

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



COURSE OUTLINE

Course Title: NATURAL RESOURCES CAREER MANAGEMENT

Code No.: NRT116-3 Semester: 2

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

Author: JOHN CLEMENT

Date: JAN. 2000 Previous Outline Date: JAN. 98

Approved: _____
Dean, Natural Resources Date
Programs

Total Credits: 2 Prerequisite(s): NONE

Length of Course: 2 HOURS/WEEK x 16 WEEKS

Total Credit Hours: 32

Copyright © 1999 The Sault College of Applied Arts & Technology
*Reproduction of this document by any means, in whole or in part, without the prior
Written permission of The Sault College of Applied Arts & Technology is prohibited.*
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 develop and manage their careers 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 skill used in natural resource positions, importance of attitude for career success, supervision, leadership and the preparation of the student for the CWF100 Co-op Work term Placement course. 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 final grade.

Potential Elements of the performance

- Produce 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.

- 2) Demonstrate the qualifications that you have to offer a Natural Resources employer which answers the question why would anyone hire you? This outcome is worth 10% of final grade.

Potential Elements of the Performance

- Review 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 final grade.

Potential Elements of the Performance

- Review historical coop 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 required to complete CWF 100 COOP Course.
- Write and submit long term career goals (approximately 5 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 "First Place" or other 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.
- Email, to the professor, a copy of their resume and a covering letter.

- 6) Conduct themselves effectively in an interview. This outcome is worth 10% of 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 final grade.

Potential Elements of the Performance:

- Due to the experiential nature of this outcome and all the outcomes in this course; Attendance is required.
 - See attendance policy for this course.
- 8) Demonstrate good human relations skills and attitudes as presented in the textbooks: This outcome is worth 10%.

"Your Attitude is Showing" by Elwood Chapman. (9th Edition)
"How To Win Friends and Influence People" By Dale Carnegie.

Potential Elements of the Performance:

- Send out positive verbal and nonverbal signals in all contacts.
- Remain positive while working with those who are negative.
- Demonstrate the effects of a positive attitude on productivity.
- Be positive and sensitive when those you are dealing with are not.
- Deal with all people in an honest, ethical, and moral way.
- Avoid ethnic or sexual remarks that could be misinterpreted.
- Use the flipside technique to maintain a sense of humor.
- Recognize when you begin to become negative and start an attitude renewal project.
- Develop and maintain a good service attitude.
- Build and maintain equally effective horizontal and vertical working relationships.
- Build a productive, no-conflict relationship with those who may have a different set of personal values.
- Build relationships based on the mutual reward theory.
- Develop productive, healthy relationships with those who may be substantially older or younger.
- Maintain a productive relationship even with individuals who irritate you at times.
- Treat everyone, regardless of ethnic or socioeconomic differences, with respect.
- Work effectively with others regardless of their sexual orientation.
- Do not take human-relations slights or mistakes from others personally; do not become defensive or attempt to retaliate in kind.
- Repair an injured relationship as soon as possible.
- Protect your career by taking the initiative to restore the damage to a working relationship even if you are not responsible for it.
- Permit others to restore a relationship with you.
- Function as a productive member of a team.

- Demonstrate the concept of balance as it pertains to team work and personal productivity.
 - Release your frustrations harmlessly without damaging relationships.
 - Handle teasing and testing without becoming upset.
 - Be a high producer yourself and contribute to the productivity of co-workers.
 - Survive, with a positive attitude, under a difficult supervisor until changes occur.
 - Establish relationships that are mutually rewarding.
 - Show you can live up to your productivity potential without alienating co-workers who do not live up to theirs.
 - Live close to your productivity potential without extreme highs or lows regardless of difficult changes in the work environment.
 - Do not underestimate or overestimate a superior.
 - Report mistakes or misjudgments rather than trying to hide them.
 - Show that you can turn any change into an opportunity, including accepting a new supervisor with a different style.
 - Refuse to nurse small gripes into major upsets.
 - Be an excellent listener.
 - Establish a good attendance record.
 - Keep a good balance between home and career so neither suffers.
 - Demonstrate that you are self-motivated.
 - Communicate freely and thoroughly.
 - Prepare yourself for a promotion in such a manner that others will be happy when you succeed.
 - Share only positive, non-confidential data about your organization with outsiders.
 - Pass only reliable data on to others.
 - Keep your business and personal relationships sufficiently separated.
 - Concentrate on the positive aspects of your job while trying to improve the negative.
 - Make only positive comments about a third party not present.
 - Leave a job or company in a positive manner; training your replacement so that productivity is not disturbed.
 - Develop patience if you prefer to be a stabilizer.
 - While climbing the success ladder, be gentle with people if you prefer to be a zigzagger.
 - Learn to bounce back quickly when people step on your attitude.
 - Avoid self-victimization.
 - Always have a Plan B.
- 9) Define and explain the skills, knowledge and attributes that a supervisor needs to be effective. This outcome is worth 10%.

Potential Elements of the Performance:

- Learn 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%.

Potential Elements of the Performance;

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

III. POTENTIAL TOPICS TO BE COVERED:

Attitude & Productivity

Attitude & Learning

Work Relationships

Coop Topics

Team Work

Stress Management

Restoring Injured Relationships

Cultural Diversity

Initiation & Teasing

Absenteeism

Goal Setting

Common Human Relations Mistakes

Confidence

Career Paths

Plateaus

Attitude Renewal

Supervision

Leadership

Group Dynamics

Motivation Balance

Human Relations Model

Coaching

Leadership

Anger Management

Emotional Control

Conflict Resolution

Values/Differences

Dealing with Change

Johari Window

Self Disclosure

Networking/Communication

Telephone & Business Card Etiquette

Levels of Existence

Learning Styles

Interviewing

IV. REQUIRED STUDENT RESOURCES

- 1) "Your Attitude Is Showing", 9th Edition by Elwood Chapman.
ISBN 0-13-442468-9
- 2) "How to Win Friends and Influence People" by Dale Carnegie.

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) Researching Employers	10%
2) What you have to Offer	10%
3) Career Goals	10%
4) Career Plan	10%
5) Applying For Jobs	10%
6) Interview Exercise	10%
7) Supervisory Exercise	10%
8) Human Relations Final Test	20%
9) 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 (eg. 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 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:

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.