

EFFECTIVE: JANUARY 2005 CURRICULUM GUIDELINES

	Division:	Instructional		Ef	fective Date:		January 2005	
B.	Department / Program Area:	Language, Literatu Performing Arts / PRINT FUTURES	re and	Re	vision	X	New Course	
					Revision, Section(s)		J, N, Q	
					vised:		A:1 2 2001	
					te of Previous Revision te of Current Revision:		April 2, 2001 March 3, 2003	
C:	PRFU 290	D:	Professional		iness II: Jobs and		E: 1	
			Networks					
	Subject & Cour		Descript				nester Credits	
F:	Calendar Description: 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.							
G:	Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Lecture Seminar Number of Contact Hours (per week / semester for each descriptor): 2 hours per week (1 hour of each descriptor) / 18 hours per semester Number of Weeks per Semester: 9 weeks			Н:	Course Prerequisite			
				PRFU 190 or permission of the coordinator				
				I: Course Corequisites: None J: Course for which this Course is a Prerequisite: PRFU 390, PRFU 400 K: Maximum Class Size: 30				
L:	PLEASE INDICATE:							
	Non-Credit	t						
	College Cro	edit Non-Transfer						
	X College Credit Transfer:			Requested Granted X				
Ì	SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)							

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

Successful 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

Successful 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

Successful 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 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.

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	60%			
	Networking report (written)	15%			
	Professionalism (as defined)	10%			
		100%			
R:	Prior Learning Assessment at Yes.	nd Recognition: specify	whether course is open for PLAR		
Course Designer(s)			Education Council / Curriculum Committee Representative		
Dean /	/ Director		Registrar		
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