Game 489: Pre-Internship Seminar
1 Credit Hour
Class: Friday 1:30PM--2:20PM

Instructor: Dr. Scott M. Martin
Office: AB RM 2020
Office Hours: W-10:00PM-1:00PM, VSGI
Phone: 703-993-4574
smartin4@gmu.edu

Course Description:
To assist and guide students to prepare for the application processes associated with securing an internship, creating a professional resume and portfolio, and to prepare for and ace the job interview process. This course may have ad hoc meetings as needed, outside the standing office hours, in consultation with the instructor.

Objectives:
Students will be able to use strategies for effective interviewing and resume writing, working with faculty with experience in the field of Computer Game Design. Students will produce a professional resume and portfolio ready for submission to potential employers, and possess professional communication skills, attire, and demeanor.

Requirements and Evaluation:
For each class meeting, students will come prepared with written and online assignments dealing with their own professional development as discussed the course. For the first few weeks, students will develop a personal SWOT analysis, a personal mission, and work with faculty members revise their resumes. As the semester progresses, students will compile their best work in an electronic portfolio format suitable for internship application, working with the instructor and other students to critique the work and its presentation.

Throughout the semester, students will research and discuss interview skills and how to present themselves to potential employers in the industry. Near the end of the semester, students will conduct mock phone interviews with each other, and with faculty members, where they can practice and apply the skills learned in the course. The semester culminates with a public presentation of student portfolios to faculty and external guests in preparation for the internship application process.

A series of short projects and readings will be assigned to complement most lectures and presentations.
Recommended Readings:


Grading:
Grading will be based on participation in classroom discussions (20%), in-class assignments (20%), mid-term presentation and project (20%), and the final presentation and project (40%).
To receive a grade of "A" a student must achieve a minimum average grade of 90% on the course work requirements.
To receive a grade of "B" a student must achieve a minimum average grade of 80% on the course work requirements.
To receive a grade of "C" a student must achieve a minimum average grade of 70% on the course work requirements.
To receive a grade of "D" a student must achieve a minimum average grade of 60% on the course work requirements.
Failure to receive a "D" grade will result in a grade of "F".

Written Material:
All written material must be typed, double-spaced, free of typos, misspellings and grammatical errors, as well as fully footnoted (or end noted) and consistent use of either MLA or APA style. If you do not know how or when to footnote, it is incumbent upon you to discover how. Cite videotapes, other games, news programs, websites and other media forms you use in your Game Design Document.

Honor Code:
Remember George Mason University’s Honor Code. Using other student’s materials (written or visual), using a source without proper citation, buying, borrowing or appropriating material from the web and claiming it as your own all violate ethical standards agreed upon by this institution. Your work should be your own. You can be expelled for a violation of the Honor Code.

Course Outline

Week #1
Concepts and Purpose
Objective Appraisals

Week #2
Document Design For Resumes
Job Search Techniques

Week #3
Resume Critique Workshop
Strengths and Weaknesses

Week #4
Interview Strategies

Week #5
Positive Language and Presentation
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<tr>
<th>Week #</th>
<th>Topic</th>
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<td>#6</td>
<td>A Day in the Industry</td>
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<td>Guest Speaker</td>
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<td>#7</td>
<td>Showcasing Your Skills</td>
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<td>Website Critique</td>
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<tr>
<td>#8</td>
<td>Marketable Industry Skills</td>
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<tr>
<td>#9</td>
<td>Website Critique (continued).</td>
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<td>#10</td>
<td>Letters of Introduction, References, and external Support</td>
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<td>#11</td>
<td>Finding the Perfect Job Site</td>
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<td>Choosing an Area in the Industry</td>
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<td>#12</td>
<td>Strategies for Succeeding in the Industry</td>
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<td>#13</td>
<td>Starting Your Own Company: A Primer</td>
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<tr>
<td>#14</td>
<td>Final Presentations</td>
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