



COURSE OUTLINE

RRMT 137

TECHNICAL SKILLS AND PRACTICES IN RENEWABLE RESOURCES MANAGEMENT

45 HOURS
3 CREDITS

PREPARED BY: _____ DATE: _____
Scott Gilbert, Instructor

APPROVED BY: _____ DATE: _____
Margaret Dumkee, Dean

APPROVED BY ACADEMIC COUNCIL: _____

RENEWED BY ACADEMIC COUNCIL: _____



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Division of Applied Science & Management
Technical Skills and Practice in Renewable Resources Management
3 Credits
Fall, 2017

Technical Skills and Practices in Renewable Resources Management

INSTRUCTOR: *Lecture:* Scott Gilbert, Ph.D., Caroline Hayes;
Computer Lab: Gerald Haase

OFFICE LOCATION & HOURS: Scott Gilbert - A2515 Mon (1:30-2:30) & Fri (11-noon) or by appointment
Gerald Haase - A2320 - Tues 10:30 - 12:30 or by appointment

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Gerald Haase 867-668-8757, ghaase@yukoncollege.yk.ca

COURSE OFFERING

DAYS & TIMES: Classes: Mon - Wed
Time: 10:30 am - noon
Room: A2601

Computer Lab: Tuesday
Time: 2:30 pm - 4:30 pm
Room: A2408

COURSE DESCRIPTION

This course focuses on a subset of technical skills and knowledge that will contribute to a successful career in resource management. Lectures focus on a diverse set of topics that include workplace safety, the dynamics of conflict, time management, ethics (professional codes of conduct) and renewable resource management in a post-land claims environment. The mandatory computer lab component uses hands-on exercises that lead to practical computer fluency.

The course topics have been chosen based on feedback from graduates and employers and aim to address knowledge “niches” that may assist students in achieving professional success. For example, students working in northern Canada need a good understanding of the complexities of how land claims agreements have affected day-to-day resource management and the role of co-management bodies. Renewable resource issues are often controversial and students will benefit from some background training in managing and resolving conflict and an understanding of some of the ethical perspectives facing the profession.

PREREQUISITES

Admission to the Renewable Resources Management program or permission of the instructor. In preparation for the computer lab, students should be comfortable using a mouse, keyboard and have some exposure to Microsoft Windows, common computer applications, and Internet services such as e-mail and the web. Students without these skills may wish to first take the College's COMP 030 or COMP 050 introductory computer courses.

EQUIVALENCY/TRANSFERABILITY

None at this time.

LEARNING OUTCOMES

Upon successful completion of the course, students will:

- Be able to describe the groups involved in northern renewable resource management (e.g. various levels of governments as well as co-management bodies), their mandates, structures and interactions.
- Have experience and practice in applying skills that will enable them to work effectively in the renewable resource management field including:
 - Personal record keeping (e.g. statements, records, photographs, logs etc) and time management.
 - Communicating effectively in culturally diverse settings as well as in conflict situations.
- Recognize and exploit the features of computer programs such as word processors and spreadsheets that minimize effort and repetition.
- Choose the appropriate internet-based services and techniques for on-line project collaboration.

DELIVERY METHODS/FORMAT

Lectures will be led by an array of instructors and supplemented with a series of guest speakers. Topics will be presented through a combination of lectures and class discussions involving Renewable Resource Management professionals.

COURSE FORMAT

Lectures: Three hours per week (2 classes of 1.5 hours)

Labs: Two hours per week.

COURSE REQUIREMENTS

ASSESSMENTS

Attendance and Participation

Regular attendance at both lectures and labs is required. Some of the course learning outcomes will be achieved through experiential learning so attendance and participation is critical.

Computer Lab: Late assignment may be penalized and will not be accepted after the assignments have been returned to the rest of the class. In the interest of minimizing distractions during the computer lab, students are asked not to stray off task during scheduled class (e.g. using the computer for personal tasks such as sending or receiving e-mail, using social networks, etc.).

ASSIGNMENTS & TESTS

Students must pass both the lecture and lab portions of the course to receive credit for the overall course. The final examination will be comprehensive and scheduled by the department. Students are expected to write their exams as scheduled unless there are serious extenuating circumstances such as serious illness, accident, or other legitimate circumstances beyond their control.

Lecture:	Conflict module	10%	(Min of 50% required to pass the course)
	Assignments	10%	
	Mid Term -	10%	
	Final Exam	20%	

Computer Lab:	(Minimum of 50% required to pass the course)
Assignments	40%
Quizzes (5)	10%
Total	100%

REQUIRED TEXTBOOKS/MATERIALS

Digital copy of Chapter 2 from Michelle LeBaron and Venashiri Pillay 2006. *Conflict Across Cultures: A Unique Experience of Bridging Differences* Nicholas Brealey Publishing. 13 pp.

Digital copy of "Getting Them Through the Wilderness" A Leaders Guide to Transition by William Bridges, Ph.D., 1987, William Bridges & Associates. 21 pp.

Digital copies of the Yukon *Umbrella Final Agreement* and the *Western Arctic Claim - Inuvialuit Final Agreement*. Students will also receive handouts in class with assigned readings.

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Servicers/ Admissions & Registration web page.

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.

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/SYLLABUS

Lecture: During the term students will work through a series of modules organized under three broad themes:

- **Organizing skills:** tips on effective note taking, record keeping, personal time management, and an introduction to project management using the case example of planning and executing a multi-year program of field work
- **Practical introduction to renewable resource management in northern Canada:** The resource management field in northern Canada has undergone rapid evolution in recent decades and students will survey the levels of government involved in renewable resource management as well as the legal concept of paramountcy. Students will study Chapter 16 of the Yukon Umbrella Final Agreement (UFA) as well as Inuvialuit Final Agreement (IFA) and its impact on Yukon's North Slope. A panel discussion will bring government representatives into the classrooms to illustrate how day-to-day management decisions are made.
- **Personal Preparation and Safety:** The modules in this unit set out to provide support for the workday challenges that graduates will face. This includes an introduction to interpersonal communication and an introduction to professional ethics with a survey of the approaches used in the field.

Computer Lab: The eleven lab sessions will cover the following topics. The order of topics may vary to align with other RRMT course assignments. If time allows, the optional topic session will likely take place between the Spreadsheets and Word Processing sections.

1. Computing Skills

- a) Introduction: computer lab introduction, MyYC / Moodle orientation, computer components and terminology
- b) Editing and Searching: cross-application editing techniques, search engine options
- c) Optional Topic: online collaboration, multimedia, security and privacy, for example

2. Spreadsheets

- a) Introduction: spreadsheet terminology, cell formatting, writing simple formulas
- b) Formulas: performing calculations using arithmetic operators, common functions
- c) Functions: calculations using cell ranges, conditional and lookup formulas
- d) Advanced Techniques: date calculations, using conditional formatting, importing

data from text files

e) Category Charts: chart terminology, simple chart creation

f) XY Scatter Charts: manual chart creation, XY scatter plot charts

3. Word Processing

a) Introduction: word processing terminology, simple formatting

b) Styles: formatting using styles

c) Objects and Numbering: inserting non-text objects, automatic heading numbering