W

|  |  |
| --- | --- |
| COMM 3700 | **TENTATIVE WORK PLAN** |
| Professional Practice for IT III |  |

**FACULTY INFORMATION**

|  |  |  |
| --- | --- | --- |
| Name | John MacDonald | **Academic Chair:**  Michael Purcell  michael.purcell@nscc.ca  **Student Service Advisor**  **Administrative Assistant:**  Katherine Osborne  902-491-4511  katherine.osborne@nscc.ca |
| Email | John.M.MacDonald@nscc.ca |
| Office Telephone | N/A |
| Campus | Institute of Technology |
| Office Location | D314A |
| Availability | By appointment |

**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. Part III focuses on personal branding, portfolio development, interview preparation and presenting information. **Your instructor will expect you to demonstrate that you have further developed non-technical professional skills. This course is non-technical.**

**COURSE OUTCOMES**

1. Apply personal branding and marketing techniques in relation to employability
   1. Examine the role of social media and best practices
   2. Discover the hidden job market
   3. Maintain employment application docs (resume, cover letter etc.)
   4. Describe appropriate professional dress attire
   5. Develop Networking skills. (Ex. build a list of people and/or associations in your professional network)
   6. Participate in industry events, career fairs or conferences- (ex. in person or remotely)
2. 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. Consider portfolio structure, design and impact
   3. Include evidence of relevant progressive learning
3. Prepare for employment interviews that reflect industry standard.
   1. Anticipate interview questions and answers
   2. Perform informational interviews
   3. Source industry salary reports
   4. Establish a job search strategy
   5. Practice salary negotiations
4. Present information orally in a clear and concise format to peers, colleagues or potential employers
   1. Plan and organize information for the audience
   2. Select appropriate technology and tools
   3. Demonstrate effective verbal and non-verbal communication

**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 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%)

25%- Tasks A-I (9 x 2.7%)

10%- Assignment 1

15%- 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
         * Write a summary of the lesson taught (1-2 pages)
         * Do an extra assignment (1-2 pages). This extra assignment involves watching a 30 minute non-technical video on a related PPIT topic (ex. On LinkedIn Learning), writing a

summary of what you learned

a discussion about what was the most useful concept, and

discussion of how you would use it in your professional practice.

* + - 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 Dropbox
* Grading Method: Student grade will be based on their verbal presentation online.

**TENTATIVE SCHEDULE** (Fall 2024 Sep 3- Dec 12)

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** | **Session** | **Work Due** | | **Wt** | | --- | --- | --- | --- | --- | | Week 0  Sept 3-6 | 1. Introduction, calendar input, taking stock of your progress, | **Task A**- due Sep 13  Set upCalendar Input, add to your PPIT compass document, planning out your course.  Hand in work in Brightspace Assignment folder. Find job posting. | | 2.7 | | Week 1  Sept 9-13 | 2. Interview Questions | **Task B-** due Sep 21  Interview preparation grid | | 2.7 | | Week 2  Sept 16-20 | 3. Your personal brand & Your career core interests | **Task C**- due Sep 28  **Personal brand/job search strategy worksheet**  **Start your projects this week!** | | 2.7 | | Week 3  Sept 23-27 | 4. Communicating with Non-Technical Stakeholders  You will briefly teach a simple technical topic | **Task D** – due Oct 18  **Non-technical teach worksheet**  **Participation sessions 1-4** | | 2.7  15 | | **Monday, Sept 30 - National Truth and Reconciliation Day – No classes** | | | | | Week 4  Sept 30-Oct 4 | 5. Student Assignment Presentations:  Career market research or interview a professional or personal branding efforts. | **Assignment 1-** You will present in session 5. Report due Oct 25 | | 10 | | Week 5  Oct 7-11 | 6. The recruitment process  **Interview Answer Challenge** | **Task E**- due Nov 1  **Upload the worksheet you used during the interview challenge.** | | 2.7 | | **Monday, Oct 14 – Thanksgiving Day – No classes** | | | | | Week 6  Oct 14-18 | 7. Portfolio Development | **Task F- due Nov 8**  Develop portfolio structure | | 2.7 | | **Wednesday, Oct 23 – Assessment and evaluation day– No classes** | | | | | Week 7  Oct 21-25 | 8. Salary negotiation Strategies  **Interview answer challenge** | **Task G** –due Nov 22  **Participation sessions 5-8** | | 2.7 | | Week 8  Oct 28-Nov 1 | *Final date to withdraw, not fail a course* |  | |  | | Week 9  Nov 4-8 | 9. Salary Negotiation Exercise | **Task H** – due Nov 29  Upload Salary negotiation exercise worksheet | | 2.7 | | **Monday, Nov 11 – Remembrance Day – No classes** | | | | | Week 10  Nov 11-15 | 10. Project Presentations | **Project Presentation or**  **Task I** | | 15 or 2.7 | | Week 11  Nov 18-22 | 11. Project Presentations | **Project Presentation or**  **Task I**  Due Dec 13: Project report and Task I | | 15 or 2.7 | | Week 12  Nov 25-29 | 12. Review and Wrap Up | **Participation sessions 9-12** | | 20 | | Week 13  Dec 2-6 | Overflow |  | |  | | Week 14  Dec 9-12 | Overflow |  | |  | | **Thursday, Dec 12 – Fall Term Ends** | | | | |

