PRACTICAL NURSE COLLABORATIVE CURRICULUM

KEYANO COLLEGE

COURSE OUTLINE

PN 202

NURSING FOUNDATIONS IV:
MATERNITY NURSING

Fall 2020
October 5 -December 11, 2020

INSTRUCTOR: Fatima Legrou

PRACTICAL NURSING 202
NURSING FOUNDATIONS IV: MATERNITY NURSING

Course Outline
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NURSING FOUNDATIONS IV:
INTRODUCTION TO NURSING
COURSE OUTLINE

CALENDAR STATEMENT

NURSING FOUNDATIONS IV: * Semester 4

Pre-requisites: All first Year Courses

Co-requisite: PN 200; PN 201A; PN 201B

COURSE HOURS

TOTAL HOURS: 45   LECTURE: 45   CREDITS: 3

COURSE DESCRIPTION

This nursing examines evidence informed maternity nursing practice and the care of the expectant family before, during and after the birth of the baby. The learner will build upon previous nursing knowledge and related theory in adapting the nursing approach to the care and health promotion of the child-bearing family using nursing concepts and the nursing process. Trends and issues in the care of the child-bearing clients and their families will also be explored.

TUTOR INFORMATION

Instructor: Fatima Legrou
Phone (Office): 780-791-5727
E-mail: fatima.legrou@keyano.ca
Office hours: by appointment

Upon successful completion of this course, the learner will meet the following outcomes:

1. Examine the role of the practical nurse and interdisciplinary health-care team in the care of the maternity client.

2. Integrate the nursing metaparadigm, nursing theory, and related knowledge to maternity nursing.

3. Examine ways to create a culture of safety in maternity nursing.

4. Apply the nursing process to the maternity client.

5. Integrate nursing of the family and nurse-client synergy to maternity nursing care.

6. Apply principles of teaching and learning and health promotion to the maternity client and the family.

7. Examine the legal and ethical principles in the care of the maternity client and the family.

8. Relate cultural competency to maternity nursing.

9. Apply knowledge of documenting, reporting, and recording of pertinent client information to maternity nursing.

10. Integrate professionalism and leadership to the maternity client.

11. Incorporate research findings in evidence-informed practice in the delivery of maternity nursing care.

12. Demonstrate reflective practice for personal and professional growth and continued learning related to maternity nursing.

Instructional Methods

- This course uses a variety of teaching/learning methods including: discussion, experiential exercises, learner presentations, role-plays, case studies, lectures, reflection, and group activities. These course activities provide the opportunity for you to learn with and from others who are undergoing a similar learning experience.

- The course emphasizes pre-class preparation, participation in interactive classes, and post-class reflection and review. You are expected to take an active part in class discussions and take responsibility for your own learning. The instructor's role is to facilitate learning.

Online Course Information

Due to the pandemic, COVID-19, this course will be delivered in an online format. Instructors will deliver course material by utilizing different platforms that best suits the course. Online resources may include Microsoft Teams, ZOOM, virtual simulation, Adobe Connect, or Voice-Over PowerPoint Presentations. Courses will remain interactive throughout the semester and may include video lectures, forum discussions and virtual group projects. Evaluation criteria will be listed in each course syllabus.

It is the responsibility of the student to ensure access to these resources and participate in course content fully. If technical difficulties arise it is the responsibility of the student to contact their instructor as soon as possible to inform them of such. Where possible instructors will seek mutual resolution in the best interests of the class as a whole

ON LINE EXAMS

<u>Expectations of Students Writing On-Line Exams</u>

1. Each instructor will have the following options with regards to writing quizzes: writing on line from a location and computer of their choice; writing in a classroom with their own device invigilated by the instructor, or writing the quiz on paper. The course instructor will provide information related to where the student is to write the quiz.

2. If quizzes are written from a location and computer of their choice, these are **not** open book exams. The quiz is to have been studied for prior to the quiz or exam date and is to be completed independently: that is by oneself, not in collaboration with or in the company of another person or persons. No photos of quiz questions are to be taken via phones.

