COURSE OUTLINE		
TERM: Fall 2029	**COURSE NO:** MOPA 416	
INSTRUCTOR:	**COURSE TITLE:** Professional Practice	
OFFICE: **LOCAL:** **E-MAIL:** @capilanou.ca	**SECTION NO(S):**	**CREDITS:** 1.5
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University respectfully acknowledges that our campuses are located on the unceded territories of the səlilwətaɬ (Tsleil-Waututh), Sḵwx̱wú7mesh (Squamish) and xʷməθkʷəy̓əm (Musqueam) Nations.

COURSE FORMAT
Three hours of class time, plus an additional hour delivered through on-line or other activities for an 8-week semester.

COURSE PREREQUISITES
27.5 credits of 300-level MOPA

CALENDAR DESCRIPTION
This course provides context and guidance for students in terms of their professional development, including their placement in MOPA 430 Practicum, by mastering and applying their personal and professional skills to develop a critical path into industry.

COURSE NOTE
None

REQUIRED TEXTS AND/OR RESOURCES
Any required texts will be provided by the instructor.

COURSE STUDENT LEARNING OUTCOMES
On successful completion of this course, students will be able to do the following:

- Develop and articulate professional goals, career pathways, and strategies for long-term participation within contemporary screen industries;
- Refine professional communication, networking, and self-presentation skills;
- Develop professional materials and online presence strategies that support career development
- Analyze how historical and contemporary industry structures, including hierarchy, representation, and access to opportunity, shape professional practice;

- Examine how evolving industry conversations around inclusion, cultural awareness, decolonization, and workplace culture are influencing contemporary production environments;
- Engage professionally with industry practitioners through networking activities;
- Demonstrate preparedness for practicum placement and transition into professional industry participation.

COURSE CONTENT

Week	Topics
1	**Professional Identity & Career Mapping** - Defining professional goals and pathways - Transitioning from student to industry professional - Developing professional practices that are authentic to your identity, community, and way of communicating **Industry engagement** (e.g., alumni guest speakers) - Transitioning from film school to industry practice - Early career realities - Networking/relationship building time
2	**Life Design** - Critically examine how power, colonialism, hierarchy, and historical industry structures shape professional practice - Exploring approaches that support inclusive and community responsive forms of collaboration - Building your compass and getting unstuck - Writing a bio **Industry engagement** (e.g., APTN/Indigenous Screen office/Disability Screen office) - Who they are and what they do - The do's the don'ts and the big successes - Networking/relationship building time
3	**Understanding the Industry Landscape** - How traditional hiring structures and workplace cultures have shaped job possibilities in the crafts, and the ongoing efforts to expand representation - Employment research strategies - Writing your cover letter/email – representing yourself - Long-term relationship building, networking expectations **Industry engagement** (e.g., Union, guild reps) - The route to membership - How to get your hours - Networking/relationship building time

4	**Understanding the Industry Landscape** - How industry expectations around professional visibility have historically reflected dominant cultural norms – is that changing? - Developing and understand your comfort with self-promotion - Resumes, reels, and your online presence **Industry engagement** (e.g., lighting / camera / sound department professionals from scripted, doc, and/or factual) - Hiring pathways and entry routes - Professional expectations - Networking/relationship building time
5	**Understanding the Industry Landscape** - Professional identity, personal boundaries, and navigating contemporary industry practices safely – filling in those demographic surveys (what are the for? how do they feel?) - Asking for references / professional email etiquette - Interviewing skills development **Industry engagement** (e.g., locations, stunts, art department) - Hiring pathways and entry routes - Professional expectations - Networking/relationship building time
6	**Understanding the Industry Landscape** - Industry relationship and gatekeeping structures - Festivals, markets, and industry events - Maintaining professional relationships **Industry engagement** (e.g representatives of the production office) - Hiring pathways and entry routes – what are you looking for? - Professional expectations - Networking/relationship building time
7	**Understanding the Industry Landscape** - Being an employee vs being self-employed (freelance sustainability) - Timesheets, invoicing, tax implications - Incorporation - Workplace culture **Industry engagement** (e.g., Post production – picture, sound, story editors) - Hiring pathways and entry routes - Professional expectations - Networking/relationship building time
8	**Understanding the Industry Landscape** - Wellness and resilience in a creative industry that thrive on competition and long hours - Collaboration, leadership, and communication – ethical networking - Reflection and synthesis, practicum preparation

EVALUATION PROFILE

Assignments Student assignments are worked on throughout the course, supporting readiness and application for industry work (e.g., creation of online presence, portfolio or reel, and "reach out" materials). **no one assignment will be valued higher than 35%*	50%
Exercises Students participate in exercises to hone their networking and professional engagement skills (e.g., interactions with guest speakers) **no single exercise will be valued higher than 35%*	40%
Attendance and Participation Students are expected to attend all classes and associated activities. Participation is assessed through demonstration of consistent, thoughtful engagement in class discussions and with assigned tasks.	10%
Total	**100%**

GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades
Grades of Incomplete "I" will not be assigned in this course.

Late Assignments
Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc.
Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.
*** Accommodations can be made to honour community needs and traditional practices.

Attendance
Students are expected to attend all classes and associated activities.

English Usage
Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices
Students may use electronic devices during class for note taking only.

On-line Communication
Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS

Tools for Success
Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: https://www.capilanou.ca/student-services/

Capilano University Security: download the CapU Safe Alert App

Policy Statement (S2009-06)
Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)
Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: https://www.capilanou.ca/about-capu/governance/policies/

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

> Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence Policy and B.401.1 Sexual Violence Procedure (found on Policy page https://www.capilanou.ca/about-capu/governance/policies/)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.