

# NR-8 – Career Preparation

## Course Syllabus – Fall 2023

Section Number: 59055

### Class Meeting Time and Place:

10/09/2023-12/08/2023 Lec Internet Days to be Announced, Times to be Announced Web-Based Instruction, Room FNR 4

**Instructor:** Rodnie Roberts

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**Course Prerequisites:** none

**Units:** 1

**Holidays:** Holidays will be observed as per the State Center Community College District Schedule.

**Drop Deadline:** Friday, October 13<sup>th</sup>, after this date letter grade assigned.

**Final Exam:** December 7th and 8th

### Textbook and Required Materials:

No text is required for this course.

You will need: 3-ring binder with note paper, a writing utensil and access to computer for some assignments are required to be typed.

### Supplemental References:

<http://www.forestryusa.com/> website

<http://www.usajobs.com/> website

### Course Objectives:

Upon completion of this course, you will:

- Become familiar with the many career opportunities in forestry and natural resources.
- Develop a positive work ethic and attitude.
- Understand the importance of analyzing and comparing various career choices and the determination of jobs best suited to your abilities, needs, and interests.
- Accurately complete employment application forms.
- Effectively write a resume/personal data sheet and cover letter.
- Build job search skills and procedures including verbal communication and written correspondence necessary for procuring employment.
- Develop interviewing skills and techniques.
- Enhance oral and written communication skills.

### Classroom Conduct:

All students are expected to act in a mature manner that respects their fellow students, the instructor and any guest presenters. Please turn cellular phones, pagers and all other electric devices **off** during class time. **No** tobacco products or sunflower seeds. **THIS IS COMPUTER LAB: NO FOOD/DRINKS.**

### Cheating and Plagiarism:

Cheating and plagiarism are serious offenses and will not be tolerated. Students shall comply 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 failing grade on an assignment and/or the entire course.

**Accommodation Statement:**

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.

**Reedley College Policies:**

To receive a grade for this course, students must complete all assigned work. There are **NO** makeup assignments for this course. Overdue assignments will be docked 10 points per day late. Assignments overdue by one week or greater will receive a zero.

**Attendance and Grading Policy:**

If you miss a lecture, you are responsible for obtaining notes/assignment from a classmate. Success in this class depends on the presence and active participation of each student; therefore, you are expected to attend every class. Your participation record will be considered when assigning your final grade. **If you miss class >6 times during the semester (without a valid reason) you may be dropped from the course.** Individual exam grades may be curved and final grades will be assigned based on a straight percentage system according to the following scale:

Course Grade	Cumulative Percent	Breakdown of Grades	Points
A B C D F	90-100 80-89 70-79 60-69 <59	Goals/Personal File (Assignment 1)	50
		Dream Career Research (Assignment 2)	50
		BBQ Networking (Assignment 3)	50
		Application (Assignment 4) Two Parts	100
		Scholarship Application (Assignment 5)	100
		Resume (Assignment 6)	100
		Cover Letter (Assignment 7)	100
		Job Interview	100
		Participation/ Speaker Report Form(s)	100
		TOTAL	750

**Important Dates Fall 2020**

- Labor Day Holiday – Campus Closed 09/04/2023
- Drop Deadline to be eligible for a refund 10/6/2023
- Add w/Auth Code & Drop w/o ‘W’ – in person 10/16/23
- Add w/Auth Code & Drop w/o ‘W’ – on Web Advisor 10/16/23
- Drop w/ ‘W’ in person or on Web Advisor 11/06/23
- Classes Begin for 2nd 9-week session 10/09/23
- Veterans Day Holiday – Campus Closed 11/10/23
- Thanksgiving Holiday – Campus Closed 11/20/23 – 11/24/23
- Final Exam December 12/04/23- 12/8/2023
- Fall Semester Ends 12/22/2023

**Tentative Lecture Schedule:** Note: exact order of topics may vary depending upon scheduling of speakers and availability of necessary resources.

<b>Date</b>	<b>Lecture Topic</b>	<b>Handouts</b>
Day 1	Introduction & Syllabus Review	Goals/Personal File, Assignment
Day 2	Goals/Career Planning	Dream Career Research, Assignment
Day 3	USA Jobs/Pathways (Central California Consortium")	Applications Assignment
Day 4	Job Applications/ USA Jobs Profile	Applications
Day 5	Building a Resume	Resumes, Assignment
Day 6	Building a Cover Letter	Cover Letters, Assignment
Day 7	Career Opportunities in Forestry & Natural Resources (Federal)	Career Handouts
Day 8	Career Opportunities in Forestry & Natural Resources (State)	Career Handouts
Day 9	Career Opportunities in Forestry & Natural Resources (Private)	Career Handouts
Day 10	Preparing for Interviews	Top Interview Questions
Day 11	Job Interviews	
Day 12	Job Interviews	
Finals week	Job Interviews and/or Final Meeting	