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| COMM 2700 | **TENTATIVE WORK PLAN** |
| Professional Practice for IT II |  |

**FACULTY INFORMATION**

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| Name | Marc Scarfone | **Academic Chair:**  Michael Purcell 902-491-4740  Michael.Purcell@nscc.ca  **Administrative Assistant to AC:**  Katherine Osborne  Katherine.Osborne@nscc.ca |
| Email | marc.scarfone@nscc.ca |
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| Campus | Institute of Technology |
| Office Location | D314A |
| Availability | By the student booking a meeting using NSCC Microsoft Outlook (scheduling assistant) and creating a Microsoft Teams link. Meetings times should occur on weekdays between 9am-3pm. |

**COURSE DESCRIPTION**

This course develops tools and processes that support professional continuous improvement. Focused on communication, collaboration, and career development, you will begin to develop the 21st century skills essential for success in the information technology industries. This course will establish professional habits, methodologies and strategies to help graduates remain current and relevant in an ever-evolving profession. Students will also begin to cultivate critical thinking skills and apply processes that support and validate professional decision making. **Your instructor will expect you to demonstrate that you have further developed non-technical professional skills. This course is non-technical.**

**COMM 2700 COURSE OUTCOMES**

1. Establish processes and methodologies to support continuous professional improvement and success in relation to the IT industries
   1. Develop **portfolio** work samples
   2. Articulate learning and achievement through a variety of tools and techniques
   3. Identify motivational strategies
   4. Develop decision-making methods
   5. Implement processes and methodologies to find solutions to problems
2. Discuss the organizational and business models of local and global IT industries
   1. Participate in industry **networking** events
   2. Align personal skills to specific areas of the IT industry
   3. Articulate skills and attitudes essential for success in the IT industry
3. Cultivate **collaborative** skills and attitudes required for success in the IT industries
   1. Discuss the stages of group development
   2. Discuss personality types
   3. Describe personal strengths and limitations regarding collaboration with others
   4. Consider strategies to improve personal collaborative approaches

**ICOM 2702 COURSE OUTCOMES**

1. Build the **emotional intelligence** needed to succeed in a professional IT environment.
   1. Identify tools and techniques.
   2. Practice self-awareness.
   3. Advocate for oneself.
   4. Identify techniques for self-motivation.
   5. Manage personal emotions.
   6. Identify strengths and limitations of interpersonal skills.
2. Apply **personal branding** and marketing techniques in relation to employability.
   1. Develop portfolio work samples.
   2. Examine the role of social media and best practices.
   3. Maintain employment application documents (resume, cover letter, etc.) with focus on meeting job posting requirements.
   4. Articulate skills and attitudes essential for success in IT industry.
   5. Describe appropriate professional dress attire.
   6. Utilize networking tools and processes (ex. Build a list of people and/or associations in your professional network.)
   7. Participate in industry events, career fairs or conferences (in person or remotely)
   8. Explain organizational culture.
3. Cultivate **collaborative** skills and attitudes required for success in the IT industries.
   1. Discuss the stages of group development.
   2. Discuss personality types.
   3. Describe personal strengths and limitations regarding collaboration with others.
   4. Consider strategies to improve personal collaborative approaches.
   5. Discuss the benefits of an inclusive, respectful, and diverse workplace.
   6. Discuss ways to build trust with colleagues and peers.
4. Develop techniques to build professional **relationships** in the workplace.
   1. Identify techniques and strategies to manage conflict in the workplace.
   2. Determine strategies and approaches for selecting and working with professional mentors.
   3. Develop Networking skills (build a list of people and/or associations in your professional network).
   4. Participate in industry events, career fairs or conferences (in person or remotely).
   5. Examine different leadership theories and how they affect workplace relationships.

