PPIT Map

August 30, 2022

# Introduction

This document can be used by PPIT students to enable you to customize the Tasks, Assignments and Projects that you work on. You can choose topics from this document, or from LinkedIn Learning—so long as the activities you work on are non-technical (ie. You can’ learn a programming language in PPIT class).

Professional Practice for IT covers a wide range of career development topics that broadly cover the areas of communication, collaboration, and critical thinking. Moreover these skill areas are specialized within the context of a career in the field of Information Technology.

The goal of Professional Practice for IT is to **both learn and put into practice** IT Professional knowledge. It is not enough for your work to be research focused. It has to be tied to skill development and action plans.

## IT Model and PPIT Map

In the early development of this course, it was difficult for students to understand the broad range of topics that were covered within Professional Practice for IT. In response, your instructor had developed an **IT Professionalism Model**. This Model will be presented below. The model did a great job of giving the student a big picture view of what was in scope for studying professional practice for IT. However, some students found it hard to translate those topic areas into concrete activities. **Hence why the PPIT Map was developed.** It presents the ideas from the Professionalism Model as actionable tasks and projects. The PPIT Map is composed of Task and Project Options presented in the sections below.

### PPIT Model

If you want to become a professional, you need to develop expertise in your craft.This requires continual development of your professional traits following a pattern of **learning, practice and feedback**. Your work is professional when you take a **methodical approach** to solving problems, you are **detail-oriented** in meeting requirements, your work is presented with a degree of **formality** and you did the work with **integrity**.

Oct 30, 2020 version

| Professional Traits | Basic Skills | Intermediate Skills | Advanced Skills |
| --- | --- | --- | --- |
| Lifelong Learning | SMART Goal Setting  Bloom’s Taxonomy of Learning, Levels of knowledge, Speed Reading, Memory Skills, Study Skills  Using the library  Web search skills | Regularly reflects on learning & development and able to make changes. | Meta-Cognition  Daily Integrated practice (has adopted practices on a daily basis for professional and personal self improvement)  Professional Development plan |
| Problem Solving through Creativity & Critical Thinking | ABC Checklist  Problem Solving, Logical, Creative Theories  Research Method, Project Process  Documentation Skills  Methodical & Organized research | Managing Information  Decision-making  80/20 rule | Mindfulness |
| Communication | Theories, models of writing, presenting, communicating  (CMAPP, CLASS)  Professional Etiquette  Email Etiquette  Written skills  Basic Grammar | Demonstration of Ability to a Professional Level (Writing, Presenting)  Presentation (making the product look professional)  Business Language | Ability to Persuade  Ability to speak to the benefits  Social Media Literacy |
| Collaboration | Theories: Myers-Briggs Personality, Motivation, Teamwork | Stress Management  Conflict & Negotiation | Leadership  Grace under fire |
| Balance & Productivity | Career Proficiency  Time management  Calendar Usage  Work Email Usage  Getting things done (productivity)  Personal Responsibility, Self-Regulation & Initiative  Stress Management  Life skills, Personal Financial Management  Adopted student success habits  Healthy habits: sleep, exercise, eating | Career Expertise  Able to track & measuring work performance (even if have no work and only in school; even if work doesn’t have readily available work performance statistics)  Initiative & Results Oriented | Career Mastery  Has created a work lifestyle that models the Corporate Athlete Habits (body, mind, soul) |
| Business Orientation | Work Safely  Quality Improvement  Able to explain technical terms to non-technical employees  Knows the Business Cycle | Has a Customer Service Orientation  Able to link customer needs to technical results  Knows the Business cycle  Can apply the Business model canvass | Industry Knowledge  Job Market knowledge  Strategic IT Trends Understanding the business  Integrated (complete) solutions  Entrepreneurial |
| Digital Citizen | Local News  Ethical & Respecful Behaviour  Computer Literacy (basic knowledge of social media, apps,  History | National News  Diversity  Has a digital presence based on professional best practices  Understands key software, websites, smartphone apps | Global News  Globally-aware Digital Citizen, Intercultural Competence  Socially responsible citizen. (Takes action)  FOIPOP, Open Source, Creative Commons, The Sharing Economy |
| Job Search & Professional Networking Skills | Resume  Cover Letter  Etiquette | Portfolio  Self-Introduction  Interview skills  LinkedIn Profile | Industry association participation  Implement networking plan |
| Technical Competency | Achieved through successful completion of technical course work. | | |

Adapted from Scott, C. L. (2015, November 14). Publications. *The Futures of Learning 2: What kind for learning for the 21st Century.* Retrieved from United Nations Educational, Scientific and Cultural Organization: <http://unesdoc.unesco.org/images/0024/002429/242996e.pdf>

### PPIT Map: Task and Project Options

Tasks (or Assignments) and Projects in PPIT are customizable to meet your unique needs. These assignments are **product oriented** and **aimed at developing your non-technical professional skills**. It is NOT a research assignment. You have to put things into practice or at very least demonstrate that you’ve thought about how you would USE the information learned.