ADDITIONAL INFORMATION

The keys to success in a fast-paced and applied program are being proactive and being present. To foster success, we have implemented the guidelines below to help keep you on-track in the program. It is important that if you are having difficulties, you have ongoing communication with your faculty.

Attendance and Late Assignments

1. NSCC is an applied learning environment and as such in-classroom participation is key to the learning process. Prompt and regular attendance is expected of all students and attendance records will be kept.
2. Responsibility for work missed due to absence rests with the student. Failure to complete program or course requirements stated at the outset of the course will result in a failing grade.
3. If a student will miss a test or be late with an assignment they must coordinate with the faculty prior to the due date. A late assignment will be assessed a late penalty of 10% per day. Assignments submitted 4-7 days late will be marked out of 60% and after 7 days Brightspace submission will be closed and after that point an assignment can only be graded with the permission of the Academic Chair.
4. When academic difficulties are being experienced, it is the responsibility of the student to seek support through college and/or external resources.

**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](https://www.nscc.ca/about/publications/policies-procedures/index.asp)

**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/about/publications/policies-procedures/policies/student-appeals-policy.asp), procedures, and your eligibility.

**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.

**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](https://www.nscc.ca/about/publications/policies-procedures/policies/use-of-copyright-materials-policy.asp), [Fair Dealing Guidelines](https://www.nscc.ca/about/publications/policies-procedures/policies/fair-dealing-guidelines.asp) 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](https://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**

Visit the [Student Supports Hub](https://nscc.sharepoint.com/learninghere/Pages/Student-supports.aspx) to access accessibility, advising, career, financial aid, library, learning and wellness supports.

For support with Brightspace visit [Service Desk](https://servicedesk.nscc.ca/TDClient/1776/Portal/Home/) 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](https://d2ltoolkit.nscc.ca/).

**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 your academic performance.

We are here to support you.

To talk to a counsellor and explore other supports: [Wellness and counselling](https://nscc.sharepoint.com/learninghere/Pages/Health-and-wellness.aspx)

For online supports and our 24/7 student helpline:  [HealthymindsNS](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhealthymindsns.ca%2F&data=05%7C01%7CDonna.McRae-Murphy%40nscc.ca%7Cb0e99ec76b4d4db0a92908db44c01eb1%7Cc59bd97a4b1b4dab89aca0ab6a8e4435%7C0%7C0%7C638179364151236452%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=8KZlJNpj4505LJyEDVkZJtTRwiiQHcN7tMBccKMIDuc%3D&reserved=0" \t "_blank" \o "Original URL: https://healthymindsns.ca/. Click or tap if you trust this link.)

Your wellbeing is a priority – review our [Mental Wellness Strategy](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnscc.sharepoint.com%2Fservices%2FPages%2FMental-Wellness-Strategy.aspx&data=05%7C01%7CDonna.McRae-Murphy%40nscc.ca%7Cb0e99ec76b4d4db0a92908db44c01eb1%7Cc59bd97a4b1b4dab89aca0ab6a8e4435%7C0%7C0%7C638179364151236452%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=OIBKH139B7Pw5OdNQTwlEUOjMeGaElyDsVlxkNH2UVg%3D&reserved=0)

|  |  |  |  |
| --- | --- | --- | --- |
| A blue signature on a black background  Description automatically generated |  |  |  |
| Signature: Faculty |  |  | Signature: Academic Chair, Manager Alternate Delivery, or Dean’s Designate |
| John M. MacDonald |  |  |  |
| Name of Faculty Member |  |  | Name of Academic Chair, Manager Alternate Delivery, or Dean’s Designate |
| August 28, 2024 |  |  |  |
| Date |  |  | Date |