
Course Outline**Practical Nurse**

Fall 2021

PN 158: Nursing Foundations I: Introduction to Nursing

TOTAL HOURS:	60
LECTURE:	30
LAB/SEMINAR:	30
CREDITS:	4

Course Description Instruction:

This health assessment course introduces the student to assessment of a client's health status and the identification of normal structures and functions of the physical component of the adult. Overt deviations from normal are included. This course prepares the student to gather the data by obtaining a health history and conducting a physical examination. This course includes theory and laboratory practice

Pre-requisites: None**Pre- or Co-requisite:** ANPH 100, ANPH 101, PN 103, PN 158**Instructor:**

Name: Carla Hambley

Office number: CC187C

Phone number: 780-791-8932

Email: Carla.hambley@keyano.ca**Office Hours:**

The Instructor is available for student consultation in office by appointment from Monday to Friday. Please contact your Instructor at the email above or contact the Nursing Office at (780) 791-4889 to arrange a time.

Required Resources:**Primary text:**

Jarvis, C. (2019). *Jarvis physical Examination & health assessment*. Elsevier.

Course Outline

Course Outcomes:

Upon successful completion of this course, you will be able to meet or exceed the following outcomes:

1. Perform a systematic health assessment of an adult.
2. Identify the components of a health history.
3. Differentiate among various aspects of physical assessments.
4. Apply the correct assessment to a given situation.
5. Adapt the physical assessment to meet the needs of elderly clients.

Confer, report and document findings of the physical assessment and health history

Evaluation:

Overview

Assessment of your mastery of the content will be determined through a health history assignment, a midterm exam, guided practice nursing labs, a final cumulative exam, and a final clinical integration assessment.

Assignment: Health History

This assignment is due after Topic 2.3 and contributes **35%** towards your final course grade.

In this assignment, you will have the opportunity to:

Collect health history information on a healthy adult through an interview

Assess the individual's level of wellness and health practice choices

Analyze your findings and determine the individual's areas of strength and areas for improvement in lifestyle and health practices.

Midterm Exam

The midterm exam evaluates your knowledge of content covered in Topics 1.1 to the end of Topic 2.8. This exam includes multiple-choice, matching, and labelling questions and contributes **25%** towards your final course grade. Exam will be done on Moodle, online, using lockdown browser.

Final Exam

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The final exam is cumulative and evaluates your knowledge of content covered in units 1 to 4. This is a multiple-choice examination and contributes **40%** towards your final course grade. Exam will be done on Moodle, supervised in the classroom.

Guided Practice Nursing Labs

This activity is graded on a **pass/fail** basis. Students must successfully demonstrate the integration of theory and skills related to physical examination learned in this course in the lab setting during guided practice. You will practise documenting assessment findings and you will also participate in reflective practice during the lab sessions. **If you do not receive a grade of “pass” in Guided Practice you will be required to repeat the entire course.**

Final Clinical Integration Assessment: Physical Assessment and Reflective Practice

The clinical integration assessment occurs at the end of the course and provides you with opportunity to demonstrate integration and application of theory and physical skills. The clinical integration assessment is pass/fail.

You must achieve a mark of **80%** on the exam and **80%** on the reflective practice, a second opportunity will be provided, if you are unsuccessful on your first attempt. **If you do not receive 80% on the second attempt, you will be required to repeat the entire Health Assessment Course.**

The Clinical Integration Assessment:

Provides you with the opportunity to demonstrate your knowledge and skill in conducting a physical examination of a well adult in a simulated setting

Provides you with the opportunity to demonstrate skill in reflective practice

***See appendix B for Instructions/Marking Guide**

Course Outline

Distribution of Marks:

Assessment Method	Description	Value	
<i>Theory</i>			Exam Date
Midterm Exam: labelling, multiple choice	Demonstrate knowledge of course content Unit 1.1 – 2.8 inclusive	25%	25/10/21
Assignment	Written paper: Collect subjective data by performing a health history on a healthy adult	35%	08/11/21
Final Exam: cumulative, multiple choice	Demonstrate knowledge of course content Unit 1.1-unit 4 inclusive	40%	
<i>Lab</i>			
Guided Practice Nursing Labs Integration of Theory and Lab	Conduct health assessments within the context of integrating theory with nursing skills	Pass/Fail	Through out the course
Final Clinical Integration Assessment Integration of Theory and Lab	Demonstrate application of physical assessment skills and reflective practice. *80% pass mark required	Pass/Fail	TBA
Total		100%	

Passing Level and Grading Scale:

This is a combined theory and lab course. A student cannot pass this course by being proficient in theory but not proficient in application of nursing assessment skills to simulated situations.

