

[REDACTED] - CAREER COMMUNICATIONS

COURSE SYLLABUS

Rob C [REDACTED], Instructor

Monday & Wednesday - 12:00-1:00

Office: FEM10 (located at north end of Forestry Building)

Tuesday - 1:00-2:00

TEXTBOOK

No textbook required.

DESCRIPTION/OBJECTIVES

This course is specifically intended for students enrolled in a LAND program, and is designed to acquaint the student with the job market and how to effectively communicate in the work world. We will explore the basic concepts of motivation, communication (both oral and written), leadership, problem-solving, supervision, and interviewing.

ATTENDANCE

The class will meet promptly at 12:00 each Tuesday. Since there is no textbook for this course, it is essential that you attend all class sessions. If you arrive late to class, it is the your responsibility to inform the instructor after class so that your absence can be changed to a "tardy".

GRADING

As this course is mostly a skills course in human relations, evaluation of students will be based on interview performance, general class participation and performance, and written homework assignments. Also, each student is being evaluated as a potential natural resources/forestry employee; therefore, your attendance and citizenship are also being carefully scrutinized in relation to future employer needs, as well as your final grade.

Point distribution for grades is as follows:

Attendance - 16 meetings @ 10 pts./each	...	160
Guest lecture reports - 2 @ 50 pts./each	...	100
Personal Folder	...	140
OF612		
Résumé		
Transcripts		
List of college classes		
Citizenship & class involvement	...	<u>100</u>
Total	...	<u>500</u>

A	=	450 or better
B	=	400 - 449
C	=	350 - 399
D	=	300 - 349
F	=	290 or less

Late folders and reports will not be accepted after the last full week of the semester.

FINAL EXAM - the last day [REDACTED]

SCHEDULE		
<u>Date</u>	<u>Topic</u>	<u>Handout Materials</u>
January 11	Introduction, Class Scheduling	
January 18	Motivation (Maslow's Theory)	Human Behavior & Motivation
January 25	Motivation	Important Words in Human Relations Temperament Types Obstacles
February 1	Motivation	How Workers Learn 10 Causes of Worker Discontent Goal Setting
February 8	Communications	Persons Communicate in Many Ways Communication Chart Communication Process
February 15	Communications	Barriers to Communication Giving Orders & Instructions How to Encourage Feedback Giving Feedback
February 22	Communications	A Good Listener Communication Games
February 29	Leadership	What Good Leaders Do Four Leadership Styles How to be a Big Shot Leader
March 7	Leadership	Role Playing Games (instructions)
March 14	Leadership	Role Playing Exercise
March 21	Problem Solving	
March 28	Problem Solving	
April 4	Supervision	Key Functions/Activities of Management Definition of Supervision What is Supervision
April 11	Supervision	Elements of the Supervisor's Job Guide for Job Instruction Training How to Handle Employee Complaints
April 17-21	Spring Break	
April 25	Interviewing	Interviewing Job Interview & Personal Rights Some Do's and Don't's Negative Factors
May 2	Interviewing	
May 9	Counseling for '99 Summer & Fall Semesters	

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