supported by the ARIDO Manager, Membership.

The Committee Chair sets the agenda, leads meetings, determines consensus, leads event organization, and issues meeting minutes or tasks a Committee Member to do so, as necessary.

## **4.0 TIMELINE & CONTINUOUS IMPROVEMENT**

### **4.1 Timeline**

Before laying out the timeline for the rollout of the Ontario student model, it should be noted that there are 4 regions in Ontario that will need to be engaged over a two year period. They are:

- 1) Eastern Ontario Chapter (EOC) region & Algonquin College
- 2) Grand Valley Chapter (GVC) region & Conestoga College
- 3) Western Ontario Chapter (WOC) region & Fanshawe College
- 4) Western Ontario Chapter (WOC) region & St. Clair College

All other ARIDO schools fall under the GTA Chapter region which already organizes Career Xpress events for GTA students each year.

- August/September 2018: ARIDO staff and CX Committee Chair set up Ontario provincial model and begin to contact the first two regions for engagement: EOC and GVC.
- October 2018: Ontario provincial model report is completed and submitted to the ARIDO Board for Review and approval.
- October/ November 2018: should the Board approve the provincial model then ARIDO staff and the CX Chair will begin to formally set up events. Should EOC and GVC regions be able to accommodate a Portfolio Prep event before the New Year than they will be set up, otherwise the aim will be to set up Portfolio Review events for the Spring.
- January – March 2019: Organize Portfolio Review events with the EOC and GVC regions.
- April/ May 2019: Portfolio Review events held in EOC and GVC regions.
- August/ September 2019: begin setup of Portfolio Prep events in the EOC and GVC regions
- October/ November 2019: hold Portfolio Prep events in EOC and GVC regions. Begin to engage WOC London and Windsor on holding Portfolio Review events for the Spring of 2020.

### **4.2 Continuous Improvement**

The roll-out for the regional events across on Ontario should not be completed all at once as this may result in the events being poorly planned and put together. To ensure the continuous improvement of the Ontario Student Career Xpress Committee the following should occur:

- At the end of each regional event the students who attended should be provided with a short e-survey asking for their feedback.
- At the end of each regional event the volunteers (from student ambassadors, to educators, chapter members, co-chairs) should be sent a short e-survey asking for feedback on the event. If necessary, a short call will be organized to discuss the feedback from both the volunteer and student survey.

The committee can use information gleaned from the surveys to improve upon future events.

## 5.0 EVENT PROCEDURES

### 5.1 Portfolio Prep

Portfolio Prep event typically takes place on the first or second Saturday in November each year. Portfolio Prep sets the foundation for the end of the year event, the Portfolio Review, and is a preparatory session to help students build confidence in their interview skills, learn the do's and don'ts of cover letter, resume, and portfolio creation. Additionally, the students will garner practical industry feedback from the guest lecturer, panel of industry professionals recounting their personal career paths, as well as through the observation of the critiques of student portfolio presentations. The following lays out the event requirements, basic timelines, set-up, and promotion.

#### Requirements

- A venue, can be a showroom, rented space or educational facility, that can accommodate the following:
  - Classroom style seating for 25 – 50 people depending on the region and their requirements
  - Equipment like a projector and screen, microphone, speakers, podium
  - Is accessible for students who may be travelling via public transportation
  - Can accommodate food and drink consumption
  - Please note that a budget has not been allocated for this event so costs have to be covered by sponsors, and student fees to attend (approximately \$10 per event per student).
- Sponsorship, this can be the venue if it's a showroom and/or light morning refreshments and lunch. If food is not sponsored by venue or other company, then a nominal fee of \$10 for student members and \$15 for student non-members will be charged by ARIDO to attend the event. This money can be used to help cover food costs.
- A minimum of 2 Registered or Intern members to oversee the event. These members should stay for the duration of the event and assist with: food set up, registration, and take down.
- 1 guest lecturer who can present how they built their portfolio:
  - Must be an ARIDO member
  - Presentation must not exceed 60 slides and be no longer than 30 minutes
- 3 – 5 panelists who can recount their career path and provide constructive feedback to the students presenting their portfolios. The panelists have to be ARIDO Registered members.
- 2 – 3 students to present their portfolios, and who must meet the below criteria:
  - Are entering their third or fourth year in interior design at an ARIDO school
  - Are ARIDO student members
  - Are willing to present their portfolio in front of all attendees and be critiqued by the panelist
  - Can create a presentation of their portfolio, with a maximum of 4 slides
  - Must be able to present for 15 minutes (maximum length of presentation)
- A member from the chapter or an educator member needs to act as a Moderator at the event. This includes:

