



EFFECTIVE: SEPTEMBER 2003
CURRICULUM GUIDELINES

A. Division: **Instructional** Effective Date: January 2004

B. Department / Program Area: **Language, Literature and Performing Arts / PRINT FUTURES** Revision New Course

If Revision, Section(s) Revised: G, N
Date of Previous Revision: April 2, 2001
Date of Current Revision: March 3, 2003

C: PRFU 490 **D: Professional Readiness IV: Writing Competencies and Portfolio** **E: 3**

Subject & Course No.	Descriptive Title	Semester Credits									
<p>F: Calendar Description: This course is the last of four professional readiness courses intended to help students develop a career as a professional writer. Students will expand on their job-search and job-creation skills and produce a sophisticated job-search/business-development strategy. Working under the direction of the instructor, they will prepare a writing portfolio for presentation in the annual Portfolio Show.</p>											
<p>G: Allocation of Contact Hours to Type 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 lecture per week 2 hours seminar per week</p> <p>Number of Weeks per Semester: 15 weeks</p>	<p>H: Course Prerequisites: PRFU 390 and PRFU 400 or permission of coordinator</p>										
	<p>I: Course Corequisites: None</p>										
	<p>J: Course for which this Course is a Prerequisite: None</p>										
	<p>K: Maximum Class Size: 30</p>										
<p>L: PLEASE INDICATE:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 45%;">Non-Credit</td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>College Credit Non-Transfer</td> <td></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>College Credit Transfer:</td> <td style="text-align: center;">Requested Granted X</td> </tr> </table> <p style="text-align: center;">SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)</p>			<input type="checkbox"/>	Non-Credit		<input type="checkbox"/>	College Credit Non-Transfer		<input checked="" type="checkbox"/>	College Credit Transfer:	Requested Granted X
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M: Course Objectives / Learning Outcomes

PRFU 490 is the last of four professional readiness courses intended to help students develop a career as a professional writer. It is an integrated, capstone course for the Print Futures Program. Students will review their previous professional readiness courses in the context of their work experience in PRFU 400. They will expand on their job-search and job-creation skills and produce a sophisticated job-search/business-development strategy. Working under the direction of the instructor, they will prepare a writing portfolio that must be presented to the College and business community in the annual Portfolio Show.

N: Course Content**1. Review of Professional Readiness**

Successful students will review:

- a) writing market analysis
- b) networks and networking
- c) job-hunting/freelancing strategies
- d) cover letters and resume-writing
- e) professional writing and writing-related associations
- f) basic business skills

2. Work Experience Debriefing

Students will provide an oral report on their work-experience position (PRFU 400) for classmates.

3. Portfolio Preparation

Successful students will:

- a) explore current job options for work in various fields
- b) finalize a personal job-search plan
- c) produce various job packages for specific job opportunities
- d) make job application(s)
- e) practise interviewing skills
- f) participate in simulated job interviews, using videotapes
- g) finalize a personal business-development plan
- h) examine different styles of portfolio construction (different content and different formats)
- i) construct a generic portfolio
- j) construct a job-specific portfolio
- k) present the generic portfolio

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. At least one individual interview with the instructor will be required.

P: Textbooks and Materials to be Purchased by Students

None

Q: Means of Assessment

Students will demonstrate their mastery of course material through assignments, involvement in group work, and participation in the Portfolio Show.

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:

Individual / group projects	30%
Portfolio presentation	30%
Statements of undertaking (i.e., contracts)	30%
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