

ICOM 2703**TENTATIVE WORK PLAN****Professional Practices for IT III****FACULTY INFORMATION**

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| Campus | Lunenburg |
| Office Location | C104 |
| Availability | Email preferred, or teams by appointment |

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Administrative Assistant:

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TEXTBOOK / RESOURCE REQUIREMENTS

N/A

SUPPLIES / ADDITION RESOURCES

USB stick / external drive (SSD) recommended

ASSESSMENT AND EVALUATION METHODS

A variety of informal and formal methods may be used for assessing and evaluating your learning, including but not limited to:

- Assignments
- Projects
- Presentations

Evaluation Scheme:

| | |
|--------------------------------|-------------|
| Assignments 5 @ 15%..... | 75% |
| Final Project (Interview)..... | 25% |
| Total..... | 100% |

Note: Pass mark for this course is 60%

Don't get behind. Don't wait until the last minute to do your assignments., build time into your schedule to work interactively on them, ask questions, (Discussion board is available) research, etc. If you are having any trouble in the course, please let me know sooner than later so we can get things back on track.

Descriptions of all assignments, evaluation criteria, submission method and deadlines will be discussed in class and are posted in the Brightspace site for the course. If you miss a class, it is your responsibility to find out what was covered in class from your faculty.

Brightspace Assignment boxes are too used to submit **ALL** electronic files to the instructor for grading unless otherwise specified. **Emailed submissions will NOT be accepted.** Submissions must be made in Microsoft Word no exceptions.

Late Submissions

Assessments and evaluations are to be handed in on or before the specified due date. Late submissions may not be accepted after assignments have been corrected and returned to other learners, a mark of zero will be entered. Late penalty of 10% per day. Should you be unable to complete an evaluation, **speak with your faculty prior to the due date about your options.**

Back up your work

It is your responsibility to back up all the work you do for this course. This means that you should save a copy of each of the discussion board postings and assignments by writing and saving it first in word.

Supplemental Evaluations

Students may be eligible to write supplemental evaluations however, not all courses are eligible for a course supplemental evaluation. For more information speak with your faculty or Academic Chair.

TENTATIVE SCHEDULE

Because every learner is different, it is effective to align the pace, workload, and delivery strategy to strengths of the learners. In a creative learning environment, **you should expect some variations** from this tentative work plan as well as a variety of informal assessments throughout the course.

| Week/Unit | Topics/Description | Relevant Learning Outcome(s) | Value/Evaluation/ Due Dates (if applicable) |
|---------------------|--|------------------------------|---|
| Week 1 Jan 5-9 | Course Introduction, Course overview and evaluations LO 1: Develop a professional portfolio focused on the IT industry, personal strengths and abilities, to aid in career development. <ul style="list-style-type: none"> • Determine fit and suitability for the desired career path • Utilize career management strategies | 1 | |
| Week 2 Jan 12-16 | LO 1: Develop a professional portfolio focused on the IT industry, personal strengths and abilities, to aid in career development. <ul style="list-style-type: none"> • Determine fit and suitability for the desired career path • Utilize career management strategies. | 1 | Assignment 1: Career Path 15% January 16th, |
| Week 3 Jan 19-23 | <ul style="list-style-type: none"> • Recognize what constitutes relevant portfolio work for the industry sector. • Provide evidence of relevant IT industry related skills, knowledge and progressive learning to professional audiences and prospective employers. | 1 | Assignment 2: Evidence 15% January 23rd |
| Week 4 Jan 26-30 | LO 2: Prepare and practice for employment interviews that reflect industry standards. <ul style="list-style-type: none"> • Anticipate interview questions and answers • Answer interview questions effectively. | 1 , 2 | Assignment 3: Interview Q&A 15% February 6th |

