Student Guide to IT Work Experience

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## Types of work that you can do

Look at the courses you have completed as a guide to the technical skills you have learned. Here is a general description of what you will be capable of doing in the workplace.

| **First Year Students** | **Second Year Students (concentration specific)** |
| --- | --- |
| * Assist in creating programs or websites. * Assist in conducting security audits and analyzing data. * Assist in building, maintaining, managing or upgrading computer equipment, databases, and networks of computers. * Participate in testing * Job shadow * Document system architecture * Be a junior member of the project team * Produce documentation (in the development sense) * Create/update technical documentation * Teach everyone in the company how to… (use Windows, Excel, etc.) | * Assist and/or create computer, web, mobile or database programs. * Conduct quality assurance or testing of program code. * Assist and/or develop websites or upgrading the functionality of websites. * Monitor, manage and resolve IT problems in enterprise-level computer networks. * Assist and/or create programs to enable a variety of devices to communicate and exchange information through the internet. * Assist in the identification, organization and storage of information using industry techniques and specialized knowledge. * Assist in the examination of large data sets to uncover patterns, correlations and other useful business insights. * Assist in protecting an organization by utilizing sound practices to address modern cyber security threats. |

## Possible ways to find a work experience

NOTE: for all of these scenarios you must have the support of your assigned faculty academic advisor

1. Speak to family, friends, and neighbours. Ask them if they can arrange for a work experience with a company that they work with.
2. If you still have at least 1 more semester of studies left, you can encourage companies to apply for co-op funding before the end of January and to hire you with that funding.
3. There is a consistent high demand for IT technical support work (with companies) and for web design/development work (with entrepreneurs and non-profit agencies).
4. Apply for job postings using a well written cover letter and resume. Leverage strong interview skills to get hired for a spring/summer position and work for a company doing IT work for 5 weeks.
5. Work as a freelancer doing various IT jobs. The work should reflect the kinds of things you studied in the IT diploma. If you do this when you submit your documentation include descriptions of the type of work you did along with a work log demonstrating that you completed sufficient hours. Please note: you need the support of your faculty academic advisor to do this.
6. If you complete your 1st and 2nd year courses without completing a work term, then go get a full time IT job. Then work for 10 weeks to cover both work terms. Please note, you need to have your faculty advisor’s support to do this. If you have completed all other academic requirements (WHMS, OHS, Portfolio) you can then contact the Campus Registrar and to graduate.
7. Depending on resources, NSCC Entrepreneurship may offer a Technology & Entrepreneurship course for 30 students between May 1-30. This course would qualify as a 1st year student research project (ie. 1st work experience).
8. Working with the NSCC Entrepreneurship Office, you can start an entrepreneurial endeavor. A first work experience in May would focus on developing a business (research, explore business ideas, business plan development, establish the business). The 2nd work experience, the following May would focus on operating the business (must meet faculty determined performance targets).
9. Attend professional networking events and job fairs. Meet people, ask questions, listen and where opportunities present themselves while listening, inquire about potential work experience opportunities.