Students must complete **all** assignments and examinations to receive a final course grade. Students must successfully demonstrate assessment skills AND integration of theory in guided practice labs and during the final clinical integration assessment.

To receive credit for PN 158, a student must achieve each of the following:

- a minimum overall grade of 1.7 (C-) or 60%
- a pass in the guided practice lab component

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- a minimum of 80% in the final clinical integration assessment

Students who are unsuccessful in achieving a minimum of 80% on the final clinical integration assessment will be unsuccessful in passing PN 158.

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

Nursing Labs:

Attendance at Nursing Labs is MANDATORY

Learners must successfully demonstrate integration of theory and assessment skills in the lab setting during guided practice. You will also practise documenting assessment findings and participate in reflective practice during the lab sessions.

If a student does not receive a grade of “pass” in the guided practice assessment skills component and 80% on the final clinical integration assessment in this course, he/she will be required to repeat the entire course.

Important Additional Information:

Note to all students: It is the student’s responsibility to retain course outlines for possible future use in support of applications for transfer credit to other educational institutions

Grading System:

Overview of 4.0-point alpha and numeric grading system

Descriptor	Alpha Scale	4.0 Numeric Scale	Percentage
Excellent	A+	4.0	96-100
	A	4.0	90-95
	A-	3.7	85-89
Good	B+	3.3	80-84
	B	3.0	76-79
	B-	2.7	72-75
Satisfactory	C+	2.3	68-71
	C	2.0	64-67
	C-	1.7	60-63

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Poor Minimum Pass	D+ D	1.3 1.0	55-59 50-54
Failure	F	0	0-49

See timetable for class schedule.

Topics:

Course Units

This course consists of the following units:

Unit 1: Foundations of Health Assessment

- Topic 1.1: Introduction to Client Health Assessment
- Topic 1.2: Data Collection, Documentation, and Validation
- Topic 1.3: Cultural and Social Considerations

Unit 2: Nursing Assessment of the Adult Client

- Topic 2.1: General Survey, Vital Signs, and Pain Assessment
- Topic 2.2: Assessing Nutrition
- Topic 2.3: Assessment of the Integumentary System
- Topic 2.4: Assessment of the Head, Face, and Neck
- Topic 2.5: Assessment of the Musculoskeletal System
- Topic 2.6: Assessment of the Neurological System
- Topic 2.7: Assessment of the Eye and Ear
- Topic 2.8: Assessment of the Respiratory System
- Topic 2.9: Assessment of the Gastrointestinal (GI) System
- Topic 2.10: Assessment of the Cardiovascular System
- Topic 2.11: Assessment of the Peripheral-Vascular (PV) and Lymphatic Systems
- Topic 2.12: Assessment of the Breasts
- Topic 2.13: Assessment of the Female Genitourinary (GU) System
- Topic 2.14: Assessment of the Male Genitourinary (GU) System

Unit 3: Assessing the Older Adult

Unit 4: Performing a Complete Health Assessment

Assignments:

Assignment I: Health History

DUE Date: 08/11/21

Instructions

For this assignment, select a healthy adult (16 years or older) and conduct a health history interview. You will analyze the data collected to determine the individual's areas of strength and areas for improvement in lifestyle and health practices. The adult should be a friend, family member or peer.

This assignment is to be a maximum of 5–7 pages in length and must be type-written (word processed) following APA format. Refer to the marking guide at the end of this assignment.

An abstract is not required for this assignment.

Submit the 24-Hour Recall of Dietary Intake form as an appendix.

Note: Pages beyond the seven page limit will not be marked. The page limit **does not** include the cover page, appendix or references.

***See Appendix A for Marking Guide**

Collection of Health History Information

Conduct a health history interview on a healthy adult.

Begin your paper by introducing your healthy adult (over the age of 16 years) using biographical data. **It is important to maintain the privacy and confidentiality of the person.** Refer to the individual by initials only – do not include any identification other than the area in which this person lives.

