

**SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ON**



COURSE OUTLINE

COURSE TITLE: *Natural Resources Career Management*

CODE NO: *OEL841*

PROGRAM: *Natural Environment and Outdoor Studies*

AUTHOR: *John Clement*

TOTAL CREDITS: *3*

PREREQUISITE(s): *None*

LENGTH OF COURSE: *14 weeks*

TOTAL CREDIT HOURS: *48*

OUTLINE DATE: *Sept 2011*

PREVIOUS OUTLINE DATE: *January 2000*

APPROVED: _____ **DATE:** _____
CHAIR

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I. PHILOSOPHY/GOALS:

This course will provide the student with the skills, tools and knowledge necessary to develop and manage their career in the Natural Resources fields. This course will include career planning, researching employers, how and when to apply to natural resources employers, program specific resume writing, interviewing, teamwork, interpersonal skills used in natural resource positions, importance of attitude for career success, supervision, and leadership. Program specific examples will be used whenever possible.

II. STUDENT LEARNING OUTCOMES:

Upon completion of this course, the student will display the ability to:

- 1. Research areas for employment using a multimedia approach to produce a list of potential Natural Resources employers. This outcome is worth 10% of the final grade.**

Potential Elements of the performance

- List five potential Natural Resources employers.
 - Review and / or update the Sault College Natural Resources Coop employer distribution lists including most recent information including contact name with correct spelling, titles, and addresses including postal codes, e-mail, fax numbers, phone numbers and web site address.
 - Review Natural Resources industry web sites.
 - Subscribe on their email accounts to various Natural Resources employer based list serves.
 - Conduct information interviews to determine key contacts by name and title and to acquire information on specific positions within the company.
 - Collect and submit company profile information.
- 2. Demonstrate the qualifications that you have to offer a Natural Resources employer which answer the question, "*Why would anyone hire you?*" This outcome is worth 10% of final grade.**

Potential Elements of the Performance

- Describe present skills, including skills gained from education, work experience, interests, hobbies, extra-curricular activities, sports, travel, reading and personal attributes.
- Write and present a one-page report that clearly explains what you have to offer a Natural Resources employer and why they should hire you.

3. **Develop congruous short term and long term Natural Resources career goals based on an informed choice. This outcome is worth 10% of the final grade.**

Potential Elements of the Performance

- Review historical co-op job postings in order to assess skills required for employment.
 - Identify gaps between present and required skills to identify training needs.
 - Write and submit short-term career goals.
 - Write and submit long term career goals (approximately five years).
 - Identify specific employers that are in keeping with short term and long term goals.
4. **Develop and submit a Natural Resources Career Plan. This assignment is worth 10% of the final grade.**

Potential Elements of the Performance

- Revise resume based on self-assessment, and employer requirements.
 - Develop an action plan with dates and activities in order to accomplish short term and long term goals.
5. **Apply for employment positions in Natural Resources. This outcome is worth 10% of final grade.**

Potential Elements of the Performance:

- Produce a resume to Natural Resources employers' standards.
 - Write a cover letter to accompany an acceptable resume or a completed application.
 - Apply to an actual Natural Resources position by sending the cover letter with a resume or completed application form to an employer.
 - E-mail, to the professor, a copy of their resume and a covering letter.
6. **Conduct yourself effectively in an interview. This outcome is worth 10% of the final grade.**

Potential Elements of the Performance:

- Prepare for an interview by reviewing education, skills, experience, and personal attributes.
- Review and practice answering questions normally used on a Natural Resources interview.
- Participate in an interviewing exercise and debriefing.

7. **Demonstrate the importance of attendance on productivity, learning, team work and group dynamics. This outcome is worth 10% of the final grade.**

Potential Elements of the Performance:

- Due to the experiential nature of this outcome and all the outcomes in this course; attendance and participation in the discussion area is required.

8. **Demonstrate good human relations skills and attitudes as presented in the textbooks.**

- *Your Attitude is Showing* by Elwood Chapman. (most current edition)
- *How To Win Friends and Influence People* By Dale Carnegie.

