ICOM 2703

Professional Practice for IT III

FACULTY INFORMATION

Name	**Alfred Parks**	**Academic Chair:**
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Office Telephone	**(902) 670-9714**	**(902) 824-0568**
Campus	**Annapolis Valley Campus – Centre for Geographic Sciences (COGS)**	**monica.lloyd**@nscc.ca
		Administrative Assistant:
Office Location	Online - Teams	**Angie Publicover**
Availability	Any working hours when not in class	**(902) 584-2103**
		angie.publicover@nscc.ca

TEXTBOOK / RESOURCE REQUIREMENTS

There is no textbook requirement for this class. All materials will be supplied to students in the form of handouts or online resources.

SUPPLIES / ADDITIONAL RESOURCES
None

ACCREDITATION / EXTERNAL CERTIFICATION
Not Applicable

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
- Labs
- Tests
- Projects
- Field Work
- Presentations
- Peer Assessments
- Self-Assessments

OUTCOMES AND OBJECTIVES

1. Develop a professional portfolio focused on the IT industry, personal strengths and abilities, to aid in career development.
    1. Determine fit and suitability for the desired career path.
    2. Utilize career management strategies.
    3. Recognize what constitutes relevant portfolio work for the industry sector.
    4. Provide evidence of relevant, IT industry related skills, knowledge and progressive learning to professional audiences and prospective employers.
2. Prepare and practice for employment interviews that reflect industry standard.
    1. Anticipate interview questions and answers.
    2. Answer interview questions effectively.
    3. Ask employer follow up questions.
    4. Perform informational interviews.
    5. Source industry salary reports.
    6. Establish a job search strategy.
    7. Practice salary negotiations.
3. Examine ethical issues surrounding the workplace environment incorporating various factors affecting decision making.

1. Review ethical decision-making models and tools.
2. Review standard codes of conduct and ethical practices in the IT industry.
3. Discuss Canadian privacy legislation.

Evaluation Scheme:

Assignments: 8 @10% each 80%
Final Project.. 20%
Total... 100%

Your assignments will be submitted through Brightspace, or, in the case of two assignments, through a Microsoft Form. All grades will be recorded in Brightspace as usual.

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 late penalty of 5% per day will be applied every day the assignment is late, with the penalty being applied immediately after deadline (usually 11:59 pm). Late assignments can be submitted up until midnight on Day 6. At one minute after midnight, the assignment folder closes and your grade reverts to a zero.** 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.

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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)
Important Dates	January 24, 2025 NSCC PD Day - College closed January 27, 2025 Deadline to withdraw from class February 17, 2025 Heritage Day - College closed February 26, 2025 Assessment day - No classes March 7, 2025 Deadline to withdraw from class April 16, 2025 Winter Term Ends		
Week 1 Jan 6-10	Course Overview and Introduction	1, 2, 3	All assignments are due one week after they are assigned. The first assignment is given this week.
Week 2 Jan 13-17	Assignment 1 Resume Investigations	1, 2	Assignment 1: IT Resume Investigation
Week 3 Jan 20-24	Upgrading Resumes	1, 2	Assignment 2: Your Upgraded Resume
Week 4 Jan 27-31	Peer critiques of Resumes	1, 2	Assignment 3: Resume Critique Report
Week 5 Feb 3 - 7	Begin Unit 2: Interviews Mastering Interview Skills	2	Assignment 4: LinkedIn Learning on Interview Skills
Week 6 Feb 10-14	Learning what you're worth!	1, 2	Assignment 5: Industry Salary Reports
Week 7 Feb 17-21	Mock Interviews in class	2	Assignment 6: Mock Interviews
Week 8 Feb 24-28	Reading: Aristotle's Ethics	2	Assignment 6: Mock Interviews (Monday makeup)
Week 9 Mar 3-7	In-class discussion: Aristotle's Ethics	3	Assignment 7: Ethics in the Modern Workplace
Week 10 Mar 10-14	**Study Week – No Classes**		
Week 11 Mar 17-21	Final Project Assignment: PIPEDA and the NS Privacy Act	3	Assignment 8: Ethical Dilemmas
Week 12 Mar 24-28	Lab Time	2, 3	
Week 13 Mar 31-Apr 5	Lab Time	2, 3	

Week/Unit	Topics/Description	Relevant Learning Outcome(s)	Value/Evaluation/ Due Dates (if applicable)
Week 14 Apr 7-11	Lab Time	1, 3	Final Project
Week 15 Apr 14-16	**Course Wrap-up and Loose Ends**		

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 Policy and Procedures

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

Visit the Student Supports Hub to access accessibility, advising, career, financial aid, library, learning and wellness supports.

For support with Brightspace visit Service Desk and select Technology Services and then View Services. Click **Create a Request** (Select "Brightspace", then "Brightspace Student Support"). Or, by phone, dial 902 491-4357, or Toll-free:1 866 898 4357. For self-directed, how-to resources to aid in using Brightspace, visit the Brightspace 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: Wellness and counselling
For online supports and our 24/7 student helpline: HealthymindsNS
Your wellbeing is a priority – review our Mental Wellness Strategy

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Workplan Approval

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Signature: Faculty

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Signature: Academic Chair

Alfred Parks
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Name of Faculty Member

Monica Lloyd
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Name of Academic Chair

3 January 2025
_____
Date

2025-01-03
_____
Date