George Mason University  
College of Visual and Performing Arts  
Computer Game Design Program

GAME 489-001: Pre-Internship Seminar  
1 Credit Hour

Instructor: Dr. Scott M. Martin  
Class: Friday 10:30AM – 11:20AM

Office: AB RM 2022  
Office Hours: TH:10:00AM-12:00PM-VSGI

Fall Semester 2019  
Phone: 703-993-4574

Classroom: AB 1018  
smartin4@gmu.edu

Prerequisites: Junior or Senior Undergraduate Status

Course Description:
This course will instill workplace professionalism and assist and guide students to prepare them for the required internship and job application process. This course will further guide and assist students with creating a professional resume and portfolio, cultivate a professional demeanor, attire, and attitude, and finally adopt and learn professional behavior and communications skills.

Objectives:
Students will use approaches and strategies learned in and out of class to build effective and professional resumes and portfolios, learn professional demeanor, dress, and attitudes, and experience successful and professional phone and in-person job interviews. Students will also learn how to successfully negotiate job offers, maintain employment and climb the industry ladder, and overall advance in their profession. Students will produce a professional resume and portfolio ready for submission to potential intern sites and employers, and possess professional communication skills, attire, and teamwork approaches to professionally succeed in the workplace.

Requirements and Evaluation:
For the first few weeks, students will develop a personal SWOT analysis, a personal mission, and work to revise and improve their resumes. As the semester progresses, students will compile their best game-related work in a digital portfolio format suitable for internship applications. Working with the instructor and other students to help critique the portfolio design and content.

Throughout the semester, students will research and discuss interview skills, and how to present themselves to potential employers. Near the end of the semester, students will conduct mock phone interviews with each other, and mock sit-down interviews with selected faculty members - where they can practice and apply the skills learned in this course. The semester culminates with a public presentation of student portfolios in front of external guests and faculty in preparation for their 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/Personal Strengths and Weaknesses

Week #2  Personal Strengths and Weaknesses
Resume Writing Examples

Week #3  Personal Values Statement

Week #4  Resume Examples Discussion

Week #5  Resume Critique/Writing Workshop

Week #6  Portfolio Design Tips
Example Critiques
Week #7  
Ibid

Week #8  
Mid-Term Presentations

Week #9  
Professional Writing and Verbal Communication Techniques

Week #10  
Letters of Introduction, References, and external Support

Week #11  
Mock Phone Interview

Week #12  
Mock Sit-Down Interviews

Week #13  
Final Presentation Rehearsal

Week #14  
Final Presentations