

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



COURSE OUTLINE

Course Title: NATURAL RESOURCES CAREER MANAGEMENT
Part One

Code No.: NRT117-1 Semester: 1 (second1/2)

Programs: FORESTRY, FISH & WILDLIFE, PARKS &
OUTDOOR RECREATION, TECHNICIAN

Author: JOHN CLEMENT

Date: October 2001 New

Approved: _____
Dean, Natural Resources Date
Programs

Total Credits: 2 Prerequisite(s): NONE

Length of Course: 2 HOURS/WEEK x 8 WEEKS

Total Credit Hours: 16

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*For additional information, please contact Joe Fruchter, Dean,
Natural Resources Programs, (705) 759-2554, Ext. 688*

I. PHILOSOPHY/GOALS:

This course will provide the student with the skills, tools and knowledge necessary to begin their careers in their respective Natural Resources fields. This course begins with the assessment of present Natural Resources skills sets from the Natural Resources curriculum as they relate to current Natural Resources employer requirements. The course includes developing congruous short term and long term career goals, in Natural Resources, career planning in Natural Resources, researching specific Natural Resources employers, tips on how and when to apply to Natural Resources employers, Natural Resources specific resume writing, and interviewing tips for securing a Natural Resources position. 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) Demonstrate the Natural Resources skills sets that you have to offer a Natural Resources employer. This outcome is worth 10% of final grade.

Potential Elements of the Performance

- Review your present Natural Resources skill sets including those skills gained from the curriculum, previous education, work experience, interests, hobbies, extra-curricular activities, sports, travel, reading and personal attributes.
- Prepare a one-page report that clearly explains what Natural Resources skill sets you have to offer a Natural Resources Employer.

- 2) Develop congruous short term and long term Natural Resources career goals based on interviews and research of Natural Resources employers. This outcome is worth 10% of final grade.

Potential Elements of the Performance

- Review past Natural Resources Coop job postings in order to assess skills required by Natural Resources employers.
- Submit a report that identifies gaps between your present Natural Resources skills and those required by Natural Resources employers.
- Write and submit short-term career goals, which mention the potential employer you are considering in order to complete Natural Resources CWF 100 COOP Course.
- Write and submit long term Natural Resources career goals (approximately 5 years)
- Identify specific Natural Resource employers that will help you to achieve your short term and long term goals

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

Potential Elements of the performance

- Submit a list of five potential Natural Resources employers.
- Review and / or update the Sault College Natural Resources Co-op employer distribution lists including most recent information including contact name with correct spelling, titles, 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.
- Be prepared to defend your choice of employer.

- 4) Develop and submit a Natural Resources career plan. This assignment is worth 10% of the final grade.

Potential Elements of the Performance

- Submit an action plan with dates and activities in order to accomplish short term and long-term goals in Natural Resources.

- 5) Apply for employment positions in Natural Resources. This outcome is worth 10% of final grade.

Potential Elements of the Performance:

- Submit a revised resume complete with cover letter to Natural Resources employers' standards.
- Completed an application for a Natural Resources Employer
- Apply to an actual Natural Resources position by sending the cover letter with a resume or completed application form to an employer.
- Email, to the professor, a copy of their resume and a covering letter.

- 6) Conduct themselves effectively in an interview with Natural Resources Employers. This outcome is worth 20% of final grade.

Potential Elements of the Performance:

- Prepare for a Natural Resources interview by reviewing Natural Resources skill sets, education, experience, and personal attributes

- Review and practice answering questions normally used on a Natural Resources interview
 - Participate in an interviewing exercise and debriefing with real Natural Resources employers.
- 7) Demonstrate the importance of human relations techniques as outlined in “How to Win Friends and Influence People on establishing and maintaining your career in Natural Resources. This outcome is worth 20 % of final grade.

Potential Elements of the Performance:

- Participate fully in discussions concerning the importance of good human relations techniques as outlined in “How to Win Friends and Influence People”
 - Submit and discuss reading assignments.
- 8) Demonstrate the importance of attendance and participation on establishing and maintaining your career in Natural Resources. This outcome is worth 10 % of 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 is required.
- See attendance policy for this course.
- Participate fully in discussions concerning the importance of attendance in establishing and maintaining your career in Natural Resources.

III. POTENTIAL TOPICS TO BE COVERED:

Natural Resources Skill Assessments	Researching Natural Resource Employers
Natural Resources Career Planning	Motivation in Natural Resources
Productivity in Natural Resources	Applying for Natural Resources Jobs
Natural Resource Interviewing Tips	Natural Resource Career Paths
Goal Setting in Natural Resources	
Team Work in Natural Resources	

IV. REQUIRED STUDENT RESOURCES

- 1) “How to Win Friends and Influence People” by Dale Carnegie.

V. EVALUATION METHODS: (INCLUDES ASSIGNMENTS, ATTENDANCE REQUIREMENTS, ETC.)

The final grade will be based on the following:

1) Natural Resources Skill Set Assessment	10%
2) Natural Resources Career Goals	10%
3) Researching Natural Resources Employers	10%
4) Natural Resources Career Plan	10%
5) Applying For Natural Resources Jobs	10%
6) Natural Resources Interview Exercise	20%
7) Reading Assignments	20%
8) Attendance & Participation	<u>10%</u>
	100%

The following semester grades will be assigned to students in post secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.75
B	70 – 79%	3.00
C	60 – 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade – limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see Policies & Procedures Manual – Deferred Grades and Make-up).	
NR	Grade not reported to Registrar’s office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

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 the instructor and/or contact the Special

- Needs Office, Room E1204, Ext. 493, 717, 491 so that support services can be arranged for you.
- Plagiarism
Students should refer to the definition of “academic dishonesty” in Student Rights and Responsibilities. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.
 - 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.
 - Disclaimer for Meeting the Needs of the Learners
 - Substitute Course Information is available at the Registrar’s Office.

Attendance Policy:

In keeping with importance of attendance in modern work, students will be granted one absence from lab without penalty. Additional absences will be penalized at a rate of 3% per absence, to a maximum of 10%. Students with perfect attendance will automatically be credited 10% for the attendance and participation portion of the evaluation.

Students missing any lab or lecture are required to contact the instructor prior to the class if possible or as soon as possible. Students with severe attendance problems may be given an additional assignment to recover a portion of the attendance grade depending on the reason.

Attendance in this course is critical because of the opportunities for demonstration of the learning outcomes will be provided.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor.

VIII. DIRECT CREDIT TRANSFERS:

NATURAL RESOURCES
CAREER MANAGEMENT 1
COURSE NAME

7

NRT117
CODE

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's office. Students will be required to provide a transcript and course outline related to the course in question.