Task A: Plan out the semester

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The theme for PPIT 3 is to develop non-technical skills to succeed in the workplace. This course is all about professional self-development. Listed below are the pre-set activities covered in each session. Since everyone is unique with different levels of knowledge, skills and experience, choice is an important element of the course. You can choose what topic to focus on for each task/assignment.

There are three parts to the compass:

1. Planning out the COMM 3700 TASKS & ASSIGNMENTS

2. Deciding on a goal for your COMM 3700 PROJECT

3. After setting up your academic schedule in the NSCC outlook calendar (not gmail) place a screen shot of one month from this semester.

# 1. Planning COMM 3700 Weekly Work

The topics listed below are the default topics that I set for those with the least amount of knowledge and experience in this area. Do these default topics apply to you? If not, you may select LinkedIn Learning videos covering non-technical topics. You would watch a 30-60 minute video, write a summary and discuss how you would use it in your professional career.

| **Session** | **Course Work** | **Course work description** | **Confirm that you will work on this or propose an alternate.** |
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| S2 | Task B | Using the interview preparation grid template, plan out your interview answers. | I will be happy to work on this skill! |
| S3 | Task C | Complete the personal branding worksheet. This would be a useful framework to build upon if you do this as assignment 1. | I will be happy to work on this skill! |
| S4 | Task D | Fill out a lesson plan and conduct a technical lesson | I will be happy to work on this skill! |
| S5 | Assignment 1 | Choose a career path (ex. Junior data analytics) and for that position do one of the following:  1. conduct career market research  2. interview an IT Professional  3. do some personal branding/networking activities. | I will be happy to work on conducting career market research, as well as doing some personal branding/networking activities. |
| S6 | Task E | Participate in an interview challenge. Fill out your answers in a worksheet. | I will be happy to work on this skill! |
| S7 | Task F | Develop your portfolio structure or create a portfolio worksample (which ever you find most useful) | I will be happy to work developing the portfolio structure, and coming up with worksamples! |
| S8 | Task G | Participate in an interview challenge. Fill out your answers in a worksheet. | I will be happy to work on this skill! |
| S9 | Task H | Participate in salary negotiation exercise. Complete salary negotiation worksheet | I will be happy to work on this skill! |
|  | Project | (Instructor recommends branding, professional networking, interview strategies or anything explored in previous PPIT courses. Refer to LinkedIn Learning and PPIT Map) | Improving my focus, and improving my daily learning/focusing habit (aided by a Python program to gamify the study session, and hopefully produce flash cards automatically at the end of the study session ) |

# 2. Establish a COMM 3700 Project Goal:

By session 3 of this course you will need to start a 6 week project to develop a non-technical skill. This is a practical (doing things) project, not a fuzzy research project. Think about a non-technical skill that you need to develop and use the SMART goals format to help flesh out your idea so that you can work on it and properly record evidence of your results.

Come up with a sentence to respond to each of these elements of SMART goals:

* Name your project:
* Specific (Don’t use vague wording. Focus on concrete actions or products.)
* Measurable (Set a measurable target)
* Attainable (How busy is your life? Can you focus on this within the timeframe?)
* Realistic (Do you have access to resources, tools and knowledge to achieve the goal?)
* Timebound (Set specific dates to accomplish the goal)

# 3. NSCC Outlook Screenshot of one month from this semester showing your academic schedule

A calendar with many squares and numbers

Description automatically generated