



Douglas College

COURSE INFORMATION

A: Division: INSTRUCTIONAL

Date: JANUARY, 1999

B: Faculty: LANGUAGE, LITERATURE & PERFORMING ARTS

New Course: X

Revision of Course Information Form:

C: STGE 412

D: PROFESSIONAL READINESS

E: 2

Subject and Course Number	Descriptive Title	Semester Credit					
F: Calendar Description: This course prepares Stagecraft students for entry into the entertainment industry. Students will be introduced to the various employment options available to them. Topics will include unions and associations, resumes and cover letters, as well as job search techniques and professional development workshops with industry professionals. Note: Open to Stagecraft students only.							
Summary of Revisions: (date & section)							
G: Type of instruction: Hrs per semester Lecture/Demonstration: 36 hrs Laboratory: hrs Seminar: hrs Clinical Experience: hrs Field Experience: hrs Practicum: hrs Shop: hrs Studio: hrs Student Directed Learning: hrs Other (specify) hrs Total: 36 hrs	H: Course Prerequisites -						
	I: Course Corequisites Stagecraft Student or Permission of Coordinator						
	J: Course for which this Course is a Prerequisite -						
	K: Maximum Class Size: 25						
	<table border="1"> <tr> <td>M: Transfer Credit</td> <td>Requested</td> <td>X</td> </tr> <tr> <td></td> <td>Granted:</td> <td></td> </tr> </table>		M: Transfer Credit	Requested	X		Granted:
M: Transfer Credit	Requested	X					
	Granted:						
L: College Credit Transfer X College Credit Non-Transfer Non-Credit	Specify Course Equivalents or Unassigned Credit as appropriate: UBC: SFU: U Vic: Other:						

ROB HAMILTON, Dy
Course Designer(s)

Faculty Dean

Vice-President

Registrar

N. Textbooks and Materials to be Purchased by Students:

No Text

O. COURSE OBJECTIVES

Upon completion of the course, the student will:

1. be familiar with the various unions, associations and guilds that are associated with the entertainment industry and how they relate to a career.
2. be able to develop and present a portfolio, resume and covering letter for use in an employment search.
3. be familiar with the current theatrical/ film/ tv job market as well as potential employers in the related industries such as events, industrials, trade shows and the service sector.
4. understand the importance of networking and maintaining a network.
5. learn several job-hunting/freelancing strategies.

P. COURSE CONTENT

1. Job Hunting/ Freelancing Strategies

Resumes and Covering Letters:

- write and produce a covering letter
- write and produce a generic and a job-specific resume

Interview Skills:

- preparing for an interview: company research
- question anticipation/preparation
- interview dynamics(body language, dressing for the interview, asking questions and taking notes)
- portfolio presentation

Methods:

- network components: classmates, fellow workers, employers, associations
- developing and maintaining networks
- job search methods: cold calling, job boards,
- employer profile

Business Skills:

- preparing contracts
- job cost estimate and invoicing
- the freelance office and record keeping
- tax implications for the freelance technician

Unions, Guilds, and Associations:

- Canadian Actor's Equity
- I.A.T.S.E.
- N.A.B.E.T.
- A.C.F.C.
- C.I.T.T.
- A.D.C.

Q. METHOD OF INSTRUCTION

Students will receive 3 hours of lecture/demonstration per week that includes independent work and one on one instruction. Guest speakers and field trips will be included.

R. COURSE EVALUATION

Written assignments that will include: company profile, resumes and covering letters, portfolio presentation and review, job search strategies, and written/oral reports. X10

Total 100%