



**COURSE OUTLINE**

**GEOL 104**

**COMMUNICATIONS AND CAREER DEVELOPMENT**

**3 CREDITS**

PREPARED BY: \_\_\_\_\_  
Mazdak Salehi, Instructor

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
Margaret Dumkee, Dean

DATE: \_\_\_\_\_



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## COMMUNICATIONS AND CAREER DEVELOPMENT

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**INSTRUCTOR:** Mazdak Salehi, M.Sc.

**OFFICE HOURS:** F (12:00 - 1:00 pm)  
Th (3:00 - 3:30 pm)

**OFFICE LOCATION:** T1026C

**CLASSROOM:** M111

**E-MAIL:** msalehi@yukoncollege.yk.ca

**TIME:** F 10:30 - 12:00 & 1:00 - 2:30

**TELEPHONE:** (587) 773-1058

**DATES:** Sept. 8, 2015 - Dec. 3, 2017

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### COURSE DESCRIPTION

This introductory course will help students develop the communication and study skills necessary to successfully navigate the landscape of the mineral industry and is framed around helping guide students through the hiring process, from initial job search to final interview. The first half of the course will focus on effective study and job search skills. Time will be dedicated to developing skills in drafting résumés, cover letters, and job applications, as well as interview strategies and techniques. The latter part of the course will transition into basic oral presentation, communication and conflict resolution skills, and will include instruction on best practices when working with First Nations.

### PREREQUISITES

Admission to the Geological Technology, Science, or Northern Science programs; and/or permission from the instructor.

### EQUIVALENCY/TRANSFERABILITY

There are no established course transfer agreements for GEOL 104.

## **LEARNING OUTCOMES**

Upon successful completion of the course, students will be able to:

- Demonstrate an ability to participate in and/or conduct a formal job interview, both as an interviewer and interviewee.
- Deliver group and individual oral presentations in front of an audience of colleagues; effectively answer Q&A questions after a presentation.
- Create polished, professional résumés and cover letters for job applications.
- Demonstrate an awareness of the First Nations in the Yukon, including Self Government, as well as the relationship between First Nations and the mineral industry.
- Understand and implement conflict resolution skills that help resolve interpersonal disputes in the workplace.
- Present constructive criticism to peers in an open and diplomatic manner.

## **DELIVERY METHODS/FORMAT**

This course consists of two 90-minute lectures per week.

## **COURSE REQUIREMENTS/EVALUATION**

### **Attendance and Participation**

Students are strongly encouraged to attend all lectures. Failure to do so will greatly hinder their ability to successfully complete course material. Several modules in this course will be evaluated based on participation only. Participation accounts for 10% of the final grade.

### **Assignments**

The assignments associated with this class are directed towards preparing students to successfully obtain jobs in the mining and geology fields. These assignments are composed of both written and oral deliverables, with a focus on real-world applicability.

The first major assignment for students will be finding a job posting they are interested in, conducting the appropriate background research, and then presenting that data to the class. Students will then draft cover letters and résumés specific to their chosen posting, which will be critically assessed by peers and returned to the student.

Following these initial products, students will conduct mock interviews with their peers and the instructor. The interviewer will be required to make a critical assessment of the interview, providing recommendations for their peer interviewee.

Students will receive instruction on oral presentation skills and the use of PowerPoint, and will be required to give a group and/or individual presentation on a geologic topic, with open discussion and positive feedback given by their peers. Assessment marks will be assigned both on the presentation itself, and quality of feedback given to peers.

A final mock job interview will be conducted with each student during the last week of classes, in front of the instructors and an outside panel that may include other faculty members, industry representatives, etc. For this interview, students will be required to redraft their cover letter and résumé reflecting the feedback the student received from the first drafts. Final interview grades will reflect the degree to which the student responded to the constructive criticism provided after the first interview, as well as overall quality.

## Tests/Exam

There is no final exam scheduled for GEOL104 during the exam period. Student responsibilities finish with a wrap-up discussion on the final day of classes, following their successful final mock interviews.

## Evaluation Scheme

<i>Tests and Assignments</i>	<i>Weight</i>
Participation	10%
Yukon First Nations core competencies	5%
Peer Résumé and Cover Letter Critique	5%
Job Application Package (#1)	20%
Job Interview Round 1 (peer evaluation)	5%
Oral Presentation + PowerPoint	20%
Job Application Package (#2)	20%
Job Interview Round 2 (panel evaluation)	15%

The letter-grading scheme used in this course is the Yukon College standard scheme. Final grades will be rounded up to the nearest decimal place and assigned a letter grade based on this scheme. Grades will not be raised in order to facilitate a better overall grade standing at the end of the course. Final grades will be changed in the

event that an error in grade addition or entry occurs. In such a case, students are asked to contact the instructor immediately. The College policy on grading and related matters is described in the “Student Evaluation, Grades, and Records” section of the current College Calendar.

## **REQUIRED TEXTBOOKS/MATERIALS**

Students are not required to purchase any textbooks for GEOL 104. Needed course materials will be provided by the course instructor.

## **PLAGIARISM**

Plagiarism is a serious academic offence. Plagiarism occurs when students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person’s writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

## **YUKON FIRST NATIONS CORE COMPETENCY**

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## **ACADEMIC ACCOMMODATION**

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student’s responsibility to seek

these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

## TOPIC OUTLINE

Topic*
<b>Student resources at Yukon College:</b> an introduction to student resources at Yukon College, including the library, counselling services, the Writing Centre and the Learning Assistance Centre.
<b>Yukon First Nations core competencies:</b> a module that introduces Yukon First Nations history, including Self Government, as well as the relationship between First Nations and the mineral resource industry. This module is delivered by Yukon College’s First Nations Initiatives department (FNI) and meets the core competency requirement for Yukon College students.
<b>Personality assessment and working styles:</b> this module will help students to recognize how their personality affects their working style and the working styles of their colleagues. It will discuss workplace dynamics and the recognition of different worker personalities to reduce conflict in the workplace.
<b>Past and present mining in the Yukon:</b> an introduction to the Yukon mining and exploration industry, providing a foundation for the Geological Technology Program at the College and working in territory.
<b>Presentation skills:</b> Students will learn oral presentation skills and will work with PowerPoint, or similar software, to create visual presentation aids to accompany an oral presentation.
<b>Cover letter and résumé drafting:</b> throughout the course, students will learn how to search for jobs and to draft a professional cover letter and résumé that can be used to apply to jobs in the mining and geology fields upon completion of their certificate.
<b>Interview skills:</b> students will study common interview styles and questions and will participate in two mock interviews where they will receive feedback from their peers, their instructor, and outside participants. This will prepare them for future job interviews.

\*Topic order and content are subject to change.