



A: Division: **INSTRUCTIONAL**

Date: **April 2, 2001**

B: Department/
Program Area: **LANGUAGE, LITERATURE AND
PERFORMING ARTS
PRINT FUTURES**

New Course

Revision

If Revision, Section(s) Revised:

Date Last Revised:

C: **PRFU 290**

D: **Professional Readiness II: Jobs and Networks**

E: **1**

Subject & Course No.	Descriptive Title	Semester Credits
<p>F: Calendar Description:</p> <p>This course is the second of four professional readiness courses intended to help students develop a career as a professional writer. It offers an opportunity for students to identify a writing niche, develop and practise the basic skills of applying and interviewing for jobs, and learn about the importance of networking for writers.</p>		
<p>G: Allocation of Contact Hours to Types of Instruction/Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings: Lecture/Seminar</p> <p>Number of Contact Hours: (per week / semester for each descriptor): 2 hours per week (1 hour of each descriptor) / 18 hours per semester</p> <p>Number of Weeks per Semester: 9 weeks</p>	<p>H: Course Prerequisites:</p> <p>PRFU 190 or permission of coordinator</p> <p>I: Course Corequisites:</p> <p>None</p> <p>J: Course for which this Course is a Prerequisite:</p> <p>PRFU 390</p> <p>K: Maximum Class Size:</p> <p>30</p>	
<p>L: PLEASE INDICATE:</p> <p><input type="checkbox"/> Non-Credit</p> <p><input type="checkbox"/> College Credit Non-Transfer</p> <p><input checked="" type="checkbox"/> College Credit Transfer: Requested <input checked="" type="checkbox"/> Granted <input type="checkbox"/></p> <p>SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)</p>		

M: Course Objectives/Learning Outcomes

Students will:

1. identify a writing niche
2. develop and practise the basic skills of applying and interviewing for jobs
3. understand the importance of networking and learn how to set up a network

N: Course Content**1. Finding a Writing Niche**

Students will:

- a. review core competencies for professional writers
- b. review and assess their professional/personal strengths and weaknesses in the context of their experience in the program to date (interpersonal skills, presentation and facilitation skills, public-speaking skills, conflict-resolution skills, mediation skills, negotiation skills, ability to meet deadlines, research/writing/editing skills, and so on)
- c. identify an appropriate writing niche in preparation for PRFU 400: Work Experience

2. Getting a Job

Students will:

- a. prepare for job interviews (including researching companies, practising for interviews, preparing work samples, developing questions, revising resumes for specific jobs, and so on)
- b. participate in mock job interviews (instructor- and peer-evaluated)

3. Networking

Students will:

- a. identify components of networks for writers (industry associations, colleagues, employers, classmates, instructors, and so on)
- b. learn how to develop and maintain networks
- c. review how to conduct an informational interview
- d. write and present an industry association profile based in part on attendance at an association meeting (for example, Society for Technical Communication, Editors' Association of Canada, International Association for Business Communicators, Periodical Writers Association of Canada, Canadian Public Relations Society, and so on)

O: Methods of Instruction

The course will be delivered by lecture and seminar. In the seminar, students will be expected to share their findings, experiences, and writing.

P: Textbooks and Materials to be Purchased by Students

None.

Q: Means of Assessment

Students will demonstrate their mastery of course material through assignments and participation in discussion, group work, and interviews. At least one individual interview with the instructor will be required.

Students are expected to be self-motivated and to demonstrate professionalism, which includes active participation, good attendance, punctuality, effective collaboration, ability to meet deadlines, presentation skills, and accurate self-evaluation.

Evaluation will be based on this general format:

Writing niche report	15%
Job preparation assignments	50%
Networking report (written)	15%
Networking report (oral)	10%
Professionalism (as defined)	10%

100%

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

Yes.

Course Designer(s)

Education Council/Curriculum Committee Representative

Dean/Director

Registrar