**NR 8 – Natural Resource Career Preparation**

Section # 58080 Units: 1

Course Syllabus – Fall 2019

Lecture Wednesday 8:00am – 9:50am in FEM 12

***Instructor:*** Louie Long

 Office: FEM 4F, Phone: (559) 638-0300, Ext. 3268

Office Hours: M 2:00-3:00, W 2:00-4:00, Friday 9:00-10:00

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***Required Materials:***

You will be creating a federal resume, creating a Job Speaker account, and creating a USAJOBS account. You will need a record of your work history in order to create your resume. This includes paid and volunteer work history.

You will **need** a thumb drive. You should always backup your computer files and I recommend a thumb drive for this. It’s portable and you will always have your work handy in case there is a problem with submitting your completed assignment. Bring your thumb drive to class with you every day.

There is no textbook for this class.

***Supplemental References:***

 http://www.forestryusa.com

 http://www.usajobs.gov

 https://jobspeaker.com

***Student Learning Outcomes:***

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

1. 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.
2. 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 resources fields.
3. 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.

***Objectives:***

 In the process of completing 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.

***Essential Information:***

You are expected to treat others as you would want to be treated yourself, even if you disagree with an expressed opinion. Please refrain from using foul language. As a student in the Forestry Program, you are preparing yourself for a professional career in the natural resource field and you are expected to conduct yourself as such at all times.

Be on time! Walking into class late is distracting. Make sure you give yourself plenty of time to make it to school, find a parking spot, and walk to class. It is your responsibility to stay informed on any changes to assignment due dates, readings, test material, etc. Missing a class doesn’t excuse you from this responsibility (i.e. if a due date for an assignment changes, new assignments are given, etc.). This means you should ask a trustworthy classmate for notes if you are absent. Being absent is not an excuse for late work, late assignments, or just not knowing what is happening. Check CANVAS often!!! I recommend checking CANVAS every day and not just for this class.

If for whatever reason you cannot complete the class this semester, make sure that you officially drop the class via WebAdvisor. If you just stop showing up for class, you may not be officially dropped and end up receiving an “F” in the class when you thought you had withdrawn.

It is important for you to show up for class. While the lecture material is available on CANVAS, we will be discussing the material in depth during class. As per college policy, I have to drop you if you miss 3 or more classes.

Please turn cell phones off during class time. Using these devices during lectures is distracting to you and to students around you as well as to me. Trying to hide your phone under the table doesn’t work either. I still see you using it. Don’t make me call you out in class.

Cheating and/or plagiarism will not be tolerated. You will not receive credit for an assignment if, in my opinion, you have cheated. Cheating on an exam will result in an “F” on the exam and could result in dismissal from the Forestry Program. While cheating is not tolerated, I encourage you to work together on lab assignments. This makes the lab more interesting and helps you to learn the material. Even though you are working in groups, you will each be required to submit your own lab sheet unless otherwise instructed.

Sunflower seeds and all tobacco products are **NOT** permitted in the classroom or laboratory setting. Reedley College is now a smoke free campus.

“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:***

***Aug 22 – Last day to drop short-term class for a full refund.***

***Aug 23 – Last day to drop full-term course for full refund.***

***Aug 30 – Last day to register for a full-term class in person***

***Aug 30 – Last day to drop a full-term class to avoid a “W” in person***

***Sept 2 – Last day to drop a full-term class to avoid a “W” on WebAdvisor***

***Sept 10 – Last Day to drop short-term class (letter grades assigned after this date)***

 ***Oct 11 – Last day to drop a full-term class (letter grades assigned after this date)***

***Assignments:***

All lab assignments are due on the due date given in class. Once you complete the lab, save a copy for your records and submit the completed lab via CANVAS when appropriate. Because this is a short-term class, we must move very quickly. This means that it is difficult to make up lab assignments during class time. **All late assignments will receive a 15% grade reduction and must be turned in within two weeks of due date to receive any credit. Work completed more than 2 weeks after the due date will not be accepted.**

***Grading:***

For assignments, we will be using a competence scale that ranges from N – No evidence of progress towards the learning target to E – Exceptional Competence (see below).

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| Assignments |
| E | Exceptional Competence |
| C | Clear Competence |
| A  | Adequate Competence |
| B | Basic Competence |
| N | No Evidence of Progress Towards the Learning Target |
| \* The points you see on Canvas are arbitrary and do not denote the value of each lab assignment |

Tentative Lecture Schedule:

Note: order of topics may vary depending upon scheduling of speakers.

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| --- | --- | --- |
| Date | Lecture Topic | Assignment |
| 8/14/19 | Introduction – Job Speaker & the Federal Resume | Student Info Cards, Create a Job Speaker account |
| 8/21/19 | Cover Letters & Resumes, OF612 Application | Career Goals/Personal Interests Start your federal resume |
| 8/28/19 | USAJOBS Profile - Lily Nieves (USFS CCC) | Create a Cover Letter Finish your resume  |
| 9/4/19 | References & Job Applications (USFS anouncements) | References Sheet |
| 9/11/19 | Letters of Recommendation | Job Search & Apply for jobs |
| 9/18/19 | Interview Do's and Don'ts - Lee Long (GAR) | Job Search & Apply for jobs |
| 9/25/19 | Forest Conservation Days |
| 10/2/19 | Preparing for Interviews | Interview Sign-ups (appointments) |
| 10/9/19 | Final Exam - Job Interview | Dress to Impress |