#### Tasks (or Assignments)

Tasks should take a 1-2 hours to complete. You will do the work outlined in the Map and then show your instructor in class on or before the due date. You can only earn grades for a specific task once per semester.

#### Projects

The purpose of the project is to do 2 things, 1) Learn something new, 2) Put the ideas into practice.

Projects start in session 2 of the course and are due in session 9. You cannot do tasks that are similar to a project. Over the 6 weeks you are expected to work 1-2 hours per week on the project. The project can be on any topic related to professional practice for IT:

* Personality
* Communication
* Industry research/ interviews

When your project is approved (after completing the Compass activity) you are expected to develop a Workplan. This workplan outlines

* Specifically what you are doing on a week to week basis (Your Activity)
* Specifically what product you are producing from your activity (Your Result)

You will create a report and personally present your findings to your instructor in a 5 minute presentation. You need to demonstrate evidence of work completed.

The report can take the form of a Word document or Power Point Presentation and should include the following elements:

* Introduction
* Assignment Goal
* Work Plan
* Evidence of Work Completed
* Analysis: Answer the following questions:
  + What insights did you gain from the project?
  + After completing the project, think about how you might have improved your project.
  + How this project improved your professional practice?
* Conclusion:
  + Final summary statements
  + How well did this project achieve the project goal?

You will take the key lessons learned from your project and work with a team of students to make a team presentation where your team will create a presentation/skit/video that integrates the key lessons from all of your individual projects.

# Tasks (or Assignments)

## Task: Apply for a scholarship or award

1. Go to the relevant website
2. Search for an award that you would like to apply for
3. Review the eligibility criteria and find an award to which you may apply
4. Note the award due date
5. Review the instructions
6. Fill out the application form and complete all directions
7. Submit your work
8. Show you instructor your submission

## Task: Learn how to set up and manage a work calendar

1. Open NSCC Outlook 365.
2. Input your academic schedule as well as any other daytime commitments. If you have already done this on a personal cloud-based calendar, figure out a way to have those appointments appear in the NSCC outlook calendar. It is possible to do so without having to redo entire appointments.
3. You have inputed your daytime schedule such that you have a clear view of what are you demands throughout the day. This would include part-time work, academic, and personal (as needed).
4. You know how to book a meeting through NSCC outlook where you have 100% certainty that all meeting recipients are available for the meeting (ie. You did not double book someone).

## Task: Develop 3 SMART Goals (default)

1. Review this resource <https://www.umassd.edu/fycm/goal-setting/resources/smartgoals/>
2. Think about your career development as an IT professional. With that in mind, create a SMART goal that you would like to achieve:
   1. Goal 1-This semester
   2. Goal 2-By the end of the year
   3. Goal 3-Upon graduation

## Task: Develop 3 skills with achievement statements (default)

1. The purpose of this exercise is for you to think about what you have accomplished in your past and to be able to succinctly demonstrate to someone else that you are GOOD at the skill. Employers what to hire employees with strong skills, not employees with weak skills. Alternatively, the purpose of this exercise is to help you appreciate what gaps you have in your skillset and then help you target the skills that you need to develop so that you can get hired for a job.
2. Draw up a list of your experiences: employment, volunteer and hobbies. Think about the skills these experiences demonstrated.
3. Review the Conference Board of Canada Employability Skills. This represents the desired skillsets that Canadian Employers want. <https://www.conferenceboard.ca/edu/employability-skills.aspx?AspxAutoDetectCookieSupport=1>

They include: communicate, management information, use numbers, think and solve problems, demonstrate positive attitudes and behaviours, be responsible, be adaptable, learn continuously, work safely.

Eventually you are going to want to demonstrate achievement in all of these skills. In this task you will develop 3 of them.

1. Read these tips on writing effective skill statements

<https://www.jus.uio.no/smr/english/about/programmes/nordem/nordem-roster/docs/writing-effective-skill-statements.pdf>

1. Choose an IT career that you want to pursue. Take note of the required skills/ qualifications. Choose 3 of the skills.
2. For the 3 skills chosen, connect them to one of your experiences (work, volunteer, hobby, personal project, school project).

