***Reedley College*** *– Natural Resources/Forestry/Wildland Fire Technology*

**Course:** NR 8 – Section 57836

**Title:** Career Prep

Monday – 10:00 to10:50 p.m.

**Dates:** August 12, 2019 to December 9, 2019

**Room:** FEM 12

**Syllabus**

**Instructor:** Adam Hernandez

**Office Telephone:** (559)638-0300 ex. 3496

**Email:** adam.hernandez@reedleycollege.edu

**Office Location:** FEM-10

**Office Hours:** Monday, 11:00-1:00pm & 5:00-6:00pm/Tuesday, 8:00-10:00

**Drop Deadline: September 9, 2019 -** (to avoid a “W” on transcript)

**October 4, 2019 –** Final Drop Date

**Final Exam:** October 08, 2019

**Text Book:** No text Book will be required

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

**Course Prerequisite:** None

**Holiday/No Class:** September 2, 2019 – Labor Day

 October 14, Columbus Day – Indigenous People’s Day

 November 28, Thanksgiving

**Course Description:**

Preparation for employment and advancement within a State or Federal natural resources agency. This course will cover the development of goals and skills required to secure a job in the natural resources field including job search, resume/cover letter development, interviewing and motivation. This course is also a seminar on workplace issues within natural resources addressing elements of leadership, communication skills, work ethic, human behavior of individuals and groups, team building and dynamics, decision-making along with rating and evaluation, supervision skills of controlling work force and conflict resolution. This course will include guest speakers (i.e. Forest Service) presenting on topics listed above and coming to recruit students for job placement.

**Course Objectives:**

This course is designed provide students with the skills, tools and knowledgebase to successfully compete for jobs with natural resource employers. Upon completion of this course students will:

1. Develop accurately completed job applications for natural resource agencies whether public or private (i.e. USAJobs).
2. Exhibit professional conduct during a job interview in the field of natural resources.
3. Create a resume/cover letter that is specifically appropriate for their career path in natural resources field.
4. Search for and locate specific and practical employment opportunities that exist within their educational career path in natural resources.
5. Identify possible solutions to problems that commonly occur in the workplace.
6. Convey an understanding and appreciation of diversity in the workplace.

**Learning Outcomes:**

Upon completion of this course, students will be able to:

* Apply for a job opportunity by completing required documents (i.e. resume/cover letter) accurately and following procedure so as to comply with specific natural resource employers’ requirements.
* Prepare for and execute a job interview as a prospective employee in a professional manner including consideration of familiarity with employer needs, proper dress, documents and oral presentation specific to the natural resource fields.
* Demonstrate an understanding of the importance of "soft skills" to success in the areas of leadership, team building, supervision and conflict resolution within the field of natural resources.

**Supplemental References:**

 <http://www.forestryusa.com>

 <http://www.usajobs.gov>

 <http://www.calcareers.ca.gov>

**Cancelled Class Notification:** Communications for class cancellations will be made by your instructorthrough your preferred email account which will be collected the first day of class.

**Behavioral Standards:**

* ***Respect and Common Courtesies:*** Students and teachers greatly appreciate attention to appropriate classroom courtesy. Please take care of personal needs (e.g., using the restroom, getting a drink, sharpening a pencil) before class begins. Foul language or disruption to the instruction will not be tolerated. All class attendees will treat and be treated with respect or will be asked to leave the class by the instructor. There will be no tobacco use in any building or school farm.
* ***Attendance and Punctuality:***I start class on time and take roll. Please do not be late. If you are late, it is your responsibility to ensure that you are counted for attendance **after** class. To be considered present, students should be in class, attentive, properly attired, and ready for classroom or field activities regardless of weather or other factors. ***Two tardies will count as one absence.* *Roll will be taken at each session and students will be dropped if four absences are accrued unless specific arrangements are made.*** Field trips/exercises missed cannot be made up.
* ***Technological Gadgets:*** Please turn off or silence cell phones when entering the class. Students may not use cell phones during class. For any cell phone use, including texting, you will be asked to leave class.
* ***Classroom Visitors:*** It is not acceptable to bring guests to class.
* ***Late Work:*** Work that is turned in late will lose 10% percentage grade points for each class session that is missed. (one class session late = -10% two class sessions late = -20%. Make up work ***will not*** be accepted after 3 missed sessions)
* ***Make-ups:*** Make up work will be accepted at the discretion of the instructor. All make up work must be discussed and approved by the instructor. Do not assume that make up work will be made available to you.
* ***Extra Credit:*** Extra Credit opportunities may be made available throughout the semester. Opportunities will be communicated as they arise.

**Academic Dishonesty, Plagiarism and Cheating:**

Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly obtained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences. Refer to the college catalog for further details surrounding actions that will be implemented regarding academic dishonesty.

Plagiarism is the adoption or reproduction of the ideas or words or statements of another person without due acknowledgment. Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers in an attempt to gain an unearned academic advantage. Cheating can take the form of the storing of information in graphing calculators, pagers, cell phones, and other electronic devices. Therefore, no items of any kind may be on the desktop, including water bottles, during testing. Students may not wear hats/caps during testing. Incidents of cheating and plagiarism may result in a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment in question to a failing grade in the course at the discretion of the instructor and depending upon the severity and frequency of the incidents.

**Accommodations for students with disabilities**:

 If you have a verified need for an academic accommodation or materials in alternate media (e.g., 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. **A formal counseling assessment to determine the appropriate accommodation is required before any accommodation(s) can be made. The counseling center facilitates the process.**

Course Outline:

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| Session Date | Chapter/Resource | Topic/Discussion Emphasis |
| 8/12 |  | Introduction, Job Speaker |
| 8/13 |  | Career Goals/Personal Interests,  |
| 8/19 |  | USAJOBS – US Forest Service, National Parks Service, BLM |
| 8/20 |  | CalCareers - CalFire |
| 8/26 |  | Resume Building – Assignment Due 9/24 |
| 8/27 |  | Cover Letter - Assignment Due 9/17 |
| 9/02 |  | **Labor Day, No class** |
| 9/03 |  | Hiring Cycle - US forest Service, National Park Service, Fresno OC |
| 9/09 |  | Hiring Cycle – CalFire, BLM |
| 9/10 |  | Meet and Greet your potential employer. What sets you apart? Leadership and Followership |
| 9/16 |  | Interview Do’s and Don’ts |
| 9/17 |  | Cover Letter Due - Discussions |
| 9/23 |  | Preparing for an interview, The value of skills in the workplace |
| 9/24 |  | Resume Due - Discussion |
| 9/30 |  | Building your references – Assignment Due 10/07, Your reputation follows you!! |
| 10/01 |  | Interview Examples |
| 10/07 |  | Assess Job Application Package – Interview Sign-up |
| 10/08 |  | Job interview |
| Notes: |

**Grading Policy**:

Grading will be based on the results of 4 assignments and a final exam. Assignments must be submitted on the due date or earlier. **Assignments and exams will be based on lectures, in-class labs, and reading assignments. Please read all assigned readings!**

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| --- | --- |
| **Assignment Type** | **Possible Points** |
| Job Profile Sign-Up | 30 |
| Resume | 40 |
| Cover Letter  | 20 |
| References | 10 |
| Final Interview & Job Package presentation | 100 |
| **TOTAL Points Possible** | **200** |

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| **Grade Distribution** |
| A = 180-200 Pts. | 90-100% |
| B = 160-179 Pts. | 80-89% |
| C = 140-159 Pts. | 70-79% |
| D = 120-139 Pts. | 60-69% |
| F = Below 120 Pts | Below 60% |