Course Prefix and Number: COMM 258  Credit Hours: 3

Course Title: Media Portfolio

Course Prerequisites: COMM 170 and Permission of Department


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 be able to:

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:

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  

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

Course Fees: $45.00
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