- Opening the event: welcoming students, guest speaker and panelists. Thanking the sponsors if there are any, etc.
- Introducing the guest speaker
- Introducing the panelists
- Introducing the students presenting
- Thanking everyone for attending

### Timelines

- The following lays out the basic timelines for the completion of the requirements:
  - Venue: 1.5 – 2 months in advance
  - Sponsorship/s: 1.5 – 2 months in advance
  - Food: 1 – 1.5 months in advance
  - Guest lecturer: 1.5 – 2 months in advance
  - Panelists: 1.5 – 2 months in advance
  - Student portfolio presenters: 1.5 – 2 months in advance
  - Student committee volunteers: 1 month in advance
  - Registered / Intern volunteers to oversee the event: 1 month in advance
  - Registered member to Moderate event: 1 month in advance

### Set-up

- Meetings to plan the event (either in-person or via conference call) should begin a minimum of two months in advance of the event between the educators, local chapter, ARIDO Membership Manager, Student Committee Chair, and student ambassadors for the region. The meetings will be to discuss the set-up of portfolio prep, determine a date, and ensure all the requirements are met before the event date.
- Event reminders to all participants, volunteers, guest lecturers, and panelists will be sent out by ARIDO to attendees a day or two before the event.
- The day of the event, volunteers should arrive an hour before the event to ensure everything is set-up.
- Event supplies like a registration list and name badges will be provided by ARIDO staff prior to the event.
- The following is a typical event agenda, but can be modified on as needed basis:
  - 10:00am - 10:15am: Registration
  - 10:15am - 10:20am: Introduction
  - 10:20am - 11:15: Presentation by guest lecturer
  - 11:15am - 12:15pm: Panel Discussion – based on 5 panelists
  - 12:15pm - 12:45pm: Lunch
  - 12:45pm - 2:30pm: Portfolio Critiques/Q&A – for 3 students presenting

### Promotion

All promotional materials for Portfolio Prep events will be created by students volunteering with the Career Xpress Committee. The events will be promoted by ARIDO staff via e-blast, the ARIDO website, and social media (both chapter and ARIDO based). It is asked that additional promotion be completed by student volunteers and educator members in each region.

## 5.2 Portfolio Review

Portfolio Review typically takes place in the spring, usually around the first or second Saturday in May. This speed dating styled event allows students to present their portfolios to industry members while comparing and forming ideas about other attendees work. Students also learn the necessary next steps for propelling themselves into the design community during the panel discussion. The following lays out the event requirements, basic timelines, set-up, and promotion.

### Requirements

- A venue, can be a showroom, rented space or educational facility, that can accommodate the following:
  - Classroom style seating for up to 35 people for panel discussion portion of event, depending on the region and their requirements
  - Speed dating setup to accommodate up to 12 reviewers and 24 students. This consists of a table or counter space where 3 people (a reviewer and 2 students) can go over two portfolios. Preferably seating will be available
  - Equipment like a projector and screen, microphone, speakers, podium
  - Is accessible for students who may be travelling via public transportation
  - Can accommodate food and drink consumption
  - Please note that a budget has not been allocated for this event so costs have to be covered by sponsors and student fees to attend.
- Sponsorship, this can be the venue if it's a showroom and/or light morning refreshments and lunch. If food is not sponsored by venue or other company, then a nominal fee of \$10 for student members and \$15 for student non-members will be charged by ARIDO to attend the event. This money can be used to help cover food costs.
- A minimum of 4 Registered or Intern members to oversee the event. These members should stay for the duration of the event and assist with: food set up, registration, speed dating portion of event, and take down.
- 3 – 5 panelists who can assist with the panel discussion. The panel discussion topic is at the call of the region. Past topics have included: how to network, and preparing for the NCIDQ. The panelists have to be ARIDO Registered members.
- Students attendees who:
  - Are entering their third or fourth year in interior design at an ARIDO school
  - Have a completed portfolio, in paper or electronic format, which they can present
- A bell or other sound making device. This can be brought by a volunteer to the event.
- A member from the chapter or an educator needs to act as a Moderator at the event. This includes:
  - Opening the event: welcoming students, guest speaker and panelists. Thanking the sponsors if there are any, etc.
  - Introducing the panelists
  - Announcing the start of the speed dating style portfolio event start and explaining the rules