Potential Elements of the Performance:

- List the effects of a positive attitude on productivity.
- Deal with people in an honest, ethical, and moral way, including caring, respect, understanding and fairness.
- Recognize when you begin to become negative and start an attitude renewal project.
- Build and maintain equally effective horizontal and vertical working relationships.
- Build relationships based on the mutual reward theory.
- Maintain a productive relationship even with individuals who irritate you at times.
- Repair an injured relationship as soon as possible.
- Function as a productive member of a team.
- Release your frustrations harmlessly without damaging relationships.
- Work close to your productivity potential.
- Demonstrate that you are self-motivated.
- Develop excellent communication skills including listening, conflict resolution and speaking.

9. **Define and explain the skills, knowledge and attributes that a supervisor needs to be effective. This outcome is worth 10% of the final grade.**

Potential Elements of the Performance:

- Describe the role of the supervisor including attributes of effective supervisors, group dynamics, coaching, performance appraisals, reprimanding, conflict resolution and negotiation.
- Explain legislation pertaining to the role of the supervisor.
- Participate in the supervisory exercise.
- Participate in the debriefing of the supervisory exercise.

10. Define and explain the skills, knowledge and attributes that a leader requires to be effective. This outcome is worth 10% of the final grade.

Potential Elements of the Performance:

- Describe traits of leaders, leadership styles, leadership behaviours, and how to develop leadership traits.

III. POTENTIAL TOPICS TO BE COVERED:

Attitude & Productivity	Absenteeism
Group Dynamics	Dealing with Change
Attitude & Learning	Goal Setting
Motivation Balance	Johari Window
Work Relationships	Common Human Relations Mistakes
Human Relations Model	Self Disclosure
Coop Topics	Confidence
Coaching	Networking/Communication
Team Work	Career Paths
Leadership	Telephone & Business Card Etiquette
Stress Management	Plateaus
Anger Management	Levels of Existence
Restoring Injured Relationships	Attitude Renewal
Emotional Control	Learning Styles
Cultural Diversity	Supervision
Conflict Resolution	Interviewing
Initiation & Teasing	Leadership
Values/Differences	

IV. REQUIRED STUDENT RESOURCES:

1. *Your Attitude Is Showing*, (most current edition) by O'Neil and Chapman, published by Pearson Education.
2. *How to Win Friends and Influence People* by Dale Carnegie, published by Simon & Schuster.

Other Resources (Not Required):

1. *Supervisor's Survival Kit*, 6th Edition by Elwood Chapman. ISBN 0-02-321903-3
2. *Leadership* by Elwood Chapman. ISBN 0-02-321454-6

V. EVALUATION METHODS: (Includes Assignments, Attendance Requirements, etc.)

The final grade will be based on the following:

1. Assignment 1 - Researching Employers - 10%
2. Assignment 2 - What you Have to Offer - 10%
3. Assignment 3 - Career Goals - 10%
4. Assignment 4 - Career Plan - 10%
5. Assignment 5 - Applying For Jobs - 10%
6. Assignment 6 - Interview Exercise - 10%
7. Supervisory Exercise - 10%
8. Final Exam - 20%
9. Participation (Quality of postings on the discussion board) 10%

Total Marks 100%

Minimum passing grade for this course is 50%. Your final grade will be assigned as a percentage. Your home college will determine the letter grade. The percentage received on the course will be used to calculate your letter grade based on Sault College standards only if you wish to apply this course towards your diploma in Natural Resources at Sault College.

VI. SPECIAL NOTES:

Special Needs

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with Disability Services at your registering college.

Plagiarism

Students should refer to the definition of *academic dishonesty* in Student Rights and Responsibilities at your registering college. Students who engage in *academic dishonesty* will receive an automatic failure for that submission and/or such other penalty.

Retention of Course Outlines

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

Course Modification

The instructor reserves the right to modify the course as deemed necessary to meet the needs of students.