| Week/Unit | Topics/Description | Relevant Learning Outcome(s) | Value/Evaluation/ Due Dates (if applicable) |
|---|--|------------------------------|--|
| Week 5 Feb 2-6 | <ul style="list-style-type: none"> Ask employer follow up questions Perform informational interviews | 1,2 | |
| Week 6 Feb 9-13 | <ul style="list-style-type: none"> Source industry salary reports Practice salary negotiations | | Assignment 4: Industry Labor Market Information (LMI) 15% February 20th |
| Week 7 Feb 16-20 | <ul style="list-style-type: none"> Establish a job search strategy <p>Heritage Day February 16th, No classes</p> | | |
| Week 8 Feb 23-27 | <p>LO 3: Examine ethical issues surrounding the workplace environment incorporation various factors affective decision making.</p> <ul style="list-style-type: none"> Review ethical decision-making models and tools | | |
| Week 9 Mar 2-6 | <ul style="list-style-type: none"> Review standard codes of conduct and ethical practices in the IT industry Discuss Canadian privacy legislation (PIPEDA) | | Assignment 5: Job Search Strategy 15% March 13th |
| Week 10 Mar 9-13 | Project introduction and overview | | |
| Week 11 Study Week Mar 16-20 | Study Week | | |
| Week 12 March 23-27 | Work on final project | | |
| Week 13 March 30-April 3 | Work on final project | | |
| Week 14 April 6-10 | Project Interview | | Project: Interview 25% April 10th |
| Week 15 April 13-15 | Course Wrap up | | |

ADDITIONAL Information

Inclusion and Integrity of the Learning Environment

We strive to ensure that equity, inclusion, and social justice is the reality for all students, faculty and staff. We commit to provide a safe and respectful working and learning environment where differences are valued, expected, and honored. Within this environment, students are required to demonstrate the values of respect, academic integrity, and honesty.

To support these goals, we have the following policies:

- Respectful Community
- Student Community Standards
- Employee Code of Conduct
- Sexual Violence

- Academic Integrity
- Academic Accommodations
- Educational Equity

For more information visit nscc.ca/about_nscc/publications/policies_procedures/index.asp

Appealing a Final Grade

NSCC is committed to a fair, transparent and timely approach to a student's right to challenge academic decisions and non-academic decisions that affect academic progress and standing.

If you feel your final grade is unreasonable, speak with your faculty or Academic Chair about your concerns. If the issue is not resolved, you may pursue a formal appeal. Speak with your Student Services Advisor for more information on the [Student Appeals policy](#), procedures, and your eligibility.

Copyright

Copyright compliance is a legal responsibility. All students, staff and faculty at NSCC are required to abide by the NSCC [Use of Copyright Materials Policy](#), [Fair Dealing Guidelines](#) and the *Copyright Act of Canada* when copying materials.

This includes art, music, videos, sound recordings, images, printed works (book, journals, newspapers, etc.) and materials on the Internet. Check with your Campus Library if you have questions or visit our [Copyright Guide](#).

Preparing for Learning

Your success in this course stems largely from your level of engagement and willingness to learn. Preparation, attendance, and participation are key factors in learning. If you feel overwhelmed, lost, or disengaged, speak with your faculty, Academic Chair, or Student Services Advisor about how we can help.

Student Supports

Student Services provides you with a wide range of supports. For more information, visit nscc.ca/services.

For support with Brightspace contact the Technology Service Desk by visiting servicedesk.nscc.ca. Click *Create a Request* (Select "Brightspace (D2L)", then "Brightspace (D2L) Student Support"). Or, by phone, dial 902 491-6774 (press 4), or Toll-free: 1 877 491-6774 (press 4). For self-directed, how-to resources to aid in using Brightspace, visit the [Brightspace \(D2L\) Toolkit](#).

Take care of yourself

As a student, you may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating or lack of motivation. This may impact your daily activities and impact your academic performance.

We are here to support you.

To talk to a counsellor and explore other supports: [Student Mental Health and Wellness Resources](#)

For online supports and our 24/7 student helpline: [HealthymindsNS](#)

Your wellbeing is a priority – review our [Mental Wellness Strategy](#)

Key Links

College Regulations: nscc.ca/Admissions/college_regulations.asp

NSCC Policies and Procedures: nscc.ca/about_nscc/publications/policies_procedures/index.asp

Signature: Faculty

Doug Thibodeau

Name of Faculty Member

December 17, 2025

Date

Signature: Academic Chair, Manager Alternate
Delivery, or Dean's Designate

Michael Purcell

Name of Academic Chair, Manager Alternate
Delivery, or Dean's Designate

Date