

High school Career and Guidance counselors:

On behalf of the BCIT Broadcast & Media Communications program, I'd like to present some information to you regarding the career planning introduction to broadcasting that we can offer to your students.

Program Details

BCIT offers courses in three high-level industry training programs: Radio, Television and Video Production, and Broadcast Journalism. These programs are designed to provide the skills and expertise necessary to work in the Broadcasting industry.

We are looking for people who are actively interested in pursuing a career in broadcasting, and have strong interpersonal and technical skills. Our career planning introduction runs four days (Monday thru Thursday, excluding holidays), during which time students will have scheduled opportunities to spend time with each of the three full-time programs we offer.

We are able to accommodate two students per week from Sept 28th through Nov 26th 2009 and from Jan. 11th through Feb 4th of 2010, for a total of 26 students throughout the year.

Please note that our spring schedule has been modified this year due to the 2010 Olympics.

There is a possibility that we may be forced to cancel our spring 2010 career prep dates to accommodate BCIT's student and faculty involvement in Olympic broadcast events.

How to Register

To help ensure that students who plan to attend our career program are focused on Broadcasting as a possible future career choice, career prep applicants are required to attend one of our monthly Information Sessions prior to being scheduled for one of our available slots.

At our information session they will hear an overview given by an instructor from each program to help the student decide if the courses we offer are appropriate for their interests and skill level.

Our monthly "Broadcast and Media Communications" information session dates are listed online on our website:

<http://www.bcit.ca/infosessions/2>

You can also call our info session hotline at 604.451.6735

The session starts at 5:30 PM and will last approximately 60 minutes. Parents are welcome to attend.

In order to be eligible for our career program, it is important that each visiting student fill-in and return an orange registration sheet at the end of the session, showing they have attended.

Choosing a Focus



BCIT's Broadcast Department offers students the chance to specialize in one of our three core full-time programs - Radio, Television and Video Production, and Broadcast Journalism.

After attending our broadcast information session, career prep students need to indicate which of our programs they are the most interested in attending.

This allows us to better allocate the limited slots we have available.

Radio

For students who want to learn more about on-air radio station operations. This includes running music and news programming, voice training, commercial and promotional audio production, copywriting, etc.

Broadcast Journalism

For students who want to write and produce stories, conduct interviews, and perform as on-air talent (news anchors and reporters for Radio and Television productions).

Television and Video Production

For students who want to concentrate on the technical side of production (directing, camerawork and editing, lighting, operating production switchers and computer playback systems, as well as creating scripts and storyboards).

School Counselors and Facilitators

We try to balance the number of students from each school district so that the distribution of the 34 placements over the course of the year will be as fair as possible to all districts. This means that we initially only accept a maximum of 2 students per school until we can gauge the demand.

Please contact me by email to schedule students, or if you would like to be added to our career prep e-mail list to get schedules and updates. Typically we begin arranging scheduling in the second week of September.

In order to register a student, we need the following information:

- Name
- Email Address
- Phone Number
- Date of the broadcast information session they attended
- Which program they are most interested in (TV / Radio / Journalism – must pick one)

You are welcome to distribute this entire package to your students - after the student has been registered, please ensure they have a copy of the itinerary located on Page 4.

The student should contact me by email one week beforehand to confirm their participation.

Scheduling and Activities

The general breakdown for student activities is as follows:

Monday	Working with 2 nd year TV and Journalism students, going out on news shoots, and observing news edits. Students should be prepared to dress appropriately in the event that they are working outdoors.
Tuesday	Working with 1 st year TV students, either in-studio at BCIT, or on-location (various locations in the GVRD). Students should be prepared to dress appropriately in the event that they are working outdoors.
Wednesday	Working with 1 st year Radio students, attending classes with them and watching the operation of our radio station, Evolution 107.9 FM.
Thursday	Working with 2 nd year TV and Journalism students as “BCIT Magazine” is produced in our studios as a “live-to-tape” program for distribution on various community cable systems.

Detailed information is on Page 4.

Students need to make contact with BCIT staff they are assigned to at least one day ahead of time to check for changes in class start times or locations. (ie: check their schedule for Tuesday with the listed contact instructor before the end of day on Monday).

Feedback and Evaluations

As the students will be working with three separate broadcast programs and up to a dozen different instructors over the course of their four-day timeframe, our ability to give evaluations is limited to confirming on-time attendance, and participation with class activities.

