



EFFECTIVE: SEPTEMBER 2004
CURRICULUM GUIDELINES

A. Division: **INSTRUCTIONAL**

Effective Date: **September 2004**

B. Department /
Program Area: **LANGUAGE, LITERATURE
AND PERFORMING ARTS
COMMUNIC**

If Revision, Section(s)
Revised:
Date of Previous

C, H, J

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.