Write skills statements that expresses a specific level of skill achievement. These are important statements that you will want to put in your resume. If the results are intangible find a way to make them tangible.

Examples of skill statements with RESULTS:

• Earned Associate of the Month honors for outstanding service in June 2007

• Created effective displays which increased monthly sales by 200% in a two-month period

## Task: Develop a Professional IT Resume assuming you completed the Fall & Winter semesters (default)

1. The purpose of this task is to make a professional IT resume as if you have completed the first year of studies to enable you to look for an IT workterm.
   1. Review the 1st year courses that you will be taking. <https://www.nscc.ca/learning_programs/programs-by-area-of-interest/it-data-analytics.asp>
   2. Identify all of your skills, abilities, work experience, education, interests, hobbies, and certifications. (You may have done this already in the previous task- Develop a skill list with results.)
2. Prepare a professional Information Technology resume that meets all of these requirements. Follow these guidelines <https://www.freecodecamp.org/news/how-to-write-a-good-resume-in-2017-b8ea9dfdd3b9/>
3. Must include:
   1. All 1st year IT skills
   2. Professional formatting
   3. Put most important qualification relevant to the IT job you are applying for at the top of the resume.
   4. All experiences have month/year starting and ending dates
   5. Experiences must highlight at least one skill with achievable results. (ie. To show that you are GOOD at that skill.)

## Task: Attend a professional networking event

1. Prepare beforehand
2. Take notes during
3. Make one professional contact and follow up with them afterwards
4. Ask them for feedback on your resume or advice on how to get a job.

## Task: Develop your Portfolio Framework

1. Review this tip sheet <https://www.wikihow.com/Create-a-Career-Portfolio> (note the example talks about using a binder, which may or may not be right for your career in IT)
2. Think about your context and decide on the following:
3. Should your portfolio be digital or physical? Specifically what format will it be?
4. Develop a map which identifies
   1. the architecture of the portfolio
   2. what specific skills you will highlight
   3. what aspects of your personal brand you will showcase
5. Develop a strategy regarding how and when you might use it

## Task: Develop a Portfolio Worksample

1. Your portfolio worksample should include the following elements
   1. Pictures, journal entries, examples or any other documentation to demonstrate your work
   2. A descriptive paragraph that demonstrates WHAT you learned
   3. Explanation of HOW you accomplished it
   4. An ANALYSIS of how you could improve it or what you learned from it
   5. A recognition of the BUSINESS BENEFITS of what you accomplished

## Task: Participate in a NSCC sponsored Challenge

If you participate in any of these challenges it will count as a task

* Innovation Challenge (Sep 27-28, 2019). Good for learners with backgrounds in Data and Analytics. Details about event:  <http://innovationchallenge.agendamanagers.ca/>
* Challenge Nova Scotia (Nov 22, 2019). Event details: <https://www.nscc.ca/explorenscc/blog/2017/challenge-nova-scotia.asp>

## Task: Read about the life of a famous IT professional

1. Think about an influential IT professional. Refer to these links:
   1. <https://www.computersciencedegreehub.com/30-most-influential-computer-scientists-alive-today/>
   2. <https://www.ranker.com/list/famous-female-computer-scientists/reference>
2. Read 5 short or 1 long biography of the person
3. Develop a summary of the person answering the following questions:
   1. What was their area of expertise
   2. What were their most significant achievements?
   3. What made them influential?
   4. What insights can you gain from studying their career. How has it influenced your professional practice.

## Task: Exercise for 5 days

* 1. Look for an exercise program, such as Couch to 5k app <https://www.active.com/mobile/couch-to-5k-app>
  2. Establish exercise SMART goals
  3. Develop an exercise plan
  4. Get fit

## Task: Find an ebook from the NSCC Library

1. Go to <http://library.nscc.ca/>
2. Think of a IT topic that interests you
3. Find an ebook or magazine that interests you
4. Read an interesting article or chapter
5. Produce a 1 page report summarizing what you read.