3. Midterm and Final exams will be invigilated by the instructor. The time and place can be found in the course syllabi. Students may be required to provide their own devices for these exams.

4. Students who are writing from a location and computer of their choice are responsible for discussing any computer/internet issues with the instructor at least two days prior to the exam date listed in the course timetable.

5. Once the quiz/exam has started, the student will submit their answers immediately prior to going on to the next question.

6. Time for all quizzes and exams will be strictly adhered to. For example if a quiz is 30 minutes, the quiz will be open for exactly 30 minutes.

7. No grades will be released until the instructor has had time to review the quiz/exam stats. Once the review has been done, the marks will be released. Review of the quiz/exam questions in class will be done at the instructor's discretion.

8. If any problem arises during the taking of the quiz/exam, the student is to contact the instructor immediately at the time of the issue.

9. It is the responsibility of each student to be familiar with the contents of the Student Code of Conduct. It is mandatory that all students sign a form identifying they have read/or are familiar with the Student Code of Conduct. First, Second, and Third year students will have read or are familiar with the Keyano College Student Code of Conduct. Fourth year students will identify they are familiar with the University of Alberta Student Code of Conduct. Beginning in Sept 2016, all new students plus those moving from third year to fourth year will be mandated to sign the above form(s)

Using LockDown Browser for Online Exams

This course requires the use of LockDown Browser for online exams. Watch this short video to get a basic understanding of LockDown Browser and the optional webcam feature (which may be required for some exams).

Then download and install LockDown Browser from this link:

https://ilearn.keyano.ca/course/view.php?id=28874#section-7

To take an online test, start LockDown Browser and navigate to the exam. (You won't be able to access the exam with a standard web browser.) For additional details on using LockDown Browser, review this Student Quick Start Guide (PDF)

Finally, when taking an online exam, follow these guidelines:

- Select a location where you won't be interrupted

- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it

- Turn off all mobile devices, phones, etc. and don't have them within reach

- Clear your area of all external materials — books, papers, other computers, or devices

- Remain at your desk or workstation for the duration of the test

  LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

PRACTICAL NURSING PROGRAM POLICIES

Please refer to Keyano College Practical Nurse Handbook for specific Practical Nursing Program policies and to Keyano College Calendar for general College policies.

Please review the Keyano College Nursing Program Policy on Clinical Attire, which is outlined in the student handbook..

LATE POLICY FOR ASSIGNMENTS

Assignments not submitted on the day and time specified will incur a 5% deduction per day including weekends. This will be applied each day until the assignment is received by the instructor. Students can submit assignments by e-mail on weekends, but must provide a paper copy on the first day following the weekend.

SPECIALIZED SUPPORTS & DUTY TO ACCOMMODATE

Accessibility Services (CC260) supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934

Skill Centre (CC119) provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop-in basis, from 9:00 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

Wellness Services (CC260) offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered throughout the academic year addressing such topics as Mindfulness and Test Anxiety. Individual appointments can be made by calling 780-791-8934

Students will work through 7 Units in the classroom. Units to be covered in Nursing Foundations IV: Maternity Nursing are as follows:

This course consists of the following units:

Unit 1: Foundations of Maternity Nursing

Unit 2: Pregnancy and Prenatal Nursing Care for Childbearing Families

        Topic 2.1: Psychological and Physiologic Changes of Pregnancy
        Topic 2.2: Prenatal Care
        Topic 2.3: Promoting Nutritional Health in Pregnancy
        Topic 2.4: Preparing for Childbirth
        Topic 2.5: Nursing Care of the High-Risk Client
        Topic 2.6: Pregnancy in Special Populations

Unit 3: Assessment of Fetal Well-Being

Unit 4: Childbirth

        Topic 4.1: Processes of Labour and Delivery
        Topic 4.2: Comfort Measures in Labour and Delivery
        Topic 4.3: Intrapartum Nursing Care
        Topic 4.4: High-Risk Births and Obstetric Emergencies
        Topic 4.5: Perinatal Loss and Grief

