



## COURSE OUTLINE: ENV411 - CAREER READINESS

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<b>Course Code: Title</b>	ENV411: CAREER READINESS
<b>Program Number: Name</b>	5212: ADVENTURE RECREATION 5214: FISH/WILD CONSERVATN 5220: NAT ENVIRONMENT TN 5230: FORESTRY TECHNICIAN
<b>Department:</b>	NATURAL RESOURCES PRG
<b>Academic Year:</b>	2024-2025
<b>Course Description:</b>	This final course in the career management progression is aligned with semester four of the student's diploma journey. Having amassed a collection of hard and soft skills, the focus shifts to career readiness. The key themes explored include teamwork/collaboration, critical thinking/problem solving, leadership, work ethic, and communication. A focus on these skills provides students a strategic advantage in the career search and will ensure their employability into the future. Using a variety of strategies, job search techniques are revisited to support students in their career aspirations.
<b>Total Credits:</b>	1
<b>Hours/Week:</b>	1
<b>Total Hours:</b>	14
<b>Prerequisites:</b>	There are no pre-requisites for this course.
<b>Corequisites:</b>	There are no co-requisites for this course.
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<p><b>5212 - ADVENTURE RECREATION</b></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><b>5214 - FISH/WILD CONSERVATN</b></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><b>5220 - NAT ENVIRONMENT TN</b></p> <p>VLO 7 Work safely in adherence to occupational health and safety standards.</p> <p>VLO 10 Perform basic project management support techniques.</p> <p>VLO 11 Communicate technical information accurately and effectively in oral, written and visual forms.</p>
<b>Please refer to program web page for a complete listing of program outcomes where applicable.</b>	



## 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 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.
- 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

A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.

### Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Demonstrate knowledge of employment opportunities, search strategies and career progression to assist in achieving career goals.	1.1 Recognize how your skills, abilities and interests align with potential careers and employment opportunities by exploring various career paths in the Natural Environment field 1.2 Identify active employment opportunities through effective use of internal and external job banks, career search websites and networking 1.3 Understand the processes in achieving work experience, training and certificates required for career progression from entry level jobs to more advanced careers 1.4 Recognize the importance of setting short term and long term goals to meet requirements for achieving progression that align with your overall career objectives
Course Outcome 2	Learning Objectives for Course Outcome 2
2. Continue growth as an Environmental Professional	2.1 Transition from an EPt Student to a full EPt during your last semester



	in Training with Eco Canada.	2.2 Complete registration and remaining steps to earn an Environmental Professional in-Training designation prior to graduation 2.3 Network with additional Natural Environment professionals and students through the Eco Canada mentorship program and career fairs 2.4 Recognize the importance of updating your personal profile and exploring employer profiles to assist with employment networking and obtaining job opportunities
	<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>
	3. Demonstrate effective use of essential soft skills required to succeed in employment environments.	3.1 Identify areas to develop and improve upon soft skills that are useful for employment in the Natural Environment field 3.2 Demonstrate the ability to create and deliver verbal and written communication to effectively convey information and ideas 3.3 Understand the importance of an effective leader and gain confidence in applying leadership skills to complete a variety of tasks 3.4 Define and understand good workplace ethics and exhibit these qualities in various employment environments
	<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>
	4. Recognize the importance of updating and keeping a current Cover Letter and Resume.	4.1 Demonstrate the ability to tailor a cover letter and resume to successfully apply for employment opportunities in the Natural Environment field 4.2 Recognize specific qualifications and clearly communicate their own competencies as related to the competitive job application process 4.3 Complete updates to reflect newly acquired skills, experience and certificates gained throughout the past semester(s)

**Evaluation Process and Grading System:**

Evaluation Type	Evaluation Weight
Exercises and Assignments	80%
Final Test	5%
Participation	15%

**Date:**

June 21, 2024

**Addendum:**

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