**TEXTBOOK / RESOURCE REQUIREMENTS**

None

**SUPPLIES / ADDITIONAL RESOURCES**

None

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

**Evaluation Scheme:**

See Appendix A

**Late Submissions**

Assessments and evaluations are to be handed in on or before the specified due date. **Late submissions will incur a late penalty of 5 points per calendar day off the assessed mark. Assignments submitted after corrected assignments have been returned to other learners will receive a zero.** Should you be unable to complete an evaluation, speak with your faculty prior to the due date about your options

**Code reviews & in class marking**

Late assignments that are normally evaluated in class will be subject to the same 5 points per day penalty, based on the date the assignment was submitted to your instructor.  In the case of an assignment that is submitted electronically after class the timestamp of the submission is used to calculate the late penalty. The assignment will be reviewed with the student at the next available time in class.

Example 1 (Assignment):

Student submits assignment five days after due date but before corrected assignment is returned.  Student receives a **85%** on the assignment, which is adjusted to **60%** to reflect the late penalty.

Example 2 (Code Review/ In class marking):

Student submits assignment three days after in class review due date.  Student is evaluated on submitted work during the next available class. Student receives a **75%** on the assignment, which is adjusted to 60% to reflect the late penalty.

**Work must be Cited**

Remember that citations must be provided for any code, algorithm, text or image copied from another source (e.g. the Web, a textbook, an online tutorial, etc.). Not attributing appropriately (plagiarism) or using illegally copied materials (copyright breach) are serious academic offenses. If you are in doubt as to when or how to cite, consult with your instructor and the resources provided by the college.

**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- See Appendix A |

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 Workplace and Learning Environment
* Student Code of Conduct
* Employee Code of Conduct
* Sexual Violence
* Academic Integrity
* Academic Accommodations
* Educational Equity

For more information, visit [nscc.ca/about\_nscc/policies\_procedures](https://www.nscc.ca/about_nscc/policies_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](https://www.nscc.ca/docs/about-nscc/policies-procedures/policystudentappeals.pdf), 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. Refer to the NSCC Policies and Procedures webpage to review the [Use of Copyright Materials Policy](https://www.nscc.ca/docs/about-nscc/policies-procedures/policyuseofcopyright.pdf) and [Fair Dealing Guidelines](https://www.nscc.ca/docs/about-nscc/policies-procedures/fair-dealing-guidelines.pdf). Check with your Campus Library if you have questions or visit our [Copyright Guide](http://subjectguides.nscc.ca/copyright).

**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](http://www.nscc.ca/services).

For support with Brightspace contact the Technology Service Desk by visiting [servicedesk.nscc.ca](https://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](https://d2ltoolkit.nscc.ca/).

**Key Links**

College Regulations: [nscc.ca/Admissions/college\_regulations.asp](http://www.nscc.ca/Admissions/college_regulations.asp)

NSCC Policies and Procedures: [nscc.ca/about\_nscc/policies\_procedures](https://nscc.ca/about_nscc/policies_procedures)

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| Signature: Faculty |  |  | Signature: Academic Chair, Manager Alternate Delivery, or Dean’s Designate |
| Marc Scarfone |  |  | Michael Purcell |
| Name of Faculty Member |  |  | Name of Academic Chair, Manager Alternate Delivery, or Dean’s Designate |
|  |  |  |  |
| Date |  |  | Date |

Appendix A

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| **Program** | **Faculty Advisor** | **Student Services Advisor** |
| Business Intelligence Analytics | Patrick Dolinger | Melanie Karas |
| Cyber Security Y1 | Ron McLeod | Melanie Karas |
| Cyber Security Y2 | TBA | Melanie Karas |
| Database Administration Y1 | Paul Street | Melanie Karas |
| Database Administration Y2 | Bill Cunningham | Melanie Karas |
| Data Analytics Y1 | Cheolsoon Im | Melanie Karas |
| Data Analytics Y2 | George Campanis | Melanie Karas |
| Internet of Things loT | Todd Verge | Melanie Karas |
| Full Stack Application Development | Michael Crocker | Tanya Wasacase |
| Programming TAP | Bill Kowalski | Melanie Karas |
| Programming Y1 (off sequence) | Delano Marques | Tanya Wasacase |
| Programming Y2 (off sequence) | Brian Shewan | Tanya Wasacase |
| Programming Y1 Section 1 | Yousef Abu Baker | Tanya Wasacase |
| Programming Y1 Section 2 | Geoff Gillespie | Tanya Wasacase |
| Programming Y2 Section 1 | Michael Trumbull | Tanya Wasacase |
| Programming Y2 Section 2 | David Russell | Tanya Wasacase |
| Systems Management & Security Y1 | Tony Verberk | Melanie Karas |
| Systems Management & Security Y2 | Marie Dutka | Melanie Karas |
| Web Programming Y1 | Hamlet Lin | Tanya Wasacase |
| Web Programming Y2 | Michael Caines | Tanya Wasacase |
| Web Programming TAP | Nicole Sawler | Melanie Karas |
| Programming for AI | Dean Tsaltas | Melanie Karas |