Collect the following subjective data (refer to your textbook for sample questions):

Biographical data

Current health status

Past health history

Family history

Developmental stage

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Cultural and social considerations

Assessment of Lifestyle and Health Practices

Assess the individual's lifestyle and health practices in the following areas (refer to your textbook for sample questions):

Nutrition – 24-hour recall of intake (document this information on the **24-Hour Recall of Dietary Intake**)

Exercise

Rest and sleep

Stress management

Environment

Analysis of Lifestyle and Health Practices

Analyze the individual's lifestyle and health practices and determine the following:
the person's strength in lifestyle and health practices
areas where the individual could improve lifestyle and health practices

Support your explanation (rationale) with evidence from your Health Assessment textbook.

Note: Use Canada's Food Guide to analyze the adequacy of the individual's nutritional choices.

***Submit the Marking Guides with your assignment.**

Course Outline**24-Hour Recall of Dietary Intake**

List the individual's food intake over a 24-hour period. Include the specific amounts for each food portion [i.e. ½ cup white rice with 1 tbsp. (15 mL) butter; 1 can of pop (355 mL)]

Include a type-written copy of this document as an appendix in your paper.

Breakfast
Snack
Lunch
Snack
Supper/Dinner
Snack

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**HEALTH ASSESSMENT
Marking Guide for Assignment 1**

Assignment: Health History – Marking Guide

Key Content	Marking Guide				
	Points:	5	3	1	0
Collected health history information, in all required areas:					
Biographical data	Excellent	Satisfactory	Minimal	None	
Current health status	Excellent	Satisfactory	Minimal	None	
Past health history	Excellent	Satisfactory	Minimal	None	
Family history	Excellent	Satisfactory	Minimal	None	
Developmental stage	Excellent	Satisfactory	Minimal	None	
Cultural and social considerations	Excellent	Satisfactory	Minimal	None	
					/30

Comments:

Assessed lifestyle and health practices, in all required areas:

Nutrition – 24-hour recall	Excellent	Satisfactory	Minimal	None	
Exercise	Excellent	Satisfactory	Minimal	None	
Rest and sleep	Excellent	Satisfactory	Minimal	None	
Stress management	Excellent	Satisfactory	Minimal	None	
Environment	Excellent	Satisfactory	Minimal	None	

/25

Comments:

Submit this marking guide with your assignment.

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Key Content	Marking Guide				
	Points:	5	3	1	0
Analyzed lifestyle and health practices, in all areas:					
Nutrition – Using Canada’s Food Guide	Excellent	Satisfactory	Minimal	None	
Exercise	Excellent	Satisfactory	Minimal	None	
Rest and sleep	Excellent	Satisfactory	Minimal	None	
Stress management	Excellent	Satisfactory	Minimal	None	
Environment	Excellent	Satisfactory	Minimal	None	
Identified the individual’s strengths in lifestyle and health practices.	Excellent	Satisfactory	Minimal	None	
Identified areas the individual could improve lifestyle and health practices.	Excellent	Satisfactory	Minimal	None	
Supported explanations with evidence from textbook	Excellent	Satisfactory	Minimal	None	
					/40
Comments:					
Correctly formatted the assignment, following APA formatting (See APA and Grammar: Marking Guide)	Excellent	Satisfactory	Minimal	None	
					/5
Total:					/100

Legend

- | | |
|---|---|
| 5 – Excellent work, comprehensive information or analysis included, great attention to detail throughout | 1 – Minimal required information included, incomplete work |
| 3 – Satisfactory work, most required information included at an adequate level | 0 – Required information not identifiable |

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APA and Grammar: Marking Guide

Key Content	Marking Guide				
	Points:	1	0.5	0.25	0
Title Page					
Included page number. Included in the upper half of the page: title of paper, student name, college name, course and section number, assignment name and number, instructor name (all centred), and date.	Excellent	Satisfactory	Minimal	None	
Body of Paper					
Paper organized –page number; introduction, body and conclusion; appropriate margins, double-spaced throughout, indented 5 spaces or 1 tab for new paragraphs, two spaces after a period, and correct font – Times New Roman, 12 pt. font.	Excellent	Satisfactory	Minimal	None	
References					
Citations in body of paper followed APA 7 th ed. format (if applicable)	Excellent	Satisfactory	Minimal	None	
References on separate page, followed APA 7 th ed. format (if applicable)	Excellent	Satisfactory	Minimal	None	
Grammar and Spelling					
Grammar appropriate and words spelled correctly (< 5 errors)	Excellent	Satisfactory	Minimal	None	
Total:					/5

Submit this Marking Guide with your assignment.