## Task: Download Libby (Halifax Public Library app)

1. Use the Halifax Public Library app to download ebooks and audiobooks.
2. Here is the link <https://meet.libbyapp.com/?utm_origin=lightning&utm_page_genre=toast_note&utm_list=meet_libby&utm_content=libby_sitemessage_05012018>
3. Find an interesting book and read it or listen to it
4. Write a summary of the book
5. What aspects of the book will improve your professional career

## Task: Assess a business idea using the business model canvass

1. Think of a business idea
2. Read through the material located here <https://www.strategyzer.com/canvas/business-model-canvas>
3. Conduct research on the business idea and fill out the business canvass model

## Task: Learn how to use one Office 365 App

1. Go to the Office 365 Training Centre <https://support.office.com/en-us/office-training-center>

Or Linkedin Learning

1. Choose 1 App
2. Watch all of the videos
3. Keep a record of what you learned/ exercise files.

## Task: Learn about your personality and strengths

1. Take the personality test <https://www.16personalities.com/>
2. Review your results.
3. Ask someone who knows you to review the results to verify how accurate was the test
4. Identify the areas which were of most interest to you
5. Outline your areas of strength and weakness
6. Create a document that describes your personality (copy and paste your results)

## Task: Practice Mindfulness

1. Read about meditation
2. Download an meditation app. Try Headspace, Calm, Oak, Waking (should be available on Apple and Android)
3. Practice it for the intended duration (5 days as a task, or 6 weeks as a Project)

## Task: Learn how to never be boring in a conversation

1. Watch this video <https://www.youtube.com/watch?v=8BAGGEM4AwQ>
2. Take notes of the key ideas
3. Identify 1-3 specific techniques
4. Try out each of the techniques for the next 5 days
5. Keep a record of your progress
6. Write a report tracking what you learned and how you put the ideas into practice.

## Task or Project: Learn how to…

1. Go to the relevant website
2. If this is a Task develop a 5 day plan, or else as a Project develop a 6 week plan
3. Work through the exercises
4. Possible topics include
5. Typing <https://www.speedtypingonline.com/typing-tutor> or typing.com
6. Writing <http://learnenglishteens.britishcouncil.org/> or <https://owl.purdue.edu/owl/purdue_owl.html>
   1. Don’t forget to make use of the NSCC Writing Centre
7. English language speech: <https://speakandimprove.com/>
8. English as an Alternate Language: <https://www.cambridgeenglish.org/>
9. Spelling/Grammar: <https://www.englishgrammar.org/exercises/>
10. Learn business communications: forms, formats (Look in Linkedin Learning)
11. Develop speed reading and/or memory skills (Look in Linkedin Learning)
    1. <http://www.freereadingtest.com/>
12. Study skills <https://www.skillsyouneed.com/learn/study-skills.html>
13. Time management <https://toggl.com/time-management-tips/>
14. Life skills [ttps://www.livingwellspendingless.com/2016/01/08/48-life-skills-everyone-learn/](https://www.livingwellspendingless.com/2016/01/08/48-life-skills-everyone-learn/) or <https://www.skillsyouneed.com/general/life-skills.html>

# Project Options

## Project: Jordan Peterson Self Authoring Course

1. <https://www.selfauthoring.com/?gclid=CjwKCAjw1ICZBhAzEiwAFfvFhHN4zqtFEdV4I8auFYlvUPm949PNxN9maHz2qLVev5TL1DEhEFsCpxoCeZ0QAvD_BwE>

## Project: Get Organized & Use a To-Do List Regularly

1. Review your lifestyle /work habits and think about what format would be ideal for a To-Do list. The To Do list should be something that you have access to 24/7. It should be something that is always nearby.
2. Determine a format (electronic, paper, etc.)
3. Review the Getting Things Done Methodology- <https://gettingthingsdone.com/what-is-gtd/>
4. Set up any other administrative elements needed to be organized.
5. Set time/day to go through your inbox regularly.
6. Follow the process on a daily basis. Keep records to demonstrate your progression.
7. Write a report- follow the Project rubric.

## Project: Develop Study Skills

1. Follow the steps listed on this site. <https://www.wikihow.com/Improve-Your-Study-Skills>
2. Apply these techniques to one of your courses.
3. Keep a diary of your progress.

## Project: Expand your professional network

1. Review these tips <https://www.lifehack.org/articles/work/10-business-networking-tips-grow-your-professional-network.html>
2. Make 5 new contacts. Be able to demonstrate knowledge of them. Document how you met them. Demonstrate that you are interacting with them regularly.

## Project: Develop basic math skills

1. Talk to a technical instructor about the type of math skills you need to succeed in your diploma program.
2. Find an online course or a textbook that enables you to develop those skills. Possible resources include LinkedIn Learning, Khan Academy.
3. Develop a 6 week workplan where you work on a chapter every week ( targeting 1 hour per week).