Instructors are asked to report any issues, or other comments to myself – generally speaking, if we don’t hear about issues from other staff members we give the students satisfactory marks all-around.

As students are placed within different broadcast programs and are working with many different staff members each day, giving detailed feedback on evaluation forms can be difficult.

If you have any questions or comments on our program, please feel free to contact me!

David Griffiths

High School Work Experience Coordinator
Instructor Television and Video Production
Broadcast and Media Communications
British Columbia Institute of Technology
3700 Willingdon Ave., Burnaby, B.C. V5G 3H2

Office: 604.432.8809 / Fax: 604.432.8871

Email: david_griffiths@bcit.ca

Itinerary for Work Experience at BCIT Broadcast Centre

This is the itinerary for each of the High School students when they come to BCIT Broadcast for their four-day work experience. The first week of work experience begins on Monday, Sept 28th, 2009 and the last week ends Thursday, Feb. 4th, 2010.

<p>MONDAY Call Time: 08:30</p> <p>Spend the day with Broadcast Journalism 2nd year news</p>	<p>Each student will arrive at the BCIT Broadcast Centre (BCIT Burnaby Campus, Building SE-10)</p> <p>They are to report to George Orr (phone 604-432-8679) at 08:30 SHARP in TV Studio #3 (Building SE-10, room #200) for the Monday news meeting. Students who arrive late may be excluded from activities that are time-sensitive.</p> <p>Mr. Orr will introduce the High School students to the Journalism class where they will be paired-up with a reporter (Journalism student) and they will follow that particular reporter's story for the rest of the day. This work may involve being outdoors for a portion of the day, so students should dress appropriately for weather conditions.</p> <p>Students need to contact John Mills before 4:30pm on Monday for information on their Television placement on Tuesday.</p>
<p>TUESDAY Call Time: 08:30</p> <p>Spend the day with 1st Year Television Students</p>	<p>Students could be doing anything from camera or editing training to shooting a 30-second television commercial (on-campus or on-location). Students should dress appropriately for outdoor weather conditions in the event they are outdoors.</p> <p>Report to John Mills, BCIT Burnaby Building SE-10, Office #179, phone: 604-432-8711</p>
<p>WEDNESDAY Call Time: 08:00</p> <p>Spend the day with Radio</p>	<p>The students will observe the operation of CFML, a BCIT student operated FM radio station ("Evolution" 107.9 FM).</p> <p>Report to BCIT Burnaby Building SE-10, Room #212 ask for the CFML Program Director.</p> <p>Alternate contact is John Oliver in office SE10-204, phone: 604-432-8595.</p>
<p>THURSDAY Call Time: 09:30</p> <p>Spend the day with 2nd year students producing "BCIT Magazine"</p>	<p>The students will observe how the story they assisted with on Monday is utilized in a live news production by 2nd year TV students. Class will finish by 15:00.</p> <p>Report to Robert Riskin, BCIT Burnaby Building SE-10, Office #183 phone: 604-432-8844</p>

NOTE: On the Thanksgiving Day (Oct. 12th), and Remembrance Day (Nov 11th) weeks, the High School students will miss a day due to BCIT being closed. They should contact the appropriate instructor for their next day by phone to confirm their attendance and where they will meet.

Please have each student contact David Griffiths by email one week in advance to confirm their participation. Unconfirmed slots will be reassigned to the next available student.

David Griffiths - Office: Building SE-10 Room #181
Office phone: 604-432-8809 / **Cell:** 604-729-5851
E-mail: david_griffiths@bcit.ca

**BCIT BROADCAST
HIGH SCHOOL WORK EXPERIENCE SCHEDULE (SAMPLE)
2009 – 2010**

DATES	SCHOOL	FACILITATOR	PHONE #	STUDENT
Sept 28 – Oct 1				
Oct 5 – 8				
Oct 13 – 15 <i>No Class on Oct 12</i>				
Oct 19 – 22				
Oct 26 – 29				
Nov 2 – 5				
Nov 9 – 12 <i>No Class on Nov 11</i>				
Nov 16 – 19				
Nov 23 - 26				
Winter Break -- Spring 2010 schedule is tentative and may be cancelled if necessary due to BCIT's Olympic obligations				
Jan 11 – 14				
Jan 18 – 21				
Jan 25 – 28				
Feb 1 – 4				
BCIT Closed for Olympics End of Career Prep until Oct 2010				