



COURSE OUTLINE: NRT116 - NAT.RES.CAREER MANAG

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Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

Course Code: Title	NRT116: NATURAL RESOURCES CAREER MANAGEMENT
Program Number: Name	5212: ADVENTURE RECREATION 5214: FISH/WILD CONSERVATN 5220: NAT ENVIRONMENT TN 5221: NAT ENVIRONMENT TY 5230: FORESTRY TECHNICIAN
Department:	NATURAL RESOURCES PRG
Semesters/Terms:	20W
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 Field. This course will include researching Natural Resources employers, how and when to apply to Natural Resources employers, trends in Natural Resources employment areas, what Natural Resources employers like and don't like in a resume, interview tips for Natural Resources employment, how to network for employment in Natural Resources, planning your career in Natural Resources, teamwork and interpersonal skills used in Natural Resources, the importance of attitude in career development and the preparation of the student for the CWF100 Co-op Work Term Placement.
Total Credits:	2
Hours/Week:	2
Total Hours:	30
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Substitutes:	BUS126, BUS223, NET106, OEL800, OEL841
Vocational Learning Outcomes (VLO's) addressed in this course:	<p>5212 - ADVENTURE RECREATION</p> <p>VLO 1 Demonstrate clear, concise and industry appropriate written, spoken and visual communication skills.</p> <p>VLO 5 Start and manage a career in the Adventure Recreation and Parks field.</p> <p>VLO 11 Analyze, evaluate and apply subjective and objective safety considerations for Adventure Recreation and Parks activities.</p> <p>5214 - FISH/WILD CONSERVATN</p> <p>VLO 1 Demonstrate clear, concise and industry appropriate written, spoken and visual communication skills</p> <p>VLO 5 Start and manage their careers in the Fish and Wildlife Conservation field.</p> <p>VLO 11 Analyze, evaluate and apply subjective and objective safety considerations.</p> <p>5220 - NAT ENVIRONMENT TN</p> <p>VLO 7 Work safely in adherence to occupational health and safety standards.</p>



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- VLO 8 Complete all work in compliance with applicable municipal, provincial and federal standards and guidelines.
- VLO 11 Communicate technical information accurately and effectively in oral, written and visual forms.

5221 - NAT ENVIRONMENT TY

- VLO 7 Ensure all work is safely completed in adherence to occupational health and safety standards.
- VLO 10 Communicate technical information accurately and effectively in oral, written, visual and electronic forms.

5230 - FORESTRY TECHNICIAN

- VLO 8 Work independently and in a collaborative environment while applying effective teamwork, leadership and interpersonal skills.
- VLO 9 Communicate technical information to a variety of stakeholders in oral, written, visual and electronic forms.
- VLO 10 Develop strategies for ongoing professional development to enhance work performance in the forestry sector.

Essential Employability Skills (EES) addressed in this course:

- EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
- EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.
- EES 4 Apply a systematic approach to solve problems.
- EES 5 Use a variety of thinking skills to anticipate and solve problems.
- EES 6 Locate, select, organize, and document information using appropriate technology and information systems.
- EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.
- EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.
- EES 10 Manage the use of time and other resources to complete projects.
- EES 11 Take responsibility for ones own actions, decisions, and consequences.

Course Evaluation:

Passing Grade: 50%, D

Other Course Evaluation & Assessment Requirements:

Academic success is directly linked to attendance. Missing more than 1/3 of the course hours will result in an F grade for the course.

Books and Required Resources:

How to Win Friends and Influence People in the Digital Age by Dale Carnegie
ISBN: 978-1-4516-1259-2

Your Attitude is Showing by Lund O`Neil/Chapman
Edition: 12
ISBN: 978-0-13-242904-7

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
1.Describe your ultimate dream job by completing a	1.1 Write down the kind of work you most enjoy doing. 1.2 Explain what you would actually like to do on this job.



visioning exercise.	1.3 State level of authority and the geographic location preferred. 1.4 Use this vision to develop short and long term career goals.
Course Outcome 2	Learning Objectives for Course Outcome 2
2. Craft and present an elevator speech that outlines what you have to offer a Natural Resources employer. It should answer the question, Why would anyone hire you for a Natural Resources position?	2.1 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. 2.2 Prepare and present a one-three minute report that clearly explains what Natural Resources skill sets you have to offer a Natural Resources Employer.
Course Outcome 3	Learning Objectives for Course Outcome 3
3. Search out and hand in a job spec of a Natural Resources job that you are interested in doing this summer.	3.1 Search out on line job specs and/or review past Natural Resources job postings in order to assess your level of interest and qualification as required by Natural Resources employers.
Course Outcome 4	Learning Objectives for Course Outcome 4
4. Apply for employment positions in Natural Resources.	4.1 Produce a competitive resume complete with cover letter tailored to Natural Resources position in your NEOS program of study. 4.2 Apply to an actual Natural Resources position by sending the cover letter with a resume or completed application form to an employer.
Course Outcome 5	Learning Objectives for Course Outcome 5
5. Conduct themselves effectively in an interview with Natural Resources employers.	5.1 Prepare for a Natural Resources interview by reviewing Natural Resources skill sets, education, experience, personal attributes. 5.2 Research Natural Resource employer operations. 5.3 Review and practice answering questions normally used on a Natural Resources interview. 5.4 Participate in a mock interviewing exercise and debriefing.
Course Outcome 6	Learning Objectives for Course Outcome 6
6. Demonstrate good human relations skills and attitudes used in team work assignments for Natural Resource positions as presented in the textbooks.	6.1 Send out positive verbal and nonverbal signals in all contacts. 6.2 Remain positive while working with those who are negative. 6.3 Demonstrate the effects of a positive attitude on productivity. 6.4 Be positive and sensitive when dealing with team mates. 6.5 Develop and maintain a good service attitude.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Appying for Jobs	20%
Dream Job Vision Exercise	5%
Elevator Speech	10%
Human Relations Readings and Assignments	40%

	Interview Exercise	10%
	Natural Resources Job Spec Search	5%
	Supervisory Exercise	10%

Date: June 19, 2019

Addendum: Please refer to the course outline addendum on the Learning Management System for further information.