- Thanking everyone for attending

### Timelines

- The following lays out the basic timelines for the completion of the requirements:
  - Venue: 1.5 – 2 months in advance
  - Sponsorship/s: 1.5 – 2 months in advance
  - Food: 1 – 1.5 months in advance
  - Panelists & Reviewers: 1.5 – 2 months in advance
  - Student portfolio notification: during promotion (starting 3 weeks in advance)
  - Student committee volunteers: 1 month in advance
  - Registered / Intern volunteers to oversee the event: 1 month in advance
  - Registered member to Moderate event: 1 month in advance

### Event Set-up

- Meetings to plan the event (either in-person or via conference call) should begin a minimum of two months in advance of the event between the educators, local chapter, ARIDO Membership Manager, Student Committee Chair, and student ambassadors for the region. The meetings will be to discuss the set-up of portfolio review, determine a date, and ensure all the requirements are met before the event date.
- Event reminders to all participants, volunteers, panelists, and reviewers will be sent out by ARIDO to attendees a day or two before the event.
- Event supplies like a registration list, name badges, stickers, place markers for each station will be provided by ARIDO staff prior to the event.
- The day of the event, volunteers should arrive an hour and a half before the event to ensure everything is set-up.
- Volunteers working at registration need to explain to both the student attendees and the portfolio reviewers how the event is set up. The Moderator will again explain the rules to everyone prior to the event starting, but reinforcement is essential to ensuring the rotating goes off without a hitch.
- The following is a typical event agenda, but can be modified on as needed basis:

09:30am - 10:15am Registration

10:15am - 10:30am Introductions + Sponsorship Remarks (if applicable)

10:30am - 12:00pm Panel Discussion

12:00pm - 12:30pm Lunch

12:30pm - 02:00pm Portfolio Review



- How speed dating style portfolio review works:
  - The students who will be doing the rotating need to be split into two groups: A (rotating clockwise) & B (rotating counter clockwise). To distinguish the two groups, give out colour stickers, or make a note on the name badges of the participants.
  - Each reviewer will be seated at a numbered station (from 1 – 10) for the duration of the event
  - To start one student from each group (A and B) will sit down with a reviewer. It does not matter which station a student starts at, just as long as they rotate in the proper direction with group A moving clockwise (right), and group B moving counter clockwise (left), when indicated to do so.
  - Each student will be allotted 7 minutes to share their portfolio AND receive feedback. The total length of review per rotation is 14 minutes.
  - The time goes by quickly, so reviewers have to try to provide feedback as the students explain their work. In the middle of each rotation, at the 7-minute mark, a volunteer will notify the groups they are half way through that rotation.
  - At the 14-minute mark, a bell or other sound device is used to indicate that its time to rotate. Volunteers need to ensure that students are going in the proper direction according to their group. No student should be seated with the same reviewer or student for more than one rotation.
  - 1.5 hours is the total time allotted for the portfolio review, this is approximately 6 to 7 rotations. At the end of the rotations the volunteers will inform each group that the event is complete. When the number of reviewers and students is larger, not all students will have a chance to meet all reviewers or each other.

### Promotion

All promotional materials for Portfolio Prep events will be created by students involved with the Career Xpress Committee. The events will be promoted by ARIDO staff via e-blast, the ARIDO website, and social media (both chapter and ARIDO based). It is asked that additional promotion be completed by student volunteers and educator members in each region.

Approval Date: April 20, 2020

Effective Date: April 20, 2020

Next Scheduled Date for Review: April 2021