

## **LAND 3 -- CAREER LEADERSHIP -- FALL 1999**

### **NOLTE**

Office – FEM 10

Office Hours - M,W,F---1000-1100, T,TH --- 0900-1000, other times by appt.

Phone - 638-3641, Ext. 3499

### ***COURSE DESCRIPTION***

To introduce students to elements of leadership and supervision including human relations, job training, motivation, time management, and disciplinary action.

### ***OBJECTIVES***

1. To distinguish between good and poor supervision
2. To identify the duties of a supervisor
3. To list and discuss probable solutions to job-related situations
4. To select and use alternative management models to resolve problems
5. To update your resume or personal data sheet
6. To update or complete an employment application

### ***COURSE OUTLINE***

<u>Date</u>	<u>Activity</u>
Week 10	Course Introduction, COKE
Week 11	Human Relations, Job Training
Week 12	Attitudes
Week 13	Elementary Supervision
Week 14	Work relationships/Habits
Week 15	Motivation, Temperament
Week 16	Time Management, Planning
Week 17	Discipline
Week 18	Evaluation

### ***ASSIGNMENTS***

1. **Job Training or Supervisory Situations** -- Write 1 page reports about how you trained someone to do a job or how you would handle a tough situation as a supervisor. You should include a brief section that describes the situation and a short but detailed description on how you conducted the training or how you might handle the situation. If you haven't had such an experience, I will assign a work-related situation that you must evaluate and address for your report.
2. **Employment Application** -- Complete or update your personal folder

3. **Resume** -- Update your resume and personal data sheets
4. **Leadership** -- Respond to assigned leadership role at Sequoia Lake (for Forestry students)
5. **Participation** -- Your presence and participation in this class is a key to a successful learning experience.

***GRADING POLICY***

<b>Activity</b>	<b>Points</b>	<b>Grade</b>
Job Training Situations	200	A = 90%
Class Participation	100	B = 80%
Application	50	C = 70%
Resume	<u>50</u>	D = 60%
	400	F = <60%

***LAST DAY TO DROP IS 19 NOVEMBER, 1999***

***Sequoia Lake Field Trip Dates:***

***September 16-18***

***October 28-30***