

ICOM 2701

TENTATIVE WORK PLAN

Professional Practice for IT 1

FACULTY INFORMATION

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 Campus Annapolis Valley Campus - COGS
 Office Location ROOM 115B COGS
 Availability 8am to 5:00pm when not in class

Academic Chair:
 Monica Lloyd
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Administrative Assistant:
 Angie Publicover
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TEXTBOOK / RESOURCE REQUIREMENTS

SUPPLIES / ADDITIONAL RESOURCES

Posted in Brightspace

ACCREDITATION / EXTERNAL CERTIFICATION

N/A

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
- In Class Activities
- Test
- Project
- Industry and Networking Events
- Presentations
- Peer Assessments
- Self-Assessments

Evaluation Scheme:

Professionalism (Classroom) 10%
 Participation (Classroom) 5%
 In Class Activities 5 @ 5% 25%
 Assignments 2 @ 15% 30%
 Final Project..... 20%
 Skills Assessment..... 10%
 Total..... 100%

Note: To successfully pass this course you must meet the outcomes of all Evaluations!

Evaluations are to be uploaded on or before the specified due date. Under normal circumstances evaluations submitted on time will be graded and marks posted to Brightspace approximately one week after the evaluation due date.

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. Late submissions will be accepted with a 5-point penalty for each day late, up to one week. Should you be unable to complete an evaluation, speak with your faculty prior to the due date about your options.

Supplemental Evaluations

Students may be eligible to write supplemental evaluations however, not all courses are eligible for a course supplemental evaluation. Approval to exempt a course from eligibility for supplemental evaluation must be granted by the school Dean and the Director of Enrolment and Registrar. 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 4 -5	Introduction to Professional Practices Course Introduction		
Week 2 Jan 8-12	Chart your Success NSCC Portfolio Learning	1	Project Start
Week 3 Jan 15-19	Success / Setting Goals Any: Time Management, Study skills, Office Productivity Mindset, Foundational Habits	1	ICA 1
Week 4 Jan 22 -26	Interpersonal Skills / Attitudes Saying Right things / Right People Customer, trainee, project manager, executive Given different audiences what should you say?	1, 2,3	Assignment 1 Start ICA 2
Week 5 Jan 29 – Feb 2	Asking Good Questions Types of Communications Business Analysis Elicitation through Interviews for problem solving	3	ICA 3
Week 6 Feb 5 - 9	Business Writing & documentation What should you be documenting? Document based on a scenario.	3	ICA 4
Week 7 Feb 12 -16	Resume, Skills Discriptions February 16 Study Day- College Closed	2	Assignment 1 Due Assignment 2 Start
Week 8 Feb 19 -23	Student presentations of completed Assignment February 19- Heritage Day – College Closed	3	Presentation 1
Week 9 Feb 26 –Mar 1	Student presentations of completed Assignment Portfolio work	3	
Week 10 Mar 4 - 8	Work Term Information Session Get in touch with an employer asking for a work term	2	Assignment 2 Due
Week 11 Mar 11-15	Study Week – No Classes		
Week 12 Mar 18 -22	Remaining Current in the Industry (Skills, trends, networking)	1,2	ICA 5

Week/Unit	Topics/Description	Relevant Learning Outcome(s)	Value/Evaluation/ Due Dates (if applicable)
Week 13 Mar 25 - 29	Personal Success Project Presentations (Day 1) March 29 Good Friday -College Closed	2	Project Due Presentation 2
Week 14 Apr. 1-5	Personal Success Project Presentations (Day 2) Easter Monday – College Closed	2	
Week 15 Apr 8 -12	Project / clean up work	1,2,3	Skills Assessment
Week 16 April 15-17	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 <https://www.nsc.ca/about/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 [Student supports](#). For support with Brightspace contact the Technology Service Desk by visiting servicedesk.nsc.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](#)

Workplan Approval

Alfred Parks

Signature: Faculty

Alfred Parks

Name of Faculty Member

3 January 2024

Date

Monica Lloyd

Signature: Academic Chair

Monica Lloyd

Name of Academic Chair

January 4, 2024

Date