Unit 5: Postpartum Health and Nursing Care

        Topic 5.1: Postpartum Nursing Care
        Topic 5.2: Postpartum Family Adjustment
        Topic 5.3: Nursing Care of Clients Experiencing Postpartum Complications

Unit 6: Newborn Development and Nursing Care

        Topic 6.1: Assessment of the Newborn
        Topic 6.2: Nursing Care of the Newborn
        Topic 6.3: Nutritional Needs of the Newborn
        Topic 6.4: High-Risk Newborns and Their Families

Unit 7: Trends, and Issues in Maternity Nursing

OVERVIEW OF COURSE ASSESSMENT

To receive credit in Nursing Foundations IV: Maternity Nursing, the learner must complete all course requirements, which include 1 assignment and 3 exams. Course credit will not be given if all components of the course are not completed.

DISTRIBUTION OF MARKS

THEORY			DATE
Exam 1 multiple choice	Demonstrate knowledge of course content (Units 1–4)	25%	**October 29/2020**
Exam 2 multiple choice	Postpartum Nursing (Unit 5)	25%	**November 16/2020**
Assignment 1	Building Your Professional Portfolio	10%	**November 17/2020**
Final Exam cumulative; multiple choice	Demonstrate knowledge of all course content	40%	**November 23/2020**
	Total	**100%**	

PASSING LEVEL AND GRADING SCALE

This is a theory course. You must complete all assignments and examinations to receive a final grade. You will not be allowed to rewrite assignments or exams to raise your grade.

To receive credit for Nursing Foundations IV, a learner must achieve each of the following:

- A minimum overall grade of 1.7 (C–) or 60%

Refer to the Practical Nurse Program Handbook for information regarding grading scale, extensions, and other program standard practices.

Important Additional Information

Note to all Learners: It is the learner's responsibility to retain course outlines for possible future use in support of applications for transfer credit to other educational institutions.

COURSE ASSESSMENT

Assessment of mastery of the content of Nursing Foundations IV will be determined through the learner meeting expectations for the following:

- Self-assessment and personalized nursing care plan
- Development of a professional portfolio
- Competency achievement exam 1 and 2
- Final cumulative exam
- Guided practice of nursing skills.

Assignment 1:   Building Your Professional Portfolio

You are **expected** to maintain and enhance the Professional Portfolio begun in Nursing Foundations I during each Nursing Foundations course. At the end of each Nursing Foundations course you will submit to your instructor/tutor evidence of having maintained and enhanced your Professional Portfolio.

This assignment **must be completed** and contributes **10%** towards your course grade.

Exam 1

The exam evaluates your knowledge of content covered in Units 1 to 4. This exam contributes **25%** towards your course grade. The exam consists of 80 multiple choice questions in an online venue available on Moodle at the time and location specified in the timetable. Please bring your own electronic device to class with you. Check connectivity to Moodle (internet) prior to the exam from the class location.

Exam 2

The exam evaluates your knowledge of content covered in Unit 5 and contributes **25%** towards your course grade. The exam consists of 50 multiple choice questions in an online venue available on Moodle at the time and location specified in the timetable. Please bring your own electronic device to class with you. Check connectivity to Moodle prior to the exam from the class location.

Final Exam

This is a cumulative multiple-choice exam that contributes **40%** towards your final course grade. It covers all course content from Unit 1 through Unit 7. The exam consists of 100 multiple choice questions in an online venue available on Moodle at the time and location specified in the timetable. Please bring your own electronic device to class with you. Check connectivity to Moodle (internet) prior to the exam from the class location.

ASSIGNMENT 1:BUILDING YOUR PROFESSIONAL PORTFOLIO

Due Date: **November 17 by noon (1200 hours)**

You are **expected** to maintain and enhance your Professional Portfolio begun in Nursing Foundations I during each Nursing Foundations course.

The purpose of a cumulative Professional Portfolio is to develop documentation you can use to secure employment in a health-care setting as a practical nurse graduate.

- At the end of each Nursing Foundations course you will submit to your instructor/tutor evidence of having maintained and enhanced your Professional Portfolio.

- Submission may be electronically through websites available in the College or in hard copy using the form below.

