

WEEKLY SCHEDULE FALL 2025

# CST8300 – Achieving Success in Changing Environments

# Sections 306 & 307 – Hybrid Delivery

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| **Professor:** Jenna MacDonald**Email:** [macdonj@algonquincollege.com](mailto:macdonj@algonquincollege.com)**Office Hours:** After class or by appointment |

# Learning Resources

* This course is part of a Bring Your Own Device program. Students are required to have a functioning laptop in all classes. More information: <https://www.algonquincollege.com/byod/>
* There is no required textbook for this course; all content will be available on Brightspace.

# Evaluation Breakdown

| **Category** | **Assessment** | **Due Date** *Due before class on specified dates* | | **CLRs** |
| --- | --- | --- | --- | --- |
| Written Assignments (40%) | Success Plan – Individual (11%) | Week 4 | Sep 25 | 1 – 6 |
| Ethical Debate – Individual (11%) | Week 7 | Oct 16 |
| Impact of Innovation – Individual (11%) | Week 12 | Nov 20 |
| Industry Research – Individual (7%) | Week 14 | Dec 4 |
| Team Projects (20%) | Success Plan – Team (4%) | Week 5 | Oct 2 | 1 – 6 |
| Ethical Debate – Team (4%) | Week 7 | Oct 16 |
| Impact of Innovation – Team (4%) | Week 12 | Nov 20 |
| Industry Research – Team (8%) | Week 14 | Dec 4 |
| Hybrid Assignments (20%) | Intro Discussion (5%) | Week 3 | Sep 18 | 1 – 6 |
| Final Discussion (5%) | Week 14 | Dec 4 |
| Final Reflection (10%) | Week 15 | Dec 11 |
| In-Class Work (20%) | Team Meetings (2% x 8 = 16%) | Weeks 4 – 13 | Due each week in class | 1 – 6 |
| EDI Scenarios (4%) |

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# Learning Schedule

| **Date** | **Weekly Topic** | **Assessments** | **Due** | **CLR** |
| --- | --- | --- | --- | --- |
| **Week 1**  Sep 4 | Course Overview |  |  |  |
| **Week 2**  Sep 11 | Preparing for Success | Intro Discussion (5%) | Week 3 | 1 |
| **Week 3**  Sep 18 | Teamwork and Conflict | Success Plan: Individual (11%) | Week 4 | 1 3 |
| **Week 4**  Sep 26 | Team Building | Success Plan: Team (4%) | Week 5 | 3 |
| *Team Meeting #1 (2%)* | *In Class* |
| **Week 5**  Oct 2 | Ethical Frameworks | Ethical Debate (15%) | Week 7 | 2 |
| *Team Meeting #2 (2%)* | *In Class* |
| **Week 6**  Oct 9 | Ethical Debate Work Period | *Team Meeting #3 (2%)* | *In Class* | 2 5 |
| **Week 7**  Oct 16 | Critical Thinking | *Team Meeting #4 (2%)* | *In Class* | 1 2 |
| **Week 8** | **MIDTERM BREAK WEEK** | | | |
| **Week 9**  Oct 30 | Equity, Diversity, & Inclusion | EDI Discussion (5%) | Week 10 | 3 4 |
| *EDI Scenarios (4%)* | *In Class* |
| **Week 10**  Nov 6 | Innovation | Impact of Innovation (15%) | Week 12 | 5 |
| *Team Meeting #5 (2%)* | *In Class* |
| **Week 11**  Nov 13 | Impact of Innovation Work Period | *Team Meeting #6 (2%)* | *In Class* | 6 |
| **Week 12**  Nov 20 | Networking and Your Brand | Industry Research (15%) | Week 14 | 6 |
| *Team Meeting #7 (2%)* | *In Class* |
| **Week 13**  Nov 27 | Resumes and Interviews |  |  | 6 |
| *Team Meeting #8 (2%)* | *In Class* |
| **Week 14**  Dec 4 | Virtual Guest Speakers | Final Reflection (10%) | Week 15 | 1–6 |
| **Week 15**  Dec 11 | Exam Week / Open Consultations | |  |  |

# Statement on Generative Artificial Intelligence (AI)

Students may use generative AI in this course in accordance with the guidelines outlined by the professor for each assessment, provided that the use of generative AI is cited as per the IEEE Guidelines for AI-Generated text:

* The use of content generated by artificial intelligence (AI) shall be disclosed.
* The AI system used shall be identified.
* The specific sections of the text that use AI-generated content shall be identified and accompanied by a brief explanation regarding how AI was used to generate the content.

