



COURSE OUTLINE: OEL841 - NAT RES CAREER MGMT

Prepared: John Clement

Approved: Lori Crosson, Director, E-Learning and Continuing Education

Course Code: Title	OEL841: NATURAL RESOURCES CAREER MANAGEMENT				
Program Number: Name					
Department:	DISTANCE EDUCATION				
Semesters/Terms:	20S, 20F, 21W				
Course Description:	This course will provide the student with the skills, tools and knowledge necessary to develop and manage their career in the Natural Resources fields. This course will include career planning, researching employers, how and when to apply to natural resources employers, program specific resume writing, interviewing, teamwork, interpersonal skills used in natural resource positions, importance of attitude for career success, supervision, and leadership. Program specific examples will be used whenever possible.				
Total Credits:	3				
Hours/Week:	3				
Total Hours:	48				
Prerequisites:	There are no pre-requisites for this course.				
Corequisites:	There are no co-requisites for this course.				
Substitutes:	NRT116				
Course Evaluation:	Passing Grade: 50%, D				
Books and Required Resources:	Your Attitude is Showing by Elwood Chapman Publisher: Prentice Hall Edition: 12th ISBN: 0132429047 How to Win Friends and Influence People by Dale Carnegie Publisher: Simon & Schuster ISBN: 0671-02703-4				
Course Outcomes and Learning Objectives:	<table><tr><th>Course Outcome 1</th><th>Learning Objectives for Course Outcome 1</th></tr><tr><td>Research areas for employment using a multimedia approach to produce a list of potential Natural Resources employers. This outcome is worth 10% of the final grade.</td><td>-List five potential Natural Resources employers. -Review and / or update the Sault College Natural Resources Coop employer distribution lists including most recent information including contact name with correct spelling, titles, and addresses including postal codes, e-mail, fax numbers, phone numbers and web site address. -Review Natural Resources industry web sites. -Subscribe on their email accounts to various Natural Resources employer based list serves. -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.</td></tr></table>	Course Outcome 1	Learning Objectives for Course Outcome 1	Research areas for employment using a multimedia approach to produce a list of potential Natural Resources employers. This outcome is worth 10% of the final grade.	-List five potential Natural Resources employers. -Review and / or update the Sault College Natural Resources Coop employer distribution lists including most recent information including contact name with correct spelling, titles, and addresses including postal codes, e-mail, fax numbers, phone numbers and web site address. -Review Natural Resources industry web sites. -Subscribe on their email accounts to various Natural Resources employer based list serves. -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.
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	Course Outcome 2	Learning Objectives for Course Outcome 2
	Demonstrate the qualifications that you have to offer a Natural Resources employer which answers the question, Why would anyone hire you? This outcome is worth 10% of final grade.	-Describe present skills, including skills gained from education, work experience, interests, hobbies, extra-curricular activities, sports, travel, reading and personal attributes. -Write and present a one-page report that clearly explains what you have to offer a Natural Resources employer and why they should hire you.
	Course Outcome 3	Learning Objectives for Course Outcome 3
	Develop congruous short term and long term Natural Resources career goals based on an informed choice. This outcome is worth 10% of the final grade.	-Review historical co-op job postings in order to assess skills required for employment. -Identify gaps between present and required skills to identify training needs. -Write and submit short-term career goals. -Write and submit long term career goals (approximately five years). -Identify specific employers that are in keeping with short term and long term goals.
	Course Outcome 4	Learning Objectives for Course Outcome 4
	Develop and submit a Natural Resources Career Plan. This assignment is worth 10% of the final grade.	-Revise resume based on self-assessment, and employer requirements. -Develop an action plan with dates and activities in order to accomplish short term and long term goals.
	Course Outcome 5	Learning Objectives for Course Outcome 5
	Apply for employment positions in Natural Resources. This outcome is worth 10% of final grade.	-Produce a resume to Natural Resources employers standards. -Write a cover letter to accompany an acceptable resume or a completed application. -Apply to an actual Natural Resources position by sending the cover letter with a resume or completed application form to an employer. -E-mail, to the professor, a copy of their resume and a covering letter.
	Course Outcome 6	Learning Objectives for Course Outcome 6
	Conduct yourself effectively in an interview. This outcome is worth 10% of the final grade.	-Prepare for an interview by reviewing education, skills, experience, and personal attributes. -Review and practice answering questions normally used on a Natural Resources interview. -Participate in an interviewing exercise and debriefing.
	Course Outcome 7	Learning Objectives for Course Outcome 7
	Demonstrate the importance of attendance on productivity, learning, team work and group dynamics. This outcome is worth 10% of the final grade.	-Due to the experiential nature of this outcome and all the outcomes in this course, attendance and participation in the discussion area is required.
	Course Outcome 8	Learning Objectives for Course Outcome 8

	Demonstrate good human relations skills and attitudes as presented in the textbooks.	<ul style="list-style-type: none">-List the effects of a positive attitude on productivity.-Deal with people in an honest, ethical, and moral way, including caring, respect, understanding and fairness.-Recognize when you begin to become negative and start an attitude renewal project.-Build and maintain equally effective horizontal and vertical working relationships.-Build relationships based on the mutual reward theory.-Maintain a productive relationship even with individuals who irritate you at times.-Repair an injured relationship as soon as possible.-Function as a productive member of a team.-Release your frustrations harmlessly without damaging relationships.-Work close to your productivity potential.-Demonstrate that you are self-motivated.-Develop excellent communication skills including listening, conflict resolution and speaking.
	Course Outcome 9	Learning Objectives for Course Outcome 9
	Define and explain the skills, knowledge and attributes that a supervisor needs to be effective. This outcome is worth 10% of the final grade.	<ul style="list-style-type: none">-Describe 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.
	Course Outcome 10	Learning Objectives for Course Outcome 10
	Define and explain the skills, knowledge and attributes that a leader requires to be effective. This outcome is worth 10% of the final grade.	<ul style="list-style-type: none">-Describe traits of leaders, leadership styles, leadership behaviours, and how to develop leadership traits.

Evaluation Process and Grading System:	<table><tr><th>Evaluation Type</th><th>Evaluation Weight</th></tr><tr><td>Assignments 6</td><td>60%</td></tr><tr><td>Discussion completion</td><td>10%</td></tr><tr><td>Final exam</td><td>20%</td></tr><tr><td>Supervisory exercise</td><td>10%</td></tr></table>	Evaluation Type	Evaluation Weight	Assignments 6	60%	Discussion completion	10%	Final exam	20%	Supervisory exercise	10%
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Date:	March 9, 2020
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.