Appendix A
HEALTH ASSESSMENT
Marking Guide for Final Clinical Integration Assessment

Final Clinical Integration Assessment: Physical Assessment and Reflective Practice

Instructions

Physical Assessment

You will complete a physical assessment (collect objective data) of two body systems on a well adult in forty-five (45) minutes.

You will demonstrate **one** of:

Cardiovascular assessment (includes peripheral vascular)

or

Respiratory assessment

and one of the following:

- a. Gastrointestinal assessment
- b. Neurological assessment (including names of cranial nerves)
- c. Upper musculoskeletal assessment
- d. Lower musculoskeletal assessment

You will not know which of the two (2) systems assessments you are to complete until you enter the setting – these you will “pick from a hat.”

You may bring **one** cue card for each of the body systems into the examination with you. Cue cards may be 4×6 inches only; one card only for each scenario. You may use both sides of the card and include any information that will help you complete the assessment. These cards may be used as a reference **only** once at the start of the exam and once the end of the exam (to determine if you have missed anything). Cue cards are not to be used throughout the skill demonstration.

You are required to bring your stethoscope and penlight; all other materials will be provided.

You will be explaining aloud to both the individual and the instructor your actions, the rationale, and your assessment findings.

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Bring the marking guides with you to the exam to be used by the instructor during the exam for your assessment.

Reflective Practice

Immediately after the physical assessment, you will be given another 30 minutes to reflect on your demonstration of knowledge and skill in conducting the physical assessment. This is to be handwritten on a document provided and will be submitted for marking and included in the overall mark for the exam.

You should reflect on your performance in the physical assessment component of the exam according to the questions on the “notes page” that follows.

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Reflective Practice: Marking Guide

Marks	1	3	5
Evaluates organization and assessment skills	Minimal description or description unclear as to how your organization plan assisted in the implementation of assessment skills during the exam	Limited description of how your organization plan assisted in the implementation of assessment skills during the exam	Clear description of how your organization plan assisted in the implementation of assessment skills during the exam
Describes completion of skills within expected timeframe with rationale	Stated whether all assessments were completed during the exam. No rationale provided	Stated whether all assessments were completed during the exam. Limited rationale provided as to why/why not	Stated whether all assessments were completed during the exam. Rationale provided as to why/why not
Demonstrates responsibility for own learning	No knowledge identified	Identified knowledge that assisted in completion of the exam	Described knowledge that assisted in completion of exam
Demonstrates professionalism in identifying opportunities for improvement	Recommendations not given	Recommendations not always realistic or achievable	Recommendations realistic and achievable

Reflective Practice:

/20 marks

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Respiratory Assessment: Marking Guide

Behaviour	Marks
Prepared client and gathered equipment	2 marks
Identified appropriate landmarks related to the respiratory system: <ul style="list-style-type: none"> • Lines of reference • Anatomical landmarks 	9 marks 9 marks
Identified location of lung lobes and fissures in relation to ribcage	7 marks
Provided appropriate explanations to client prior to performing each assessment (ie. respirations, anterior and posterior chest)	1 mark
Assessed respirations appropriately	3 marks
Assessed anterior chest appropriately: <ul style="list-style-type: none"> • Inspection • Palpation • Auscultation 	4 marks 5 marks 3 marks
Assessed posterior chest appropriately: <ul style="list-style-type: none"> • Inspection • Palpation • Auscultation 	4 marks 5 marks 3 marks
Identified location of breath sounds on anterior and posterior chest	5 marks

Total 60 marks

Each correct assessment is worth 1 mark.

Bring these Marking Guides with you to the simulation exam.

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Cardiovascular and Peripheral Vascular Assessment: Marking Guide

Behaviour	Marks
Prepared client and gathered equipment	2 marks
Identified appropriate landmarks related to the respiratory system: <ul style="list-style-type: none"> • Lines of reference • Anatomical landmarks 	3 marks 6 marks
Provided appropriate explanations to client prior to performing each assessment (ie. neck vessels, heart, pulse, BP, peripheral vascular system)	1 mark
Appropriately inspected neck vessels	5 marks
Appropriately palpated neck vessels and provided rationale for same.	3 marks
Inspected and palpated appropriate areas of the heart	5 marks
Auscultated appropriate areas of the heart	5 marks
Identified location of S ₁ and S ₂ sounds	1 mark
Appropriately assessed: <ul style="list-style-type: none"> • Apical pulse • Radial pulse with rationale for actions 	1 mark 4 marks
Appropriately prepared client and assessed blood pressure (BP)	10 marks
Appropriately assessed peripheral vascular system bilaterally: <ul style="list-style-type: none"> • Inspected and palpated pulses in arms and feet (6 sites) 	7 marks
Appropriately assessed skin on extremities bilaterally	7 marks

Total 60 marks

Each correct assessment is worth 1 mark.

