### http://kingsriverlife.com/wp-content/uploads/2014/10/reedleycollege.jpg

### *Summer 2019*

### NR-19V

### Syllabus

**Course Name: NR 19V Section Number: 51151 Units:** 01

**Instructor:** Joe Reyes

**E-mail:** nuada31@gmail.com

**Office Hours:** By Appointment Only

**Class Meeting: ARR**

**Course Description:** This course is a work experience internship for natural resources students. Students will be monitored and advised through this class. Documentation of work progress will be provided to the instructor by the student and the work supervisor. Students will learn specific and general career skills in preparation for more advanced responsibilities upon completion of the educational program. The student must be employed or serving as a volunteer with an entity which is approved by the instructor. Employer must agree to participate in this internship, provide appropriate skills instruction and supervision, and submit a performance evaluation to the college. Students may enroll for a maximum of 8 units per semester. Students earn units using the following formula: 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units in work experience of which only 6 may be in COTR 19G. Note: Repetition of Cooperative Work Experience courses is allowable under Title 5, §55253. (A, CSU)

**Lecture Hours**: 0

**Lab Hours**: 0

**Class Objectives**:

* Demonstrate the ability to be a dependable and reliable worker and develop a strong work ethic.
* Develop the ability to follow directions and complete tasks as assigned, in a timely fashion.
* Identify and differentiate those elements of human relations that have a realistic effect on gainful employment, through on the job experience.
* Identify critical areas of work responsibility of each position, as assigned.
* Identify new skills needed to accomplish the tasks as outlined by the employer.
* Learn to write individualized learning objectives.

**Course Student Learning Outcomes:**

* Apply elements of human relations that maintain gainful employment.
* Demonstrate technical skills specified by work objectives training agreement.
* Investigate work experiences that lead to career decisions.

**Lab Outline:**

* Course content is based on practical work experience.
* Gain employment or volunteer work
* Development of measurable learning objectives in cooperation with employer and instructor.
* Evaluation of measurable learning objectives.
* Develop skills in:  
  1. Job Competence     
  2. Job Progress     
  3. Working with others     
  4. Dependability    
  5. Attitude  
  6. Promptness  
  7. Job Interest  
  8. Self Confidence  
    
  Lab components are established by supervisors as evaluation objectives.

**Dress:** Work clothes.

**Safety:** Safety is a primary concern while working. Students who are not working in a safe manner will be required to leave. This includes failure to wear adequate eye protection. You will receive instruction on the safe operation of the equipment; any unsafe operation will be dealt with accordingly.

**Required Text:**

No text

**Students Responsibility:**

* Students are strongly advised not to miss labs since this time may be difficult or impossible to make them up.
* No makeup’s will be allowed unless by prior permission of the instructor.
* Cleanup of the shop is part of the laboratory exercise. Students not participating in shop cleanup will have points deducted from their project grades.
* No written assignments will be accepted after 2 weeks past the due date. Late assignments are subject to a 20% penalty. No lab projects will be accepted after the final exam.
* Handouts will be given in almost every class or laboratory.

**Tentative Schedule:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Day** | **Date** | **Time** | **Time** |
| July 8 -11 |  |  |  |  |
| Week 1 | Mon - Day 1 | 7/8/2019 | 6:00 am to 12:30 pm | Safety Procedures and Equipment |
|  | Tues - Day 2 | 7/9/2019 | 6:00 am to 12:30 pm | Transportation safety |
|  | Wed - Day 3 | 7/10/2019 | 6:00 am to 12:30 pm | Hand tool maintenance |
|  | Th - Day 4 | 7/11/2019 | 6:00 am to 12:30 pm | Fireline construction |
| July 15 -19 |  |  |  |  |
| Week 2 | Mon - Day 5 | 7/15/2019 | 6:00 am to 12:30 pm | Fireline construction |
|  | Tues - Day 6 | 7/16/2019 | 6:00 am to 12:30 pm | Surveying |
|  | Wed - Day 7 | 7/17/2019 | 6:00 am to 12:30 pm | Slope and aspect determination |
|  | Th - Day 8 | 7/18/2019 | 6:00 am to 12:30 pm | Plant identification and other species |
|  | Fri - Day 9 | 7/19/2019 | 7:00 am to 10:00 am | Clearing non-native plants and small trees |
| July 22 -25 |  |  |  |  |
| Week 3 | Mon - Day 10 | 7/22/2019 | 6:00 am to 12:30 pm | Cutting line |
|  | Tues - Day 11 | 7/23/2019 | 6:00 am to 12:30 pm | Plant identification and other species |
|  | Wed - Day 12 | 7/24/2019 | 6:00 am to 12:30 pm | Surveying |
|  | Th - Day 13 | 7/25/2019 | 6:00 am to 12:30 pm | Final clean up |

**Subject to Change:**

This syllabus and schedule are subject to change. If you are absent from class, it is your responsibility to check on any changes made while you were absent.

