

**Bossier Parish Community College**  
**Master Syllabus**

**Course Prefix and Number:** COMM 258 **Credit Hours:** 3

**Course Title:** Media Portfolio

**Course Prerequisites:** Permission of Department

**Textbook:** Culver, Sherri Hope. *Media Career Guide - Preparing for Jobs in the 21<sup>st</sup> Century*. 12<sup>th</sup> Edition.

**Course Description:** This course covers the necessary tools and knowledge needed to find, apply, and interview for work. Students explore and reflect upon careers in their chosen disciplines. A career portfolio and supporting documents are created.

**Learning Outcomes:**

At the end of this course, the student will

- A. identify jobs available in chosen field of study and the corresponding qualifications;
- B. write a resume and cover letter;
- C. produce a career portfolio in chosen field of study;
- D. effectively participate in interviews; and
- E. represent themselves and their work online.

To achieve the learning outcomes, the student will

(The letter designations at the end of each statement refer to the learning outcome(s).)

- 1. research organizations and types of career positions. (A)
- 2. reflect on and write about personal skills, abilities, and experience while considering current industry standards and practices. (A)
- 3. interview a professional in selected job field. (A, E)
- 4. create a resume and cover letter. (B)
- 5. assemble a physical and digital portfolio. (C, D)
- 6. create a website and professional online presence. (D)
- 7. discuss techniques for acquiring and participating in job interviews. (E)
- 8. participate in an interview where they present and discuss their portfolio and experience. (E)

**Course Requirements:** This course requires attendance, class participation, assignments, exams and projects as determined by instructor.

**Course Grading Scale:**

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

**Course Fees:** \$45.00

**Attendance Policy:** The college attendance policy is available at <http://www.bpcc.edu/catalog/current/academicpolicies.html>

### **Nondiscrimination Statement**

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