



**EFFECTIVE: SEPTEMBER 2004**  
**CURRICULUM GUIDELINES**

**A. Division: Education** Effective Date: **September 2004**

**B. Department / Program Area: LANGUAGE, LITERATURE AND PERFORMING ARTS PRINT FUTURES** Revision  New Course

If Revision, Section(s) Revised: **C, H, J, M**

Date of Previous Revision: **April 2, 2001**

Date of Current Revision: **September 2004**

**C: PRFU 2390** **D: Professional Readiness III: Business Skills and Legal and Ethical Issues** **E: 1**

Subject & Course No.	Descriptive Title	Semester Credits						
<p><b>F:</b> Calendar Description:            This course is the third of four professional readiness courses intended to help students develop a career as a professional writer. The course focuses on the primary business skills required to work in a salaried writing job and as a self-employed professional writer. It provides an overview of legal and ethical issues for writers. Students also begin preparing for their graduating semester's Portfolio Show.</p>								
<p><b>G:</b> Allocation of Contact Hours to Type of Instruction / Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p><b>Lecture/Seminar</b></p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p><b>18 hours per semester</b></p> <p>Number of Weeks per Semester:</p> <p><b>3 intensive 6-hour sessions</b></p>	<p><b>H:</b> Course Prerequisites: <b>PRFU 1290 or permission of coordinator</b></p> <p><b>I:</b> Course Corequisites: <b>None</b></p> <p><b>J:</b> Course for which this Course is a Prerequisite <b>PRFU 2490</b></p> <p><b>K:</b> Maximum Class Size: <b>30</b></p>							
<p><b>L:</b> PLEASE INDICATE:</p> <table border="0"> <tr> <td><input type="checkbox"/></td> <td>Non-Credit</td> </tr> <tr> <td><input type="checkbox"/></td> <td>College Credit Non-Transfer</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>College Credit Transfer:</td> </tr> </table> <p>SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (<a href="http://www.bctransferguide.ca">www.bctransferguide.ca</a>)</p>			<input type="checkbox"/>	Non-Credit	<input type="checkbox"/>	College Credit Non-Transfer	<input checked="" type="checkbox"/>	College Credit Transfer:
<input type="checkbox"/>	Non-Credit							
<input type="checkbox"/>	College Credit Non-Transfer							
<input checked="" type="checkbox"/>	College Credit Transfer:							

**M:** Course Objectives / Learning Outcomes

Students will:

1. identify the primary business skills required to work as a professional writer (in-house or freelance)
2. explore current legal and ethical issues for writers (copyright, censorship, plagiarism, libel, permissions, accountability, and so on)
3. prepare an inventory of writing projects for development into a writing portfolio in PRFU 2490: Professional Readiness IV

**N:** Course Content:**1. Business Skills for Writers**

Students will:

- a. identify methods of work delivery
- b. review and prepare proposals for writing jobs
- c. review and draft writing-project contracts
- d. calculate the cost of a job and prepare an invoice
- e. review how to set up a writing office
- f. understand basic tax requirements for self-employed professionals
- g. identify the key features of a small business plan

**2. Legal and Ethical Issues for Writers**

Students will:

- a. learn about the kinds of liability associated with different kinds of writing
- b. review the legal options available to protect writers
- c. review the major elements of current copyright law
- d. review censorship laws and the concept of freedom of information
- e. discuss plagiarism, conflict of interest, confidentiality, and accountability
- f. describe the importance of professional responsibility, including how to handle conflict
- g. compare and contrast the legal and ethical issues involved in writing for different forms of media
- h. write and present a case study of a current legal or ethical issue for writing professionals

**3. Inventory of Writing Projects**

Students will compile an inventory of writing projects suitable for their graduating-semester writing portfolio.

**O:** Methods of Instruction

The course will be delivered by lecture, seminar, and guest speakers. In the seminar, students will be expected to share their findings, experiences, and writing.

**P:** Textbooks and Materials to be Purchased by Students

Texts may include:

Harris, Lesley Ellen. *Canadian Copyright Law: The Guide for Writers, Musicians, Visual Artists, Filmmakers, Publishers, Editors, Teachers, Librarians, Students, Lawyers & Business People*. Toronto: McGraw-Hill Ryerson, Ltd., 2000.

James, Jack D. *Starting a Successful Business in Canada*. 15th edition. Vancouver: Self-Counsel Press, 1999.

Tammemagi, Hans. *Winning Proposals: How to Write Them and Get Results*. Vancouver: Self-Counsel Press, 2000.

**Q:** Means of Assessment

Students will demonstrate their mastery of course material through assignments and participation in discussion, group work, and a final examination.

Students are expected to be self-motivated and to demonstrate professionalism, which includes active participation, good attendance, punctuality, and effective collaboration, ability to meet deadlines, presentation skills, and accurate self-evaluation.

Evaluation will be based on this general format:

Proposal for writing job	30%
Case study (written)	30%
Case study (oral)	10%
Writing-project inventory	5%
Final exam	15%
Professionalism (as defined)	10%
	100%

**R:** Prior Learning Assessment and Recognition: specify whether course is open for PLAR

Yes.

---

 Course Designer(s)

---

 Education Council / Curriculum Committee Representative

---

 Dean / Director

---

 Registrar