COURSE OUTLINE: ENV111 - INTRO TO GRN CAREERS

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Approved: Karen Hudson, Dean, Community Services and Interdisciplinary Studies

Course Code: Title	ENV111: INTRODUCTION TO GREEN CAREERS
Program Number: Name	5212: ADVENTURE RECREATION 5214: FISH/WILD CONSERVATN 5220: NAT ENVIRONMENT TN 5230: FORESTRY TECHNICIAN
Department:	NATURAL RESOURCES PRG
Academic Year:	2024-2025
Course Description:	In this introductory course, participants gain insight into career options in the Natural Environment field. Broadening their understanding of what constitutes a `Green Career,` students will research the job specifications for their dream job, to have a clear understanding of the expectations. Students will prepare a skills-based resume and an effective cover letter to be prepared well in advance for employment possibilities. Job search techniques will also be discussed in preparation for a co-op position. Students will develop a list of places they would be interested in working and start the application process. Opportunities, expectations, and deadlines for co-op are clearly presented, so there is a sound understanding of the path ahead.
Total Credits:	1
Hours/Week:	1
Total Hours:	14
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**5212 - ADVENTURE RECREATION** VLO 1 Demonstrate clear, concise and industry appropriate written, spoken and visual communication skills. VLO 5 Start and manage a career in the Adventure Recreation and Parks field. **5214 - FISH/WILD CONSERVATN** VLO 1 Demonstrate clear, concise and industry appropriate written, spoken and visual communication skills VLO 5 Start and manage their careers in the Fish and Wildlife Conservation field. **5220 - NAT ENVIRONMENT TN** VLO 11 Communicate technical information accurately and effectively in oral, written and visual forms. **5230 - FORESTRY TECHNICIAN** VLO 8 Work independently and in a collaborative environment while applying effective

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		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 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 A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
Other Course Evaluation & Assessment Requirements:	Academic success is directly linked to attendance. Missing more than 1/3 of the course hours in a semester shall result in an `F` grade for the course.

Course Outcomes and Learning Objectives:	

Course Outcome 1	**Learning Objectives for Course Outcome 1**
1. Understand your individual career goals through self-reflection and personal development	1.1 Describe your dream job by completing a career visioning exercise 1.2 Begin the process of creating your professional brand 1.3 Recognize the importance of monitoring your digital footprint 1.4 Prepare an elevator speech (both verbal and written) 1.5 Develop short-term and long-term career goals 1.6 Realize the opportunities for entrepreneurship in the natural environment field
Course Outcome 2	**Learning Objectives for Course Outcome 2**
2. Learn how to effectively find jobs in the Natural Environment field	2.1 Identify where to find job advertisements 2.2 Locate job opportunities of interest using a variety of sources 2.3 Understand the difference between formal and informal (word-of-mouth) job advertisements 2.4 Recognize the importance of networking to find employment opportunities 2.5 Learn to develop and engage your personal networks
Course Outcome 3	**Learning Objectives for Course Outcome 3**
3. Fully understand the job	3.1 Learn how to determine what is expected in a formal job

	application, and how this can be different based on the advertisement.
application process as it relates to the Natural Environment field	3.2 Understand common terminology found within job advertisements and throughout the job application process 3.3 Categorize the various types of resumes and recognize where they fit 3.4 Understand how to tailor a cover letter and/or resume for advertised vs. unadvertised opportunities
Course Outcome 4	**Learning Objectives for Course Outcome 4**
4. Prepare a formal application for a mock job posting in your field.	4.1 Create a skills-based resume 4.2 Discover the importance of activities such as volunteerism in bolstering your resume 4.3 Produce a cover Letter tailored to a given advertisement 4.4 Apply skills learned throughout the semester to affectively apply for a job in the natural environment field

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments/Quizzes	85%
Participation	15%

Date: June 21, 2024

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