

COMM 2702

TENTATIVE WORK PLAN

Professional Practice for IT II

FACULTY INFORMATION

Name Scott Henderson
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 Office Telephone Contact via email or Teams please
 Campus Annapolis Valley Campus - COGS
 Office Location 122C
 Availability By appointment

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

Not Applicable.

SUPPLIES / ADDITIONAL RESOURCES

Not Applicable.

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
- Project
- Field Work
- Presentations
- Peer Assessments
- Self-Assessments

Evaluation Scheme:

Participation sessions 1-4 (4 x 3.75%)	15%
Participation sessions 5-8 (4 x 3.75%)	15%
Participation sessions 9-12 (4 x 5%)	20%
Tasks A-F (6 x 2.5%)	15%
Assignments 1-4 (4 x 3.75%)	15%
Project	20%
Total	100%

All assignments must be completed to the satisfaction of the instructor and must meet all pertinent learning outcomes in order to pass the course. Please note that grades are updated via the Brightspace online course management system. Please review your marks and academic standing on a regular basis. Faculty provide regular feedback via marks (and other methods) so you are clear on expectations and aware of your progress

Late Submissions

Assessments and evaluations are to be handed in on or before the specified due date. Should you be unable to complete an evaluation by the deadline, speak with your faculty prior to the due date about your options. In the

absence of alternative arrangements, late submissions will receive a mark of zero. Note that all assessments and evaluations are required to be completed and submitted in order to demonstrate the Learning Outcomes and successfully complete the course. Any missing or incomplete submissions may result in a course grade of "I" (incomplete).

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 Sept. 2	Note: Sept. 5 – Labour Day – College Closed/No Classes Session 1: Course and class introductions Workplan and learning objectives NSCC Services and Support		
Week 2 Sept. 9	Session 2: Stress Management, Emotional Intelligence, Anxiety, Mindfulness	1	Task A Due Sept. 12
Week 3 Sept. 16	Session 3: Communicating with Non-Technical Stakeholders	1	Assignment 1 Due Sept. 19
Week 4 Sept. 23	Session 4: Professional Networking, Relationships, Career Mastery	2	Task B Due Sept. 26
Week 5 Sept. 30	Note: - Sept. 30 – Truth & Reconciliation Day – College Closed/No Classes Session 5: Self Awareness		
Week 6 Oct. 7	Session 6: Methodical thinking, Ethics, Decision Making, Fairness, Values	3,4	Assignment 2 Due Oct. 10
Week 7 Oct. 14	Note: Oct. 14 – Thanksgiving Day – College Closed/No Classes Note: Oct. 17 – College Open House		
Week 8 Oct. 21	Session 7: Meeting Job requirements	2,3	Task C Due Oct. 24
Week 9 Oct. 28	Note: Nov. 1 - Last Day to Withdraw from Fall Term classes with a final grade of W - "withdrawal not fail"	1,3	Assignment 3 Due Oct. 31

Week/Unit	Topics/Description	Relevant Learning Outcome(s)	Value/Evaluation/ Due Dates (if applicable)
	Session 8: Motivation, Teamwork, Collaboration, Conflict		
Week 10 Nov. 4	Session 9: Portfolio Work Sample Development	2,3	Task D Due Nov. 7
Week 11 Nov. 11	Note: Nov. 11 – Remembrance Day – College Closed/No Classes Session 10: Project Presentations		
Week 12 Nov. 18	Session 11: Project Presentations	3,4	Assignment 4 Due Nov. 21
Week 13 Nov. 25	Session 12: Review and Wrap-up	2	Task E Due Nov. 28
Week 14 Dec. 2	Overflow		
Week 15 Dec. 9	End of Semester	3,4 1,2,3,4	Task F Due Nov. 12 Project Due Nov. 12

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](#)

Workplan Approval



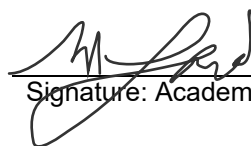
Signature: Faculty

Scott Henderson

Name of Faculty Member

8/29/2024

Date



Signature: Academic Chair

Monica Lloyd

Name of Academic Chair

2024-09-02

Date