

I. COURSE DESCRIPTION:

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 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 Natural Resources Career planning, researching specific Natural Resources employers, tips on 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 in Natural Resources, Natural Resources supervision and program specific leadership. The course concludes with the preparation of the student for the Natural Resources CWF100 Co-op Work term Placement course. Program specific examples will be used whenever possible.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. 1) Research specific areas for Natural Resources employment using a multimedia approach to produce a list of potential Natural Resources employers. This outcome is worth 5% of final grade.

Potential Elements of the Performance:

- Review job searching techniques to produce a list of five potential Natural Resources employers.
- Review Natural Resources and industry web sites
- Subscribe on their email accounts to various Natural Resources 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. 2) Demonstrate the Natural Resources skill sets that you have to offer a

Natural Resources employer who answers the question why would anyone hire you for a Natural Resources position? This outcome is worth 10% of final grade.

Potential Elements of the Performance:

- Review present Natural Resources 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 Natural Resources skill sets you have to offer a Natural Resources Employer.
3. 3) Develop congruous short term and long term Natural Resources career goals and an action plan to accomplish them, based on interviews and research of Natural Resources employers. This outcome is worth 5% 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.
 - Identify gaps between present Natural Resources skills and required Natural Resources skills to identify Natural Resource specific training needs.
 - Write and submit short-term career goals required 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 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. 4) Apply for employment positions in Natural Resources. This outcome is worth 20% of final grade.

Potential Elements of the Performance:

- Produce a 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.

5. Conduct themselves effectively in an interview with Natural Resources Employers. This outcome is worth 10% 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.

6. 6) Demonstrate good human relations skills and attitudes used in Natural Resource positions as presented in the textbooks. This outcome is worth 30%.

"Your Attitude is Showing" by Sharon Lund Oneil. (11th 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 teamwork 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.

7) Define and explain the skills, knowledge and attributes that a Natural Resources 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.

8) Define and explain the skills, knowledge and attributes that are required for a leader to be effective in a Natural Resources position.. This outcome is worth 10%.

Potential Elements of the Performance:

- Learn traits of leaders, leadership styles, leadership behaviours, and how to develop leadership as related to Natural Resources.

III. POTENTIAL TOPICS:

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| 1. | Natural Resources Skill Assessments
Employers
Natural Resources Career Planning
Productivity in Natural Resources
Jobs
Natural Resource Interviewing Tips
Goal Setting in Natural Resources
Team Work in Natural Resources
Stress Management
Restoring Injured Relationships
Work Relationships in Natural Res.
Initiation & Teasing
Absenteeism
Natural Resources Human Relations Mistakes
Supervision in Natural Resource
Confidence
Johari Window
Etiquette
Plateaus
Attitude Renewal | Researching Natural Resource
Motivation in Natural Resources
Applying for Natural Resources
Natural Resource Career Paths
Natural Resources Coop Topics
Leadership in Natural Resources
Anger Management
Emotional Control
Conflict Resolution
Values/Differences
Dealing with Career Change
Networking in Natural Resources
Self Esteem
Telephone & Business Card
Levels of Existence
Learning Styles |
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IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

- 1) "Your Attitude Is Showing", 12th Edition by Sharon Lund O'Neil. Elwood Chapman. ISBN-13 978-0-13-242904-7
- 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 PROCESS/GRADING SYSTEM:

The final grade will be based on the following:

1) Natural Resources Employers Search	5%
2) Natural Resources Skill Set Assessment	10%
3) Natural Resources Career Goals / Plan	5%
4) Applying For Natural Resources Jobs	20%
5) Natural Resources Interview Exercise	10%
6) Natural Resources Supervisory Exercise	10%
7) Natural Resources Career Management Final Test	10%
8) Readings Discussions Participation	<u>30%</u>
	100%

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	
A	80 – 89%	4.00

B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00

CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI. SPECIAL NOTES:

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.

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.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

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

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. 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.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

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.

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *March*, will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default.

Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.