Bring these Marking Guides with you to the simulation exam

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Gastrointestinal (GI) Assessment: Marking Guide

Behaviour	Marks
Prepared client and gathered equipment	2 marks
Provided appropriate explanations prior to performing each assessment (i.e., mouth and oropharynx, abdomen)	1 mark
Appropriately assessed mouth and oropharynx: <ul style="list-style-type: none"> • Lips (inner and outer) • Teeth and gums • Tongue and frenulum • Uvula • Tonsils and oropharynx • Ability to swallow 	7 marks 4 marks 4 marks 3 marks 4 marks 1 mark
Appropriately assessed abdomen: <ul style="list-style-type: none"> • Inspection • Assessment of pain • Auscultation with rationale • Palpation • Abdominal girth 	5 marks 3 marks 6 marks 2 marks 1 mark
Inspected and palpated for bladder distension	2 marks

Total 45 marks

Each correct assessment is worth 1 mark.

Bring these Marking Guides with you to the simulation exam

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Neurological Assessment: Marking Guide

Behaviour	Marks
Prepared client and gathered equipment	2 marks
Provided appropriate explanations prior to performing each assessment (i.e., mental status, eyes, ears, nose, etc.)	1 mark
Appropriately assessed mental status: <ul style="list-style-type: none"> • LOC • Orientation • Appearance • Speech 	1 mark 3 marks 1 mark 1 mark
Appropriately assessed eyes: <ul style="list-style-type: none"> • Appearance • Response to light in each eye • Accommodation • Visual (cardinal) fields • Visual acuity (cranial nerve II) in each eye individually and both eyes 	1 mark 2 marks 1 mark 1 mark 1 mark
Appropriately assessed ears: <ul style="list-style-type: none"> • Appearance • Hearing (cranial nerve VIII) whisper test in both ears 	1 mark 2 marks
Appropriately assessed nose: <ul style="list-style-type: none"> • Appearance • Sense of smell (cranial nerve I) in each nostril using 2 different scents 	1 mark 2 marks
Appropriately assessed face <ul style="list-style-type: none"> • Cranial nerves V, VII, X, XI, XII 	12 marks
Appropriately assessed sensation and movement <ul style="list-style-type: none"> • To pain • Light touch 	4 marks 6 marks
Appropriately assessed cerebellar function <ul style="list-style-type: none"> • Romberg • Gait 	1 mark 1 mark

Each correct assessment is worth 1 mark.

Total

45 marks

You must be able to correctly name each of the cranial nerves.

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Musculoskeletal (Upper) Assessment: Marking Guide

Behaviour	Marks
Prepared client	1 mark
Identified the following: <ul style="list-style-type: none"> • When to stop exam • What to inspect for all muscles/joints • What to palpate for • To assess range of motion bilaterally 	1 mark 3 marks 4 marks 1 mark
Provided appropriate explanations prior to performing each assessment (ie. head and neck, shoulders, arms, etc))	1 mark
Appropriately assessed head and neck: <ul style="list-style-type: none"> • Range of motion (only one side of the body) • Muscle strength (for one motion only) 	5 marks 1 mark
Appropriately assessed shoulders: <ul style="list-style-type: none"> • Range of motion (only one side of the body) • Muscle strength (for one motion only) 	8 marks 1 mark
Appropriately assessed elbows and forearms: <ul style="list-style-type: none"> • Range of motion (only one side of the body) • Muscle strength (for one motion only) 	4 marks 1 mark
Appropriately assessed wrists: <ul style="list-style-type: none"> • Range of motion (only one side of the body) • Muscle strength (for one motion only) 	5 marks 1 mark
Appropriately assessed fingers and thumb: <ul style="list-style-type: none"> • Range of motion • Muscle strength (for one motion only) 	7 marks 1 mark

Each correct assessment is worth 1 mark.

Total

45 marks

Only one side of the body is required to be assessed for range of motion during this exam. In clinical practice, both sides of the body should be assessed together.