## Project: Develop a personal brand

1. Review these tips <https://www.entrepreneur.com/article/298513>
2. Develop a document that addresses the issues identified in the personal branding article.
3. Develop a list of materials that you would use to demonstrate your brand- explaining design choices. (ex. Resume, portfolio, business cards, social media, choice of email name, etc.)

## Project: Learn about Canadian Culture

1. Review this resource <https://englishandimmigration.com/citizenship-immigration/canadian-culture/>
2. Develop a list of 3-5 research questions to explore about specific parts of Canadian culture to explore
3. Engage your classmates and friends to get a first hand experience of your research topics

## Project: Read a book

1. Choose a book that relates to helping you become a better IT professional. It should focus on developing your non-technical skills and could range in topics from IT industry, teamwork professionalism, communication, creativity or critical thinking.
2. Examples of books you might read:
   1. Check out this amazing blog of excellent books: <https://sivers.org/book>
   2. How to Win Friends and Influence People
   3. Read *Getting Things Done* by David Allen
   4. The Portable MBA or equivalent
   5. Understand the meaning of Life or Deal with Depression (the non-chemical brain imbalance type) by reading *Man’s Search for Meaning* by Viktor Frankl.
   6. Learn how to read body language
   7. Learn about emotional intelligence
   8. Study ethics, privacy
   9. Break a bad habit
   10. Learn how to stop procrastinating (develop self discipline)
   11. Study anxiety and how to alleviate it
   12. Study imposter syndrome and how to alleviate it
   13. Learn about personal finance
3. Keep a journal of your progress
4. Keep records of any work or activities that you do as a result of what you read

## Project: Physical Exercise for 6 weeks

1. Look for an exercise program, such as Couch to 5k app <https://www.active.com/mobile/couch-to-5k-app>
2. Establish exercise SMART goals
3. Develop an exercise plan
4. Get fit

## Project: Maintain a Journal

1. Check out a cool resource on journaling such as
   1. <http://journalingsaves.com/how-to-journal/>
   2. <https://journaltherapy.com/journal-cafe-3/journal-course/>
   3. <https://lifehacker.com/why-you-should-keep-a-journal-and-how-to-start-yours-1547057185>
   4. <https://www.wikihow.com/Keep-a-Journal>
   5. <https://www.youtube.com/watch?v=VkDpZatLuIc>
2. Get a (physical) journal book or download a journal app
3. Practice it for the intended duration (5 days as a task, or 6 weeks as a Project)

## Project: Practice Mindfulness

1. Read about meditation
2. Practice it for the intended duration (5 days as a task, or 6 weeks as a Project)
3. Download an meditation app. Try Headspace, Calm, Oak, Waking (should be available on Apple and Android)
4. Practice it for the intended duration (5 days as a task, or 6 weeks as a Project)

## Project: Learn how to use Office 365 Applications

1. Go to the Office 365 Training Centre <https://support.office.com/en-us/office-training-center>
2. Or Linkedin Learning
3. Choose 5 Apps
4. Watch all of the videos
5. Keep a record of what you learned/ exercise files.

## Project: Learn how to use GitHub

1. Go to <https://www.lynda.com/GitHub-tutorials/8469-0.html>
2. Outline a plan to watch lots of videos and create work examples
3. Watch the videos
4. Create work examples

## Project: Conduct Career Market Research

1. Choose an IT career
2. Research 5 job descriptions for that career
   1. Analyze the tasks and key skills needed for the position
   2. What are the most important skillsets needed?
3. Conduct research on a city or region where you would like to work
   1. Identify 5 companies that hire that position
   2. Identify the cost of living in that region
   3. Are there any special barriers to living in that region (immigration documentation, weather, etc.)
   4. What is the average cost of a house in that region
   5. What is the average salary in that region
   6. Does that region have any unique skillset requirements?
4. Analyze the feasibility of what it would be like for you to live and work in that region.

## Project: Practice English as an Alternate Language

1. Using materials that you already have develop a 6 week plan to continue to develop your skills
2. Implement the plan
3. Document your work
4. Useful sources: <https://www.londonschool.com/>

## Develop Reading Comprehension

<https://speakandimprove.com/>  
the website that I use for this project.

<https://app.interviewschool.com/>  
If someone want to give a try to practice for interview. It's free for the Top 10 questions interviews

## Ada Lovelace

The world’s first computer programmer

<https://en.wikipedia.org/wiki/Ada_Lovelace>

<https://www.tvo.org/video/documentaries/calculating-ada-the-countess-of-computing>