

J307, Media Career Planning

Course Information

Spring 2020

Professor: Ron Allman, Office: Crestview 117

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Office hours: Tuesday, 3 – 5:30 p.m. and by appointment

Website: www.ronallman.com

Course Objectives

This course will help students prepare for job and/or internship searches in journalism. Students will learn how to market themselves to potential employers and to prepare a career action plan. Students will make an accurate assessment of their skills and knowledge, become familiar with the field of journalism – especially in relationship to the changing nature of the field due to technology and convergence – and learn what is expected from interns and employees in the profession.

Students with Special Needs

Students who have a disability that requires accommodations in the classroom should contact the Office of Disability Services by phone, 812-941-2243, early in the semester so that their learning needs may be appropriately met. The student will need to provide documentation of the disability and if further documentation is needed, recommendations can be provided from the Office of Disability Services.

Additional information about the Office of Disability Services may be obtained at this [website: www.ius.edu/disability-services/](http://www.ius.edu/disability-services/).

Attendance, Punctuality and Deadlines

Class lectures and assignments will be updated bi-weekly. As a one-credit-hour, online course, there is a certain pace to the class. Every other week will go live on Monday of that week. Deadline extensions will only be given under special circumstances.

Grading

Your final grade will be determined by the total number of points you accumulate out of a possible 625. The breakdown is as follows:

- 1 résumé rough draft: 50 points
- 1 résumé final draft: 100 points
- 1 cover letter rough draft: 50 points
- 1 cover letter final draft: 100 points
- 1 job skills paper: 100 points
- 1 job shadowing paper: 150 points
- 1 portfolio: 75 points

Points will be determined by the following chart:

- A, 581-625 A-, 562-580 B+, 543-561
- B, 525-542 B-, 500-524 C+, 481-499
- C, 462-480, C-, 437-461 D+, 418-436
- D, 400-417 D-, 375-399 F, Less than 375

There will be no extra credit opportunities.

Class Schedule

- Weeks 1 & 2 (weeks of Jan. 13 & Jan. 20) Introduction
- Weeks 3 & 4 (weeks of Jan. 27 & Feb. 3) Résumés
- Weeks 5 & 6 (weeks of Feb. 10 & Feb. 17) Cover Letters
- Weeks 7 & 8 (weeks of Feb. 24 & March 2) Thank-you Notes / Portfolio / **Résumé Rough Draft Due**
- Weeks 9 & 10 (weeks of March 9 & March 16) Media Careers / Spring Break / **Cover Letter Draft Due**
- Week 11 & 12 (weeks of March 23 & March 30) Job Types / **Résumé Final Draft Due**
- Week 13 & 14 (weeks of April 6 & April 13) The Search / **Cover Letter Final Draft Due**
- Week 15 & 16 (weeks of April 20 & April 27) **Skills Paper Due / Job Shadow Paper Due / Portfolio Due**

Unexcused late work will not be accepted or graded.

Diversity Statement

Diversity is the valuing and respecting of difference, including socio-economic status, race, religion, gender, gender identity, sexual orientation, disability, veteran status, cultural and international origin, and other groups traditionally underrepresented at the university and in society. We grow and evolve as a university through seeing equality and representation as a goal and human right for everybody. IU Southeast is committed to recruiting students from diverse populations and to making the climate and curriculum welcoming and equitable. Students will leave the university with a raised level of awareness of the history of equality and difference and attain international awareness, so that their understanding of academic disciplines, society, and the work place will be enhanced, and they will be receptive to and promote valuing and respecting difference in their lives and in the workplace.

Policy for Religious Observances

Indiana University respects the right of all students to observe their religious holidays. Accordingly, instructors will make reasonable accommodation, upon request, for such observances. It is your responsibility to request accommodations by the end of the second week of the semester using the Request for Religious Accommodations Form, which you can download at <http://www.ius.edu/diversity/files/religious-observances-request-for-accommodation.pdf>. More information on the religious observances policy is available at <http://www.ius.edu/diversity/resources/religious-observances.php>.

Student Code of Conduct

- website: <https://www.ius.edu/dean-of-students/code-of-conduct/index.php>

Disability Services

- website: <https://www.ius.edu/disability-services/index.php>

Weather Delay

- website: <https://www.ius.edu/about-southeast/emergency-preparedness/weather-policy.php>