

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**COURSE OUTLINE**

**COURSE TITLE:** Employment Skills

**CODE NO. :** NET 106                                  **SEMESTER:** 1

**PROGRAM:** Natural Environment Technician / Technologist  
Conservation and Management

**AUTHOR:** John Clement

**DATE:** Aug 2009                  **PREVIOUS OUTLINE DATED:** New

**APPROVED:**

“B. Punch”

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**Chair**                                          **DATE**

**TOTAL CREDITS:** 1

**PREREQUISITE(S):** None

**HOURS/WEEK:** 1

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*School of Technology, Skilled Trades & Natural Resources*  
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**I. PHILOSOPHY/GOALS:**

This course will provide the student with the skills, tools and knowledge necessary to secure employment in the Natural Environment Field. The course includes Natural Environment career planning, researching employers, tips on how and when to apply to Natural Environment employers, including program specific resume writing, cover letters and interviewing skills.

**II. STUDENT LEARNING OUTCOMES**

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

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

Potential Elements of the performance:

- Review job searching techniques to produce a list of five potential Natural Environment employers.
- Review Natural Environment and industry web sites
- Subscribe on their email accounts to various Natural Environment employer based list serves
- Develop a network to 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) Present the Natural Environment skill sets that you have to offer a Natural Environment employer that answers the question why would anyone hire you? This outcome is worth 20% of final grade.

Potential Elements of the Performance:

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

- 3) Develop congruous short term and long term Natural Environment career goals and an action plan to accomplish them, based on interviews and research of employers. This outcome is worth 10% of final grade.

Potential Elements of the Performance:

- Review Natural Environment Coop job postings in order to assess skills required by employers.

- Identify gaps between present Natural Environment skills and required Natural Environmental skills to identify future training needs.
  - Write and submit long term Natural Environmental career goals (approximately 5 years)
  - Identify specific Natural Environmental employers that are in keeping with short term and long term goals
  - Develop an action plan with dates and activities in order to accomplish short term and long term goals.
- 4) Apply for employment positions in the Natural Environmental field. This outcome is worth 40% of final grade. (20% for resume and 20% for cover letter)

Potential Elements of the Performance:

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

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

Potential Elements of the Performance:

- Prepare for an interview by reviewing Natural Environmental skill sets, education, experience, and personal attributes
- Review and practice answering questions normally used on a Natural Environment interview
- Participate in a mock interviewing exercise and debriefing with real Natural Environmental employers.

### III. POTENTIAL TOPICS TO BE COVERED:

Natural Environment Skill Assessments	Researching Natural Environment Employers
Natural Environment Career Planning	Applying for Natural Environment Jobs
Natural Environment Interviewing Tips	Natural Environment Career Paths
Goal Setting in Natural Environment	Networking in Natural Environment
Confidence	Telephone & Business Card Etiquette

### IV. REQUIRED STUDENT RESOURCES

None.

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

The final grade will be based on the following:

1) Natural Environment Employers Search	10%
2) Skill Set Assessment Presentation	20%
3) Resume	20%
4) Cover letter	20%
5) Natural Environment Interview Exercise	20%
6) Natural Environment Career Plan	10%

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%	4.00
B	70 – 79%	3.00
C	60 – 69%	2.00
D	50-59%	1.00
F (Fail)	49% or less	0
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, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 493 so that support services can be arranged for you.

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 postsecondary institutions.

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/program, as may be decided by the professor/dean. 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.

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

**Attendance Policy:**

In keeping with importance of attendance in modern work, students will be granted one absence from lab or lecture without penalty. Short weekly presentations/discussions will be used for evaluation and as attendance records.

Students missing any lab or lecture are required to contact the instructor prior to the class if possible or as soon as possible. 705 759 2554 (2458) 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 professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**VIII. DIRECT CREDIT TRANSFERS:**

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