Under [Algonquin College Policy AA48 – Academic Integrity](https://www.algonquincollege.com/policies/files/2021/09/AA48.pdf), *“Academic work submitted by learners is evaluated on the assumption that the work presented by the learner is their own”* and defines contract cheating as *“[a] third-party completing work, with or without payment, for a learner, who then submits the work as their own, where such input is not permitted.”*

Use of generative AI outside assessment guidelines and/or without citation will be brought forward as instances of academic misconduct under this policy. When uncertain, students should reach out to their professor, who will clarify as necessary.

# Helpful College Resources

* Centre for Accessible Learning: <https://www.algonquincollege.com/cal/>
* Counselling Services: <https://www.algonquincollege.com/counselling/>
* Student Learning Centre: <https://www.algonquincollege.com/slc/>
* Library: <https://www.algonquincollege.com/library/>
* ITS: <https://www.algonquincollege.com/its/>

# Course Policies

***Email Communication***

* Always include your name, course code (e.g., CST8300), and section number (e.g., 300).
* Use your Algonquin College email account for communication with your professor.
* Emails should be clear, professional, and include all the relevant information.

***Assignment Submissions***

* All assignments must be submitted through Brightspace unless otherwise stated. This is the only way to ensure everything stays organized and your assignment does not get missed.
* Please do not submit assignments via email. Emailed assignments will not be accepted.
* If you are experiencing technical difficulties on Brightspace that may cause you to miss the submission deadline, you should email the assignment with an explanation. You should then do your best to resolve the situation and submit the assignment on Brightspace as soon as possible. The Brightspace submission will be graded; the email submission will not be graded but will serve as verification that the assignment was completed on time.

***Late Assignments and Extensions***

Assignments are due before class on the due date. Late assignments will not be accepted without professor approval. Please let me know as soon as possible if you are requesting an extension.

I do not deduct late penalties. If your extension request is approved, you will receive the full points you earned. If your extension request is denied, your submission will simply not be graded.

I very rarely provide an extension if you request it *after* thegrades have already been published. An exception to this would be more serious cases (see policy [AA21](https://www.algonquincollege.com/policies/files/2016/01/AA21.pdf)).

From students, I expect and require:

* **Communication:** You should always communicate your needs and intentions to your professor (and to your team members when applicable). I cannot support you if you do not communicate. You will not receive extensions if you do not communicate.
* **Commitment:** Be responsible and make sure you are committed to your own success. This means following through with what you tell your professor you are going to do and following any instructions your professor provides you. This also means keeping track of your own deadlines, planning in advance when possible, and knowing when you miss a submission.

As your professor, I will provide:

* **Compassion:** I recognize that you all have full lives with many other responsibilities outside of this course. Your health and wellbeing should be prioritized. Your personal relationships with family and friends are important. I understand how demanding this program is, I want to support you, and I respect you.
* **Consideration:** I know that my decisions have a very real impact on students, so I do not make decisions lightly. Each situation is unique, so I will take my time and do my best to be rational and fair. Every request will be assessed on an individual basis.

***Respectful Conduct***

* This course section will be a safe and respectful environment for all students regardless of age, race, ethnicity, sexual orientation, gender identity, religious beliefs, disability, physical appearance, socio-economic class, or any other relevant identity. All students and faculty are entitled to an environment free of harassment or discrimination, where they can feel comfortable learning and participating. You are responsible for ensuring that your behaviour meets these standards while taking part in this course.
* Please let me know if you require additional support or considerations to enable your personal wellbeing and academic success.