**Evaluation:**

Students will be evaluated on the basis of their performance.

50% Field Work/Job Performance/Skill Mastery  
50% Other Assignments

Your grade in this course will be based on the following scale:

A – 90 – 100%

B – 80 – 89%

C – 70 – 79%

D – 60 – 69%

F – 59% and below

**Attendance**

Lecture: Attendance is required and roll will be taken at each class meeting. There is no difference between an “excused” or “unexcused” absence. A “tardy” is considered an absence unless the student contacts the instructor at the end of class to change the status from absent to tardy. Two tardies will count as an absence. This results in a drop in letter grade.

Lab: Attendance is mandatory. Students must make prior arrangements with the instructor to be excused from lab. At that time, the instructor will determine, if any, make-up work will be appropriate.

**Grading Policy/Scales/Evaluation Criteria**

Late assignments will have a 20% penalty deduction. Any assignment turned in after that time up to the last regular class meeting will be accepted with a 50% penalty.

**College Policies:**

**Cheating & Plagiarism**

In keeping with the philosophy that students are entitled to the best education available, and in compliance 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 disqualification for the course.

**Accommodations for Students with Disabilities**

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 the instructor as soon as possible.

**Work Ethic -** Most students are enrolled in college classes to obtain a quality job or to enhance their skills for advancement with their current employment situation. Employers look for a punctual, responsible individual who is prepared to go to work. Our goal is to replicate the workplace environment where a student can develop and demonstrate these desirable traits.

* Punctual: It is customary to arrive at least 5 minutes before work begins. Individuals will be terminated if they are not punctual.
* Responsible: It is expected than an employee work every scheduled work day. Individuals will be terminated if they are not responsible.
* Prepared: It is expected that an employee be prepared with he/she arrives for work. Students must have work shirts, safety glasses, and appropriate footwear to participate in the laboratory. If a student is not prepared, he/she cannot participate and will receive a zero (see “responsible”).

**Language -** English is expected to be spoken in class for the following reasons:

* All course content and materials are presented in English and class discussions all take place in English.
* All lab activities are conducted in groups and must have effective communication between all group members.
* Shop activities can be hazardous and it is vital that instructors receive feedback in English to ensure safe practices.
* This policy is designed so that instructors and all students may communicate in a common language.
* All individuals must have freedom of expression and are allowed and encouraged to communicate in the language of their choice outside of class times, including breaks.

**Behavioral Standards**

* Each student is responsible for his/her own work. Written assignments are not group assignments and no credit will be awarded for students who turn in the same work. Students suspected of cheating on tests and quizzes will receive no credit for that particular assignment and may be removed from the class.
* It is considered polite to turn off cell phones when in the classroom or shop. Please do so.
* There is no smoking, chewing tobacco, alcohol, or drugs allowed in classrooms, shops, or school vehicles.
* This class is set for the semester. All doctor’s appointments, interviews, meetings with counselor, and other types of appointments should be scheduled during your time outside of class.

**Accommodations for Students with Disabilities**

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 the instructor as soon as possible.

**Reedley College is committed to creating accessible learning environments consistent with federal and state law. To obtain academic adjustments or auxiliary aids, students must be registered with the DSP&S office on campus. DSP&S can be reached at (559) 638-3332.  If you are already registered with the DSP&S office, please provide your Notice of Accommodation form as soon as possible.**

**Important Dates Summer 2019**

* June 10 Start of 8-week Summer Session
* June 24 Start of 6-week Summer Session
* July 4 Holiday – no school
* **July 8 First Day of Class**
* **July 25 Last Day of Class**
* **August 2 End of 6 and 8-week Summer Sessions**

\*\* Withdrawal (W): A student will be assigned a grade of “W” for classes dropped on or after 20 percent of the duration of the class, up to and including 50 percent of the duration of the class. After the 50 percent point, the student must receive a letter grade other than a “W” (i.e., A, B, C, D, F, I, P, NP). Check with your instructor for the deadline applicable to your class.