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| **Appendix B-TENTATIVE SCHEDULE (Winter 2024 Jan 4-Apr 17)** |
| 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. |

| **Thursday** | **Session** | **Work Due** | **Wt** |
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| Jan 9 | 1. Introduction, calendar input, taking stock of your progress, The Corporate Athlete, | **Task A-**Due: Jan 16  Set upCalendar Input, add to your PPIT compass document, planning out your course  Hand in work in Brightspace Assignment folder | 2.5 |
| Jan 16 | 2. Student Assignment Presentations:  Stress Management, Emotional Intelligence, Anxiety, Mindfulness | **Assignment 1-** Due: *In class presentation & report on Jan 16*  Hand in work in Brightspace Assignment folder  Due on your class day | 3.75 |
| Jan 17 | *Last day to withdraw from winter class with 95% refund* |  |  |
| Jan 23 | 3. Job Fair Preparation | **Task B-** Due Jan 25  Hand in work in Brightspace Assignment folder  **Start your projects this week!** | 2.5 |
| Jan 30 | 4. Student Assignment Presentations: Professional Networking, Relationships, Career Mastery | **Assignment 2 -**Due: *In class presentation & report Jan 30*  Hand in work in Brightspace Assignment folder  **Participation sessions 1-4** | 3.75  15 |
| Feb 6 | 5. Self Awareness  Project check-ins | **Task C**- Due: Feb 8  Hand in work in Brightspace Assignment folder | 2.5 |
| Feb 13 | 6. Student Assignment Presentations: Methodical thinking, Ethics, Decision Making, Fairness, Values | **Assignment 3-** Due: *In class presentation & report Feb 13*  Hand in work in Brightspace Assignment folder | 3.75 |
| Feb 27 | 7. Meeting Job requirements, Cover Letters | **Task D-** Due: Feb 29  Hand in work in Brightspace Assignment folder | 2.5 |
| Mar 5 | 8. Motivation, Teamwork, Collaboration, Conflict | **Assignment 4 –** Due:*In class presentation & written report Mar 5*  Hand in work in Brightspace Assignment folder **Participation sessions 5-8** | 3.75  15 |
| Mar 6 | *Final date to withdraw, not fail a course* |  |  |
| Mar 19 | 9. Portfolio Work Sample Development | **Task E** – Due: Mar 21  Hand in work in Brightspace Assignment folder | 2.5 |
| Mar 26 | 10. Project Presentations | **Project Presentation** Due: present in class and written report due Apr 4  Or **Task F-** Due Apr 4 | 20  or  2.5 |
| Apr 2 | 11. Project Presentations | **Project Presentation** Due: present in class and written report due Apr 4  Or **Task F-** Due Apr 4 | 20  or  2.5 |
| Apr 9 | 12. Review and Wrap Up | **Participation sessions 9-12** | 20 |
| Apr 16 | Overflow |  |  |
|  | Overflow |  |  |
|  | Overflow |  |  |
| Apr 15 | Ultimate due date for work missed due to unforeseen circumstances. Requires instructor ok. |  |  |
| Apr 17 | End of Semester |  |  |
|  | Final day for faculty entry of semester grades |  |  |
|  | Supplemental evaluation deadline |  |  |

**EVALUATION WEIGHTING**

15%- Participation sessions 1-4 (4 x 3.75%)

