



## 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 begins with an ultimate dream job visioning exercise and 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) Describe the ultimate dream job by completing a visioning exercise. This outcome is worth 10% of the final grade but will form the starting point for the rest of the course.

Potential Elements of the performance.

- Write down the kind of work you most enjoy doing.
  - Explain what you would actually like to do on this job.
  - State the level of authority, the geographic location, the level of salary.
- 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) 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.

- 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 Dream Job Visioning	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:

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| 1) Ultimate Dream Job Visioning Assignment | 10% |
| 2) Natural Environment Employers Search    | 10% |

3) Skill Set Assessment Presentation	20%
4) Resume	20%
5) Cover letter	20%
6) Natural Environment Interview Exercise	20%

Note: Due dates for assignments will be provided. Late assignments will not be accepted.

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

**Attendance:**

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session. *It is the departmental policy that once the classroom door has been closed, the learning process has begun. Late arrivers will not be granted admission to the room.*

**VI. COURSE OUTLINE ADDENDUM:**

The provisions contained in the addendum located on the portal form part of this course outline.