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Musculoskeletal (Lower) Assessment: Marking Guide

Behaviour	Marks
Prepared client	1 mark
Identified the following: <ul style="list-style-type: none"> When to stop exam What to inspect for all muscles/joints What to palpate for To assess range of motion bilaterally 	2 marks 3 marks 4 marks 1 mark
Provided appropriate explanations prior to performing each assessment (ie. head and neck, shoulders, arms, etc))	1 mark
Appropriately assessed trunk/spine: <ul style="list-style-type: none"> Inspect Range of motion (only one side of the body) Muscle strength (for one motion only) 	2 marks 5 marks 1 mark
Appropriately assessed hips: <ul style="list-style-type: none"> Inspect in appropriate positions Range of motion (only one side of the body) Muscle strength (for one motion only) 	2 marks 7 marks 1 mark
Appropriately assessed knees: <ul style="list-style-type: none"> Range of motion (only one side of the body) Muscle strength (for one motion only) 	2 marks 1 mark
Appropriately assessed ankles: <ul style="list-style-type: none"> Range of motion (only one side of the body) Muscle strength (for one motion only) 	4 marks 1 mark
Appropriately assessed toes: <ul style="list-style-type: none"> Range of motion (only one side of the body) Muscle strength (for one motion only) 	4 marks 1 mark
Assessed gait	1 mark
Assess for body alignment	1 mark

Each correct assessment is worth 1 mark.

Total

45 marks

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**Only one side of the body is required to be assessed for range of motion during this exam.
In clinical practice, both sides of the body should be assessed together.**

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CLPNA Competencies

- A: Nursing Knowledge
- B: Nursing Process
- E: Nursing Practice

All students must practice in a manner that is consistent with:

- The CLPNA Code of Ethics and Standards of Practice (2015).

Refer to www.clpna.com for references

Performance Requirements and Student Services:

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;

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- 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.

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

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appointment with the Assistive Technology Specialist to explore technology tools for learning. Book an appointment today by emailing accessibility.services@keyano.ca

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 throughout the semester. For a detailed list of library supports and services, go to www.keyano.ca/library. For any inquiries, please email askthelibrary@keyano.ca.

Begin your research with the [Library's FIND page](#). Search for sources using OneSearch, the Library's Catalogue, or by searching in a specific database selected from the [A-Z Database List](#).

Individual support with the Information Librarian is available virtually. Appointments can be requested by using the [Book A Librarian online form](#).

Research and Subject Guides are helpful resources when beginning your research or addressing other information needs. To view a subject or course specific guide, go to the Subject Guide webpage [here](#).

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

The Loanable Technology collection is available to support students in their online learning pursuits. Items available for borrowing include mobile projectors, webcams, noise cancelling headphones, Chromebooks, and laptops. For an up-to-date list of technology available for borrowing, go to the Library's [Loanable Technology webpage](#).

Skill Centre: Provides academic support services to students registered in credit programs at Keyano College in the form of tutoring, assignment/lab support, writing support groups, facilitated study groups, workshops, and study space. This service is free and is available for all Math, Sciences, Humanities and Trades courses offered at Keyano.

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While most courses are being offered online, the Skill Centre will be offering mostly virtual services and in-person sessions as requested. Please email Skill@keyano.ca to get in contact with our Academic Content Specialists. The Skill Centre is located in CC-119 at the Clearwater Campus.

For the most up to date information on how to book a session, please view the [Keyano Skill Centre homepage](#).

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. The Academic Success Coach is located in the Skill Centre in CC-119 at the Clearwater Campus.

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.

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.

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System requirements:

Microsoft Windows	Apple
<p>Minimum Requirements:</p> <p>A Windows 10 computer/laptop</p> <ul style="list-style-type: none"> · Minimum 4GB of RAM. · 10GB+ available hard drive storage. · Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office</u> 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 	<p>Minimum Requirements:</p> <p>A Macintosh (V10.14 and above) computer/laptop</p> <ul style="list-style-type: none"> · Minimum 4GB of RAM. · 10GB+ available hard drive storage. · Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office</u> 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.
<p>Recommended Requirements</p> <ul style="list-style-type: none"> · 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 	<p>Recommended Requirements</p> <ul style="list-style-type: none"> · 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 MS Office
<p>Chromebooks are not recommended as they are not compatible with testing lockdown browsers.</p> <p>A Microsoft Surface or iPad or iPad Pro may be possible alternatives in some program areas.</p>	

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](#).

Course Outline**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 share, distribute, or 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 share, distribute, publish or sell course related content (instructor, or students) without permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property. The Academic Integrity Policy provides additional information on Keyano College's expectations from students as members of the intellectual community.

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.