

New Course Request

Indiana University

Indianapolis Campus

Check Appropriate Boxes: Undergraduate credit Graduate credit Professional credit

1. School/Division School of Journalism 2. Academic Subject Code JOUR
3. Course Number J401 (must be cleared with University Enrollment Services) 4. Instructor J. Boyce
5. Course Title Careers in Journalism

Recommended Abbreviation (Optional) _____
(Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Spring 2010

7. Credit Hours: Fixed at 1 or Variable from _____ to _____

8. Is this course to be graded S-F (only)? Yes _____ No

9. Is variable title approval being requested? Yes No

10. Course description (not to exceed 50 words) for Bulletin publication: Course provides journalism majors and certificate candidates an understanding of the nature of the new and traditional media profession in preparation for entering the workforce. The course is focused on the tools and techniques needed for a successful job search and successful initial employment.

11. Lecture Contact Hours: Fixed at 1 or Variable from _____ to _____

12. Non-Lecture Contact Hours: Fixed at 0 or Variable from _____ to _____

13. Estimated enrollment: 15 of which 0 percent are expected to be graduate students.

14. Frequency of scheduling: semester Will this course be required for majors? yes

15. Justification for new course: senior career preparation course missing from current curriculum

16. Are the necessary reading materials currently available in the appropriate library? yes

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: _____ Date _____
Department Chairman/Division Director

_____ Date _____
Dean of Graduate School (when required)

Approved by: [Signature] Date 8-11-09
Dean

_____ Date _____
Chancellor/Vice-President

_____ Date _____
University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

SYLLABUS
J 401 Careers in Journalism
Indiana University/Purdue University at Indianapolis

Text: None

Course Description:

This course provides journalism majors, minors and certificate candidates an understanding of the career opportunities in today's journalism media, particularly in the areas of print, broadcast and on-line. It will focus on the preparation, tools and techniques needed to successfully compete for and retain employment in the field.

Course Objectives:

For students to:

1. Understand the nature of the journalism workforce today.
2. Understand how the various journalistic organizations are structured.
3. Learn how to prepare to be a competitive job candidate.
4. Learn how to research job opportunities.
5. Learn how to conduct a productive job search.
6. Prepare an effective resume and cover letter
7. Select appropriate references.
8. Carry out an effective job interview
9. Understand professional deportment and appearance expectations.
10. Develop a competitive advantage.

Course Structure:

This course will include lectures, guest speakers, and individual projects. Regular attendance is required. You are expected to have read any assigned reading materials prior to class and to be prepared to discuss them. Class attendance and participation is essential to achieve a good grade. Also essential is meeting the deadline for completing and submitting written assignments.

Professional Article: You will be assigned to write a personality profile of a journalism professional currently working in the field. You will select, with the instructor's assistance, a professional in the field and interview her or him for an article you will write that will discuss, at minimum, the issues listed below:

- * How did the individual get her or his first job in journalism?
- * What academic preparation did she or he have for this first job?
- * What has been their career progression since?
- * What tips can they offer to journalism job-seekers today?
- * What basic skills do entry-level job seekers in their field need to be successful?
- * How does one prepare for the next job? How is this person preparing for the next job?

The article should be suitable for publication (although it will not be published) and between 1,200 and 1,500 words in length. This means it must adhere to journalistic standards of style, spelling, grammar, and accuracy.

Resume: You will be required to create a resume suitable for use in applying for a job.

Cover Letter: You will be required to write a cover letter suitable for use in applying for a job.

Class Exercises: You will be required to participate in class exercises, one of which will be a mock interview, on which you will be graded. You will prepare and dress for this interview as if it were the real thing. As the recruiter/interviewer, I also will be dressed appropriately.

Class Participation: In this class, there is no such thing as a silly question. Your questions and comments are welcomed. You will be expected to participate in discussions and your participation will be part of your grade.

Grading:

Resume	10
Cover Letter	10
Class Exercises	25
Personality Profile	30
Class Participation	25
Total	100

Grade Scale (%)

93-100	A	73-76	C
90-92	A-	70-72	C-
87- 89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	59 and below	F

Attendance: Attendance is required and will be checked each class. Requests for excused absences must be submitted in advance to be considered.

Communication: Most out-of-class communication will be via email. I will email you only at your IUPUI email address. It is up to you to arrange to have such emails forwarded to your alternate email address. In special circumstances you may call me at my home or cell phone numbers, never prior to 8 a.m. or after 9 p.m.

Department Writing Statement:

Writing performance and language usage proficiency are essential to the satisfactory completion of journalism courses. Moreover, writing and speaking skills are essential to the successful practice of public relations. Therefore, I will monitor writing performance and language usage and you will be graded on your writing, including spelling, punctuation and sentence structure.

Department Policy on Diversity

The Department of Journalism is committed to creating an awareness of diversity issues as they relate to society, to the workplace and to the classroom.

Disabled Student Policies

If you need course adaptations or accommodations because of a disability, or if you have any emergency medical information to share with me or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible.

Class Schedule for J401

Week 1	Introduction, Syllabus, Schedule
Week 2	Structures; the state of journalism today Assignment of Personality Pieces
Week 3	Choosing your career area
Week 4	Resume Workshop Assignment of the Resume
Week 5	Guest Speaker
Week 6	Components of a Job Search; Discuss Cover Letter
Week 7	Cover Letter Workshop Assignment of Cover Letter
Week 8	Internships and Networking
Week 9	Appearance, Deportment, Courtesy and References Benefits. What are They and Why Should I Care? Resumes and Cover Letters Due
Week 10	Peer Critique of Resumes and Cover Letters
Week 11	Mock Interviews (first segment)
Week 12	Mock Interviews (second segment)
Week 13	Mock Interviews (third segment)
Week 14	Thanksgiving. No Class
Week 15	Interview Discussions Profile Assignment Due
Week 16	Review Profile Assignments, Wind-up Discussions