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



**Course:** NR-8 – Section 51377-**Th, Fri – 1:30 to 2:20**

**Title:** Career Prep

**Dates:** March 17, 2022 to May 20, 2022

**Room:** DENT-1

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**Syllabus**

**Instructor:** Tim Garrison /Adam Hernandez

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**Email:** [tim.garrison@reedleycollege.edu](mailto:tim.garrison@reedleycollege.edu)[adam.hernandez@reedleycollege.edu](mailto:adam.hernandez@reedleycollege.edu)

**Office Location:** DENT-10

**Office Hours: CANVAS, EMAIL or ZOOM: By Appointment:** Tuesday, 1:00-2:00, Thursday,12:30-1:30, Friday 8:00-11:00.

**Drop Deadline: March 25, 2022** – Last day to drop for full refund

**Final Exam:** TBD

**Laboratory Guidebooks on the Internet (Download Required)**

NONE

**Spring Break:**

April 11-15th

**NR-8 Career Prep**

**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:

**Learning Outcomes:**

**Course Objectives**

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

**Student Learning Objectives:**

**NR-8 SLO1: Apply for a job opportunity by completing required documents (e.g. resume/cover letter) accurately and following procedure so as to comply with specific natural resource employers’ requirements.**

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| Interpret various types of written, visual, and verbal information. |
| Incorporate physical and emotional principles to make healthy lifestyle choices. |
| Employ critical and creative modes of inquiry to solve problems, explore alternatives, and make decisions. |
| Assess current knowledge, skills, and abilities to further develop them and apply them to new situations. |
| Organize ideas and communicate precisely and clearly to express complex thoughts both orally and in writing. |
| Analyze quantitative information and apply scientific methodologies. |

**NR-8 SLO2: 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.**

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| Interpret various types of written, visual, and verbal information. |
| Employ critical and creative modes of inquiry to solve problems, explore alternatives, and make decisions. |
| Organize ideas and communicate precisely and clearly to express complex thoughts both orally and in writing. |
| Analyze quantitative information and apply scientific methodologies. |
| Assess current knowledge, skills, and abilities to further develop them and apply them to new situations. |

**NR-8 SLO3: 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**

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| Interpret various types of written, visual, and verbal information. |
| Employ critical and creative modes of inquiry to solve problems, explore alternatives, and make decisions. |
| Organize ideas and communicate precisely and clearly to express complex thoughts both orally and in writing. |
| Analyze quantitative information and apply scientific methodologies. |
| Assess current knowledge, skills, and abilities to further develop them and apply them to new situations. |

**Online:**

Portions of this class will be online and will be announced by the instructor. **CANVAS** **& REMIND APP** will be used for disseminating messages, information and assignments.

**Class Notification:** Class notifications will be made by your instructor through **REMIND APP** and or **CANVAS.** You are ***required*** to monitor these communications methods for course updates, information sharing and assignments.

**Cancelled Class Notification:** Communications for class cancellations will be made by your instructorthrough **the REMIND APP and or CANVAS.**

**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.**

**Field Trip**: Do Be Determined

* **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% |

**Behavioral Standard Operating Procedures:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***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 two absences are accrued unless specific arrangements are made.*** Field trips/exercises missed cannot be made up.

Because the job of a Wildland Firefighter is inherently risky, you are expected to put forth nothing less than complete focus while you are in this class. As your instructor, I cannot permit distractions that takes focus away from the rest of the class as the concepts that we cover may one day keep you or others safe on the fireline. I will not allow any interruptions that take away learning opportunities from others. Students are allowed to miss only 10 hours of class *(equivalent to 2 class sessions plus a cushion)* during the semester including absences and tardies. Any absences beyond 10 hours will be grounds to be dropped from the program. If you have other commitments that may impact your ability to show up on time or will impact your ability to attend class, you may want to enroll at another time.

IF THERE IS ANYTHING I NEED TO KNOW: about your situation that may create challenges for you this semester you need to let me know as soon as possible, that way I can have awareness.

SLEEPING IN CLASS: If you are observed to be sleeping in class you will be excused until you can come back attentive. If you If you are tired while in class you may stand up at your discretion in order to maintain focus. If your tiredness becomes a problem/distraction, the instructor may excuse you for the day and you may be marked absent.

***Technological Gadgets:*** Please turn off or silence cell phones when entering the class.

PHONE USE WILL NOT BE ALLOWED IN CLASS: If you are observed using your phone during class time you will be asked to leave class, you will be marked as absent and will lose credit for the entire day. Phones will not be out while you are in the class room. All texting and electronic device activities must be done outside of class. You will get breaks on the hour, do what you need to do then outside of the class room. If you expect something to come up during class that requires phone use let me know and I will allow you to use/monitor it at my discretion.

***Assignments:***

WRITING ASSIGNMENTS: All writing assignments will require that you visit the Writing center in order to receive a full grade.

MODULE TAKE-AWAYS: After each class session you will be required to write down 5 main points that you took away from class.

