Revised Dec 18, 2012

Course Name: Junior Seminar

Course Number: FE 307

Course Credits: 1 credit; This class meets for a one-hour lecture one time a week.

Prerequisites: The course will be major code restricted to students who are in the Forestry or Forest Engineering Professional Programs.

Course Content:

Career Planning and Self-Assessment Overview

• OSU Career Planning and Placement “Career Trail”

Job Search Techniques Overview

▪ Introduction to federal agency employment website
▪ Other public agency, private industry, and NGO considerations

Job Interview, Resume- and Cover Letter-Writing Overview

▪ 1-page resumes
▪ Federal resumes
▪ Cover letter content and audience needs
▪ Interview preparation and best practices

Workplace Ethics Overview

• Ethics and Confidentiality
• Resolving Ethical Dilemmas
• Intellectual and Intangible property
• Ethical communications
• Cultural diversity and the Workplace
  ▪ Micro-inequities training
  ▪ Harassment considerations
• Workers Compensation

Forestry Cooperative Education Program Overview

▪ Components of Coop Work Term
  ▪ Work Assignments
  ▪ Work Term Mentor Evaluation
  ▪ Work Term Student Evaluation

Workplace Safety Overview
Course Specific Measurable Student Learning Outcomes:

1. Become familiar with the broad array of career pathways in the forest-based natural resources fields.
2. Become familiar with the Forestry Coop and its internship process, and accepted or declined participation in it.
3. Demonstrate the use of the USAJobs federal public agency job search system
4. Demonstrate best practices in job search and live interviewing
5. Write effectively for within your specific area or discipline using appropriate standards and conventions for resume, application, and cover letter construction.
6. Apply critical thinking to ethical and/or confidentiality issues related to employment.
7. Demonstrate an understanding of the issues around workplace safety and the Oregon/US system for work protection and compensation.
8. Demonstrate an understanding of intercultural communications issues in the workplace.

Evaluation of Student Performance

There are two activities that the students will undertake that will be used to address the learning outcomes for the course. These activities are:

1. Weekly in-class discussion (attendance and participation),
2. Weekly out-of-class assignment.

In-Class Discussion – Every seminar will begin with a presentation by the instructor, followed by discussion and in-class activities. The purpose of the presentation and discussion is to evaluate progress on the learning objectives and ultimately assist the student in being prepared to secure pertinent work experience during the summer and fall quarters. Nominally, there will be ten lectures/discussions for the term.

Weekly out-of-class assignment – The weekly assignment will be associated with the week’s seminar topic. These assignments cumulatively become a critical part of the career pathway: preparing for and securing pertinent work experience and then having the essential skill necessary for the work experience.

Learning Resources:

- USAJobs account and Sigi3 Website Accounts (free) will be required.
Statement Regarding Students with Disabilities
"Accommodations are collaborative efforts between students, faculty and Disability Access Services (DAS). Students with accommodations approved through DAS are responsible for contacting the faculty member in charge of the course prior to or during the first week of the term to discuss accommodations. Students who believe they are eligible for accommodations but who have not yet obtained approval through DAS should contact DAS immediately at 737-4098."

Expectations for Student Conduct,

- OSU Statement of Expectations for Student Conduct, i.e., cheating policies
  (http://oregonstate.edu/studentconduct/code/index.php - acdis)
- Society of American Foresters Code of Ethics (http://www.safnet.org/about/codeofethics.cfm)
- College of Forestry Code of Professional Conduct
  (http://studentservices.forestry.oregonstate.edu/college-forestry-code-professional-conduct)