- **Do not submit** the entire Professional Portfolio unless requested to do so by your instructor/tutor.

- The **report** does **not** replace work on the Professional Portfolio but is an indication that you met expectations.

- This assignment is **graded** and **does** contribute **10%** towards the final grade for this course.

Categories to continue to build as applicable to the learning of each Nursing Foundations course are:

A. Personal:
o   Personal goals

o   Personal interests

o   Education

o   Experiences

o   Achievements

B. Professional:
o   Philosophy of practical nursing

o   Resume and cover letter

o   Appraisals and evaluations

o   Reflective practice

o   Leadership

o   Scholarly papers

o   Nursing care plans

- o Client teaching plans
- o Professional goals
- o CPRNE study plan
- o Continuing competency achievement

Continuing Competency Achievement

Continuing competency achievement is an essential aspect of the Professional Portfolio and is recorded through a review of the competencies from the Course Outline or from the Competency Profile on the CLPNA website at www.clpna.com. Make a list of the competencies learned in this course and rate the proficiency you achieved in each of the competencies.

PROFICIENCY CATEGORIES

Excellent: integrates competency theory with other knowledge, skills, and attitudes so that it becomes seamless/automatic as part of everyday nursing practice

Good: understands competency in theory and in scenarios and nursing practice

Fair: understands the competency in theory; unable to apply it to scenarios or nursing practice

Poor: does not understand content related to the competency

*You will be expected to finalize your Professional Portfolio and to create a Continuing Competency Program Learning Plan/Binder upon completion of **Nursing Foundations VIII.***

Report on Progress of Professional Portfolio

DESCRIPTION OF ONE SIGNIFICANT LEARNING EXPERIENCE IN THIS COURSE	
WHAT I LEARNED	
WHY IT WAS MEANINGFUL/ SIGNIFICANT	
HOW I WILL APPLY THIS LEARNING IN NURSING PRACTICE	
ADDITIONAL COMMENTS	

Student Name: _____

Course: _____

Date: _____

Instructor/Tutor: _____

CLPNA Competencies

The following CLPNA competencies are learned during the Nursing Foundations IV course:

- A: Nursing Knowledge
- B: Nursing Process
- C: Safety
- D: Communication and Interpersonal Skills
- E: Nursing Practice
- K: Maternal/Newborn Care
- T: Occupation Health and Safety
- W: Professionalism
- X: Licensed Practical Nurse Leadership Role

All students must practice in a manner that is consistent with:
- The CLPNA Code of Ethics and Standards of Practice (2008). See **APPENDIX C**

Refer to www.clpna.com for references

Required Textbooks and Resources

Perry, S.E., Hockenberry, M. J., Lowdermilk, D. L., & Wilson, D. (2017) *Maternal child nursing care in Canada.* (2nd ed.). Toronto, ON: Elsevier

Practical Nurse Collaborative Curriculum. (2019). *Nursing foundations IV: Maternity nursing: Course materials.*

Other Required Resources

Health Assessment textbook

Drug guide or online drug guide such as Medline Plus:
http://www.nlm.nih.gov/medlineplus/druginformation.html

Medical dictionary or online medical dictionary such as Medline Plus:
http://www.nlm.nih.gov/medlineplus/mplusdictionary.html

INTERNET RESOURCES TO SUPPLEMENT TEXT READINGS

Arbour Birth Center. (n.d.). Retrieved from www.arbourbirthcenter.com

Health Canada. (n.d.). *Women of childbearing age–Canada's food guide.* Retrieved from www.hc-sc.gc.ca

Health Link Alberta. (2010). *Getting breastfeeding off to a good start.* Retrieved from www.healthlinkalberta.ca

Public Health Agency of Canada. (June, 1999). *Infant mortality–Measuring up: A health surveillance update on Canadian children and youth.* Retrieved from www.phac-aspc.gc.ca

Public Health Agency of Canada. (n.d.). *Prenatal nutrition.* Retrieved from www.phac-aspc.gc.ca

Public Health Agency of Canada. (n.d.). *Special report on maternal mortality and severe morbidity in Canada enhanced surveillance: The path to prevention.* Retrieved from www.phac-aspc.gc.ca

Statistics Canada. (2010). *Births and birth rate, by province and territory.* Retrieved from www.statcan.gc.ca

CINAHL Plus with Full Text Database

Bartell, S. (2005). Perinatal loss: Understanding the loss, supporting the grieving. International *Journal of Childbirth Education*. September 2005. Retrieved from CINAHL Plus with Full Text database.