15%- Participation sessions 5-8 (4 x 3.75%)

20%- Participation sessions 9-12 (4 x 5%)

15%- Tasks A-F (6 x 2.5%)

15%- Assignments 1-4 (4 x 3.75%)

20%- Project

**EVALUATED ITEMS**

The driving question for this course is: What do YOU need next? It will be difficult to pass the course if a student does not participate in the class and only hands in work in the Brightspace assignment folders. (Or engages with the instructor to identify customized work). Students should have regular interactions with the instructor. It is possible to customize the course depending upon the needs of the student. They are expected to do work ahead of time, hand in work in Brightspace, and participate in class. The Brightspace Assignment folder is our designated, centralized location for students to place work in the event of school closures, cancellations, or pre-arranged absences. Absent without prior arrangements = 0 participation grade.

The pass mark for this course is 60% but passing is not simply a mathematical exercise. Learners are required to successfully complete each course outcome (regardless of marks earned) to attain a passing grade.

Participation

* Description:
  + Student is present and actively engaged in the class for the entire session, or
  + The student has proactively worked with the instructor to make alternative arrangements to replace that session with some other type of work, or
  + developed a custom course.
* Absences from a session due to any reason (sick or otherwise):
  + - Up to 3 absences from a course session can be handled in the following manner.
      1. To get the Assignment/Task grade: Hand in the work normally due in the designated Brightspace for that session
      2. To get the Participation grade: In a Brightspace folder titled Absences (Brightspace 🡪 Assessments 🡪 Absences) place the following in 1 Word document.
         * Label the word document as absence 1, absence 2, etc.
         * List the date and session # you are absent
         * Provide an explanation for the absence
         * If a Task Day:

Write a a summary of the lesson taught (1-2 pages)

Have a discussion with one of your classmates to ask them about the most relevant part of that session to them. Document that discussion.

* + - * + If an Assignment Day: do an extra assignment (1-2 pages)
    - Beyond 3 absences the student needs to provide medical documentation or meet with the instructor BEFORE the 3rd absence to explain their circumstances and to determine next steps
    - Unexcused absences will be marked as 0 participation
* Frequency: Every class
* Duration: 2 hours
* How work submitted: Instructor observation
* Grading Method: done/not done

Tasks

* Description: In class activities to develop practical skills related to professional development
* Frequency: occurs during sessions when Assignments are not presented
* Duration: 15-45 minutes of work
* How work submitted: Some kind of documentation related to the activity is submitted in class.
* Grading Method: done/not done

Assignments

* Description: The student can choose from options provided in the relevant assignment in Brightspace or from the *PPIT Map,* a document, to select various topics which they may choose to work on. This should represent 1-2 hours worth of work
* Frequency: occurs during sessions when Tasks not completed
* Duration: 1-2 hours of work
* How work submitted: Student must present in class (virtually on Microsoft Teams) and put a summary of their work in the Brightspace Dropbox
* Grading Method: a simple rubric measuring completeness & professional appearance

Project

* Description:
  + The student is to spend 15 minutes per day, 5 days a week for 6 weeks (450 minutes/7.5 hours total) developing a non-technical skill. You time spent includes watching videos, reading, documenting and practicing the skill. Your may refer to the *PPIT Map*, a document, which outlines various topics for topic ideas.
  + Favourite topics include in COMM 2700 include: healthy eating, healthy sleep, healthy habits, meditation, physical exercise, emotional intelligence, personality, conflict management, building relationships, etc. You may also develop your English Language skills. You may also continue the project you did in COMM 1700, however you must develop goals to advance your skill progression.
  + Please note: This is NOT a research report. You are expected to put theory into action and demonstrate that you have developed skills. It is a good idea to take a baseline measure of you knowledge of the skill and then to keep a record as you develop the skill. RESULTS are important.
* Frequency: 1 project per semester
* Duration: 15 minutes per day (or equivalent)
* How work submitted: Student will present their work in class. A word or power point document submitted in Brightspace Assignment folder
* Grading Method: Student grade will be based on their presentation and written report document.