COURSE OUTLINE: ENV211 - WORK-READY SKILLS

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Approved: Bob Chapman - Dean

Course Code: Title	ENV211: WORK-READY SKILLS
Program Number: Name	5212: ADVENTURE RECREATION 5214: FISH/WILD CONSERVATN 5220: NAT ENVIRONMENT TN 5230: FORESTRY TECHNICIAN
Department:	NATURAL RESOURCES PRG
Academic Year:	2025-2026
Course Description:	Building on knowledge from `Introduction to Green Careers`, students will continue to find their niche in the Natural Environment. By revisiting their skills-based resume and cover letter, students will learn to recognize the dynamic nature of these documents and begin updates. Students will learn about and practice interview skills, preparing for in-person, online and phone interviews. Strategies including an `elevator pitch`, and mock interviews, help to build confidence and communication. Students will learn the value of networking, and begin to build their network profile through Linked-In. The co-op job search will continue by learning the importance of following up with contacts, continually searching, and staying resilient.
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. VLO 13 Apply awareness of global environmental issues to conservation and management of natural resources.

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 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.

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. Demonstrate effective human relation skills and soft skills that are commonly used in the workplace.	1.1 Review and understand various human relations and soft skills that are related to the workplace. 1.2 Participate in textbook assigned readings and complete team work assignments. 1.3 Develop and strengthen your individual soft skills and human relations. 1.4 Further develop your professional brand and personal network through engagement and communication with professional contacts.
Course Outcome 2	**Learning Objectives for Course Outcome 2**
2. Apply positive team building techniques and recognize team dynamics to effectively complete group work exercises.	2.1 Create a working group and identify each team member`s role and function (leader, note taker, presenter, motivator). 2.2 Demonstrate an ability to participate in team work and team building exercises. 2.3 Complete assigned tasks utilizing your team`s roles and

	functions. 2.4 Collectively prepare, organize and complete a class presentation with all team members having active roles.
Course Outcome 3	**Learning Objectives for Course Outcome 3**
3. Prepare for an interview and exhibit professional conduct when interviewing with Natural Resources employers.	3.1 Effectively prepare for a Natural Resources interview by reviewing and updating your education and experience, skill sets and other personal attributes. 3.2 Research how to locate employer specific operations and review information to assist with interviewing preparation. 3.3 Utilize interviewing tips and techniques that are available through various employer websites. 3.4 Review and practice answering questions commonly used during a Natural Resources interview. 3.5 Participate in a mock interview and debriefing exercise.
Course Outcome 4	**Learning Objectives for Course Outcome 4**
4. Complete resume and cover letter exercises to effectively apply for positions with Natural Resources employers.	4.1 Assess and update your resume and cover letter with current information, newly acquired skills, experiences and related certificates. 4.2 Research and identify available jobs that are related to Natural Resources. 4.3 Prepare a formal application for a job posting related to your field of study.
Course Outcome 5	**Learning Objectives for Course Outcome 5**
5. Prepare for CWF-100 Co-op placements	5.1 Review and understand the processes of registering for CWF-100 Co-op placements. 5.2 Identify the requirement for completing CWF-100 assignments.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments	75%
Networking	25%

Date: December 2, 2025

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