YOU ARE REQUIRED TO TAKE NOTES, IT WILL BE A PART OF YOUR GRADE: Much of the concepts and information you will be required retain will be passed along through lectures. You must take good notes to ensure that you have the required material for study purposes. If you miss class you will need to find a class mate and obtain the notes for the day you missed. Lecture information will not always be formatted to be posted on canvas.

COMMUNICATION IS REQUIRED: Unless previously arranged with the instructor, if you miss a deadline on an assignment without contacting me ahead of time you will not get an opportunity to make it up, which means you will get a zero. You need to be a responsible adult; this program will not enable irresponsibility.

MISSED EXAM: In the event you are going to miss an exam OR assignment you must:

o Contact me at least 1 day ahead of time to let me know your special situation.

o Notify me ahead of time to not be penalized.

TEAM WORK: The only way we get through this is together. We need to help one another. Work as a team, pick each other up, help one another get through the academic and physical challenges, we need to have regular study groups, hold each other accountable and hold yourself accountable.

PERSONAL GROWTH AND EFFORT: You are here by choice and you are going to do it anyway, might as well do it right. Have some integrity to do the right thing when no is looking.

READING AND WRITING IS REQUIRED: During this course you should expect to have to communicate through reading, writing and oral briefings.

***Preparedness:***

YOU ARE RESPONSIBLE FOR YOUR LEARNING: If you don’t understand you need to ask. You are here by choice so, strive to do well. If you don’t ask, I cannot help you.

PARTICIPATION GUIDELINES: participation is considered active involvement in all class room or lab activities. Participation requires you to engage in lecture topics. You will be graded on your participation.

CLASS ROOM PREPAREDNESS: You will be docked preparedness/participation points for not having your required materials. You must always bring to class your Lecture/Lab Manuals

* YOU MUST ALWAYS BE PREPARED FOR CLASS:
  + If you do not have your proper PPE you will be excused from class and will lose credit for the day.
  + If you do not have your lab manual or notetaking materials you will be considered unprepared, will be excused from class and will lose credit for the day.
* Personal Protective Equipment (PPE) is mandatory for all field exercises. Safety rules must be strictly followed including the use of personal protective equipment (PPE) and cautious behavior. Students who fail to have in possession all PPE for field trip/exercises will not be allowed to participate, will be dismissed from the day’s exercise, and will be charged an absence for the day. ***SEE STUDENT REQUIRED PPE listed items at the end of this document.***
* ***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.

NR-8 Course Schedule

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| **WEEK** | **TOPIC** | **MATERIALS** | **ASSIGNMENT** |
| 1 | Hiring Cycle and Resume- | * Student needs Thumb Drive * CAM SCANNER App. * Resume Content * Resume Template * Sample Resume | * Obtain 4 References & contact info * Professional attributes statement * Listing of skills/capabilities, experience and Education (brainstorm in class) |
| 1 | Defining Experience Highlights Education and Training | * Sample experience highlights * buzzwords | * Experience highlights * Education & Training highlights * Certificates Acquired |
| 2 | Defining Special Assignments and Accomplishments  Cover letter discussion | * Cover Letter Template | * Special Assignments & Accomplishments * Cover Letter |
| 2 | Refine Cover letter - In Class  Understanding GS Pay scale  HIRING CYCLES | * GS-Pay Scale Sheet * GS- Job Description | * Earnings assignment * Cover letter Check-in |
| 3 | USA JOBS |  | * Create Profile-USA Jobs * 1st Draft Due-Resume * 1st Draft Due-Cover Letter |
| 3 | USA JOBS/Work site locations  JOB ANNOUNCEMENT NUMBERS | * National Forest Maps | * Research where you want to work. Locate on a map acquire contact information. |
| 4 | Cal Careers |  | * Create Profile-Cal Careers |
| 4 | Cal Careers/Work site locations  JOB CONROL NUMBERS | * Cal Fire Unit Maps | * Final Draft -Resume * Final Draft -Cover Letter * Research where you want to work. Locate on a map acquire contact information. (PICK 5 LOCATIONS) |
| 5 | LABOR DAY |  |  |
| 5 | USA JOBs-Application Submission |  | * Submit Application |
| 6 | Cal Careers -Application Submission |  | * Submit Application |
| 6 | Making contact with a potential Employer |  | * Station visit/Phone call. * Brief email introduction of yourself. |
| 7 | Workplace Culture Discussion |  | * Debrief Phone call/Station Visit-How many positions do they have open? What is the module leader’s name? When will they fill the position? |
| 7 | Preparing for an interview, The value of skills in the workplace |  | * How will you highlight your skills |
| 8 | Fresno OC Crew-Application Packet |  | * Download Packet and Complete |
| 8 | Meet and Greet your potential employer. What sets you apart? Leadership and Followership |  |  |
| 9 | INTERVIEWS |  |  |
| 9 | INTERVIEWS |  |  |
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