Nystedt, A., Edvardsson, D., & Willman, A. (2004). Epidural analgesia for pain relief in labour and childbirth – A review with a systematic approach. *Journal of Clinical Nursing*, 13(4), 455–466. Retrieved from CINAHL Plus with Full Text database.

Pinto, S., & March, P. (2009). Pregnancy in adolescence: Fathers. *Evidenced-Based Care Sheet* series. Glendale, CA: CINAHL Information Systems. Retrieved from CINAHL Plus with Full Text database.

Straye, D., Caple, C., & Pravikoff, D. (2010). Postpartum depression: Assessment and screening. *Evidence-Based Care Sheet* series. Glendale, CA: CINAHL Information Systems. Retrieved CINAHL Plus with Full Text database.

Straye, D., Caple, C., & Pravikoff, D. (2010). Postpartum depression in fathers. *Evidence Based Care Sheet* series. Glendale, CA: CINAHL Information Systems. Retrieved from CINAHL Plus with Full Text database.

PERFORMANCE REQUIREMENTS

Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar. The Keyano College credit calendar also has information about Student Rights and Code of Conduct. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own;
- The use of unauthorized aids in assignments or examinations (cheating);
- Collusion or the unauthorized collaboration with others in preparing work;
- The deliberate misrepresentation of qualifications;
- The willful distortion of results or data;
- Substitution in an examination by another person;
- Handing in the same unchanged work as submitted for another assignment; and
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and

show it to each of your instructors. Your course work may not be graded until you show this signed certificate.

Specialized Supports

The Student Services department is committed to Keyano students and their academic success. There are a variety of student supports available at Keyano College. Due to the continuing situation with the Covid-19 pandemic, the offered support services will be implemented differently this semester by being provided mostly virtually. In-person service can be requested as needed. All Alberta Health Services guidelines will be followed for in-person appointments—wear a mask, maintain two meters of physical distance, use hand sanitizer, and stay home if you are unwell.

All student services are available during Keyano business hours: Monday to Friday, 8h30-16h30.
The Library has evening and weekend hours. Please check keyano.ca/library for current hours.

Accessibility Services: provides accommodations for students with disabilities. Students with documented disabilities, or who suspect a disability, can meet with a Learning Strategist to discuss their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact us to request them for the semester. Please note that requesting accommodations is a process and requires time to arrange. Contact us as soon as you know you may require accommodations. For accessibility services supports and to book a virtual appointment, please contact accessibility.services@keyano.ca.

Accessibility Services also provides individual and group learning strategy instruction for all students, as well as technology training and supports to enhance learning. Meet with a Learning Strategist to learn studying and test-taking strategies for online classes. Schedule an appointment with the Assistive Technology Specialist to explore technology tools for learning. Book an appointment today by emailing accessibility.services@keyano.ca

Academic Success Coaching: offers you support and access to resources for your academic success to help you to find the Keys to your Success. The Academic Success Coach will work with you to develop an academic success plan, develop your study and time management skills, and connect you with the right resources here at Keyano. Academic.success@keyano.ca is the best way to access resources during virtual service delivery.

Wellness Services: offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental

Health Coordinators offer a safe and confidential environment to seek help with personal concerns. All individual appointments will continue virtually.

Wellness Services welcomes students to participate in any of the virtual group sessions offered throughout the academic year addressing topics including mindfulness and test anxiety.

Individual virtual appointments can be made by emailing wellness.services@keyano.ca.

Library Services: provides students with research and information supports as they engage in their studies. Library staff are available to support you both virtually and in person during the fall semester. For library service supports and inquiries, please email askthelibrary@keyano.ca.

