**Reedley College – Agriculture and Natural Resources Department**

**NR-8 – Career Preparation**

**Course Syllabus – Fall 2018**

Section Number: 59802

**Class Meeting Time and Place:** Natural Resource Building Computer Lab Friday 01:30PM - 02:20PM, **Instructor: Joseph Reyes**

**Email:** nuada31@gmail.com

**Course Prerequisites:** none **Units:** 1

**Holidays:** Holidays will be observed as per the State Center Community College District Schedule.

**Drop Deadline: Friday, August 31st,** after this date letter grade assigned.

**Final Exam:** December 14

**Textbook and Required Materials:**

No text is required for this course.

You will need: 3-ring binder with note paper, a writing utensil and access to computer for some assignments are required to be typed.

**Supplemental References:**

 <http://www.forestryusa.com/> website

 <http://www.usajobs.com/> website

**Course Objectives:**

Upon completion of this course, you will:

* Become familiar with the many career opportunities in forestry and natural resources.
* Develop a positive work ethic and attitude.
* Understand the importance of analyzing and comparing various career choices and the determination of jobs best suited to your abilities, needs, and interests.
* Accurately complete employment application forms.
* Effectively write a resume/personal data sheet and cover letter.
* Build job search skills and procedures including verbal communication and written correspondence necessary for procuring employment.
* Develop interviewing skills and techniques.
* Enhance oral and written communication skills.

**Classroom Conduct:**

All students are expected to act in a mature manner that respects their fellow students, the instructor and any guest presenters. Please turn cellular phones, pagers and all other electric devices **off** during class time. **No** tobacco products or sunflower seeds. **THIS IS COMPUTER LAB: NO FOOD/DRINKS.**

**Cheating and Plagiarism:**

Cheating and plagiarism are serious offenses and will not be tolerated. Students shall comply with Board Policy 5410; each student is expected to exert an entirely honest effort toward attaining an education. Violations of this policy will result in failing grade on an assignment and/or the entire course.

**Accommodation Statement:**

If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

**Important Dates Fall 2018**

08/08 Pre-registration closes

08/10 Classes Begin (18-week & 1st 9-week session)

08/24 Add w/Auth Code & Drop w/o ‘W’ - in person

08/31 Add w/Auth Code & Drop w/o ‘W’ - on WebAdvisor

09/03 Labor Day Holiday – Campus Closed

09/14 Drop w/ ‘W’ in person or on WebAdvisor

10/12 Classes Begin for 2nd 9-week session

10/15 Veterans Day Holiday – Campus Closed

11/12 Thanksgiving Holiday – Campus Closed

12/21 Campus Closes until 1/2/2019

**Reedley College Policies:**

To receive a grade for this course, students must complete all assigned work. There are **NO** makeup assignments for this course. Overdue assignments will be docked 10 points per day late. Assignments overdue by one week or greater will receive a zero.

**Attendance and Grading Policy:**

If you miss a lecture, you are responsible for obtaining notes/assignment from a classmate. Success in this class depends on the presence and active participation of each student; therefore, you are expected to attend every class. Your participation record will be considered when assigning your final grade. **If you miss class >6 times during the semester (without a valid reason) you may be dropped from the course**. Individual exam grades may be curved and final grades will be assigned based on a straight percentage system according to the following scale:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Grade** | **Cumulative Percent** | **Breakdown of Grades** | **Points** |
|  |  |  Goals/Personal File (Assignment 1) | 50 |
| A | 90-100 |  Dream Career Research (Assignment 2) | 50 |
| B | 80-89 |  BBQ Networking (Assignment 3) | 50 |
| C | 70-79 |  Application (Assignment 4) Two Parts | 100 |
| D | 60-69 |  Scholarship Application (Assignment 5) | 100 |
| F |  <59 |  Resume (Assignment 6) | 100 |
|  |  |  Cover Letter (Assignment 7) | 100 |
|   |   |  Job Interview | 100 |
|   |   |  Participation/ Speaker Report Form(s) | 100 |
|   |   |  TOTAL | 750 |
|   |   |  |  |

Tentative Lecture Schedule: Note: exact order of topics may vary depending upon scheduling of speakers and availability of necessary resources.

**Date Lecture Topic Handouts**

Day 1 Introduction & Syllabus Review Goals/Personal File, Assignment

Day 2 Goals/Career Planning Dream Career Research, Assignment

Day 3 USA Jobs/Pathways

(Guest Speaker – “Julissa Gonzalez Speaker Report Form/

 Central California Consortium”) Applications Assignment

Day 4 Job Applications/ USA Jobs Profile Applications

Day 5 Building a Resume Resumes, Assignment

Day 6 Building a Cover Letter Cover Letters, Assignment

Day 7 Career Opportunities in Forestry & Career Handouts

 Natural Resources (Federal)

Day 8 Career Opportunities in Forestry & Career Handouts

 Natural Resources (State)

Day 9 Career Opportunities in Forestry & Career Handouts

 Natural Resources (Private)

Day 10 Preparing for InterviewsTop Interview Questions

Day 11 Job Interviews

Day 12 Job Interviews

Finals week Job Interviews and/or Final Meeting