

COM422-1 FA18 - Portfolio Construction

All assignments -- except your reel and job interview assignments -- will be online...and you do have some fast-coming deadlines coming your way! So, once again, do take a look at this website -- I guarantee that it won't take very long...and I look forward to seeing you online this semester! :-)

Thanks, Dr. H

Introduction

The purpose of this course is to help you to prepare for obtaining employment in radio, TV, film, multimedia—or in any other field that you see yourself pursuing after graduation. The course will include reading and posting a variety of things on "Discussions" on this Canvas website. And, all of this is designed to help you to take stock of your knowledge and skills, then learn how to express and showcase these in ways -- on paper/screen AND face-to-face with prospective employers!

Here's a summary of what you'll be doing:

1. You'll do a self-evaluation of where you're at now, your preparation, abilities, and accomplishments to date in preparing you to work in the media.
2. You'll do online research on all of the different kinds of media-related jobs out there that coincide with your goals and professional interests.
3. You'll do research on resume-writing and how to write killer *custom cover letters* AND *custom resumes that mirror job descriptions* for jobs that you'll be applying for in the future.
4. You'll *practice how to write* these *custom cover letters and resumes* that are custom-designed and created for the jobs that you'll be applying for during the latter part of your senior year and after graduation.
5. You'll create an audition reel which will include your best work that you produced in college.

6. You'll do a rewrite of your COM 195 Media Lit analysis paper, and showcase your media literacy analysis knowledge and skills and demonstrate your ability to do film/TV criticism with a Christian worldview.

7. The course will close out with a practice job interview (half hour--done on campus) with a professional human resources worker in PLNU's Strengths and Vocations office--and the instructor. We will listen to and observe your feedback during this interview, then give you some critical tips on how you did and what you need to do to improve for those real job interviews you'll be doing in the future!

The course will consist of independent work on the creation of these items, with reports and draft submissions of your work throughout the semester. You will post these items on this course website. More complete descriptions for these assignments are posted in the "modules" and "Activities and Assignments" page of this course website. If you have questions, send me an email. I'm on sabbatical this semester, so won't be on campus very often. Thanks, Dr. H

NOTE: ALL ASSIGNMENTS MUST BE SUBMITTED TO PASS THE COURSE! IF ONE'S MISSING, YOU WILL NOT GET CREDIT FOR THE COURSE.

Some cool websites and course-relevant material--check it out!

<http://www.usatoday.com/story/money/personalfinance/2014/05/17/things-college-grads-should-know/9185717/>

Activities & Assignments

This course will involve the following activities and assignments. All but the "practice job interview" and your "reel" assignment will involve uploading assignments on the Canvas website. Be sure to read the assignments carefully on the Assignments pages. The deadlines for these are also on each Assignments page and assigned on Canvas.

Career Plan Essay

This assignment will provide an opportunity to "take stock" of your learning and experience at PLNU! You'll describe what you have done (to date) and are working on

this semester— through course projects, internships, professional networking, etc., to prepare you for your chosen career and your first job.

Job Search Report

This assignment will get you going on getting a sense of the job opportunities that you'd be interested in for your first job out of college. This should get you thinking and dreaming about what that job might be like!

Resume Research Report

This assignment will help you to understand one of the most important things that you'll do in life: how to write a "killer resume" that will get you an interview and, ultimately, a great job. This will include the formatting, language, styles, and content of different resumes. And, it will begin to show you how to match your experience, knowledge, and talent to the job description that you're applying for.

Custom Resumes & Cover Letters (3)

This assignment will provide you with an opportunity to practice what you learned in the previous assignment on resume research AND learn more about cover letters. You'll select three (3) jobs from your "job research" posting AND create a custom cover letter and a custom-designed resume for each job! This is *THE KEY COMPONENT* to get your foot in the door for a job interview!

Preparing for the Job Interview

This is *THE KEY COMPONENT* for getting the job! This assignment will show you how to prepare for AND perform well in a job interview (based on your own research on job interviews—please provide your sources). There are hundreds of online articles on job interviewing, and you'll read some of these and extract the recurring main points of these articles into your report.

A Practice Job Interview

This assignment will provide an opportunity for you to practice those great job interview techniques that you learned about in your job interview research.

Media Literacy Paper. Submit an edited 2nd draft and 3rd (FINAL DRAFT) version -- if needed -- of your media literacy analysis paper. Your rewrite will be based on the returned and graded paper and notes that I originally-included on your paper in COM 195...I did remind you all about this in the media lit class MANY TIMES and the necessity that you keep this graded paper (and my notes) for this course AND your rewrite(s)! Thanks for doing that! :-)

Your Reel

This assignment is the capstone assignment for your program at PLNU! If you're applying for a job in TV/film writing or production, this can be the *KEY COMPONENT* for getting the job.