Individual support with the Information Librarian will be provided virtually. Appointments can be requested by email or by placing a Book a Librarian request using the online form found here.

Research and Subject Guides are helpful resources when conducting research or addressing your information needs. To view a subject or course specific guide, use the following Subject Guides link

To access additional research resources, including Citation Guides (APA, MLA, Chicago, or IEEE), go to the Research Help Library page.

Skill Centre: provides academic support services to students registered in credit programs at Keyano College in the form of tutoring, writing support groups, facilitated study groups, workshops and study space. Tutoring services are **free** to Keyano students. Tutoring is available for Math, Writing, English, and Science subject areas.

While most courses are being offered online, the Skill Center will be offering mostly virtual tutoring services and in-person sessions as requested. Please email Skill.centre@keyano.ca to get in contact with our tutoring staff.

For the most up to date information on how to book a tutoring session, please view the Keyano Skill Centre homepage.

E-Learning

Technology and internet will impact your online learning experience. It's important that you are able to watch an online video and other course materials, take online quizzes, and participant in a live class with your instructor and other students.

Keyano College operates in a Windows based environment and having the correct tools for online learning is important. Here's a list of recommended system requirements for Fall 2020.

Internet Speed

Minimum Internet speeds of 5 Mbps.
Recommended Internet speeds of 25 Mbps (especially if you are sharing your internet at home). Check your internet speed with Fast.com.

System requirements:

Microsoft Windows	Apple
Minimum Requirements: A Windows 10 **computer/laptop** · Minimum 4GB of RAM. · 10GB+ available hard drive storage. · Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). Microsoft Office software is free to all Keyano students and employees. · Microphone, webcam and speakers. A headset with a microphone is recommended. · System updates must be regularly installed. · Anti-Virus / Anti-Malware software	**Minimum Requirements:** A Macintosh (V10.14 and above) **computer/laptop** · Minimum 4GB of RAM. · 10GB+ available hard drive storage. · Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). Microsoft Office software is free to all Keyano students and employees. · Microphone, webcam and speakers. A headset with a microphone is recommended. · System updates must be regularly installed. · Anti-Virus / Anti-Malware software.

Recommended Requirements	Recommended Requirements
· 8GB of RAM	· 8GB of RAM
· A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download	· A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office

Chromebooks are **not** recommended as they are not compatible with testing lockdown browsers.

A Microsoft Surface or iPad or iPad Pro may be possible alternatives in some program areas.

Specific department requirements:

Business and OA programs require Windows 10.
Other programs may utilize Windows based tools as well.

Computer Software

Students will be able to get access to Microsoft Office 365 for Free using Keyano Credentials by clicking here.

Recording of lectures and Intellectual Property

Students may only record a lecture if explicit permission is provided by the instructor or by Accessibility Services. Even if students have permission to record a lecture or lecture materials, students may not publish any of the lectures or lecture materials, this includes any recordings, slides, instructor notes, etc. on any platform. Thus no student is allowed to publish or sell instructor notes without formal written permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property.

ITS Helpdesk

If you are having issues with your student account, you can contact the ITS Helpdesk by emailing its.helpdesk@keyano.ca or calling 780-791-4965.

Appendix A

ASSIGNMENT 1: COMPETENCY PROFILE

DESCRIPTION OF ONE SIGNIFICANT LEARNING EXPERIENCE IN THIS COURSE	5 Marks Description of Event
WHAT I LEARNED FROM THE EXPERIENCE	10 marks Reflect on experience and its relationship to the course content and how it impacted your learning
WHY IT WAS MEANINGFUL/ SIGNIFICANT	15 marks Explain the significance of the learning experience as to why it was meaningful for you
HOW I WILL APPLY THIS LEARNING IN NURSING PRACTICE	15 marks Demonstrate the application of the learning experience to your nursing practice now and in the future
ADDITIONAL COMMENTS	5 Marks Other experience that may enhance learning in the course Any other comments that may be pertinent to the course

Student Name: _____

Course: _____

Date: _____   Instructor/Tutor:_____