



**PRACTICAL NURSE  
COLLABORATIVE CURRICULUM**

**KEYANO COLLEGE**

**COURSE SYLLABUS**

**PN 205**

**NURSING FOUNDATIONS VII:  
MENTAL HEALTH NURSING**

**FALL 2020  
October 5, 2020-December 11, 2020**

**INSTRUCTOR:**

**Fatima Legrou**

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**NURSING 205  
NURSING FOUNDATIONS VII:  
MENTAL HEALTH NURSING**

**Course Outline  
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**NURSING FOUNDATIONS VII:  
MENTAL HEALTH NURSING  
COURSE OUTLINE**

## CALENDAR STATEMENT

### **NURSING FOUNDATIONS VII: \*Semester 4**

This course promotes competency in providing care to meet the unique needs of clients with mental health issues, and their families.

**Pre-requisites:** All first year courses

## COURSE HOURS

**TOTAL HOURS: 45**

**LECTURE: 45**

**CREDITS: 3**

## COURSE DESCRIPTION

This nursing course explores legal and ethical considerations and social stigmas related to mental health disorders. The learner examines evidence-informed mental health nursing practice for clients and their families as they adjust to changes in functioning associated with mental health issues and related treatments. The learner builds previous knowledge and related theory in adapting the nursing approach to the care and health promotion of mental health clients and their families using the metaparadigm of nursing and the nursing process. Trends and issues in mental health nursing will also be explored.

## INSTRUCTOR INFORMATION

Instructor: Fatima Legrou

Office: CC205F

Phone: 780-791-8949

e-mail: Fatima.legrou@keyano.ca

Office Hours: Book appointment with Instructor

## GENERAL LEARNING OUTCOMES

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

1. Describe the role of the practical nurse and interdisciplinary health-care team in the mental-health setting.

2. Integrate the nursing metaparadigm, nursing theory, and related knowledge into mental health nursing.
3. Describe various mental disorders and applicable treatment modalities and nursing care.
4. Identify strategies to promote the safety of the caregiver and the client in psychiatric and mental-health care settings.
5. Apply nursing process to the mental health client.
6. Apply the principles of communication and the therapeutic nurse/client relationship to mental health nursing.
7. Explore the concept of cultural competence in the mental-health care setting.
8. Apply principles of teaching and learning and health promotion to the mental health client and family.
9. Identify the legal and ethical principles in the care of the mental health client.
10. Apply knowledge of documenting, reporting, and recording of pertinent client information to mental health nursing.
11. Relate research and evidence-based care to mental health nursing.
12. Utilize reflective practice for professional growth and competence.

### **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

### **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.

## **ON LINE EXAMS**

### Expectations of Students Writing On-Line Exams

1. All exams will be on-line
2. 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.
3. 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.

4. 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.
5. 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.
6. Once the quiz/exam has started, the student will submit their answers immediately prior to going on to the next question.
7. 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.
8. 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.
9. 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.
10. 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

### **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](http://Fast.com).

### **System requirements:**

Microsoft Windows	Apple
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<p><b>Minimum Requirements:</b></p> <ul style="list-style-type: none"> <li>· A Windows 10 <b>computer/laptop</b></li> <li>· Minimum 4GB of RAM.</li> <li>· 10GB+ available hard drive storage.</li> <li>· 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.</li> <li>· Microphone, webcam and speakers. A headset with a microphone is recommended.</li> <li>· System updates must be regularly installed.</li> <li>· Anti-Virus / Anti-Malware software</li> </ul>	<p><b>Minimum Requirements:</b></p> <ul style="list-style-type: none"> <li>· A Macintosh (V10.14 and above) <b>computer/laptop</b></li> <li>· Minimum 4GB of RAM.</li> <li>· 10GB+ available hard drive storage.</li> <li>· 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.</li> <li>· Microphone, webcam and speakers. A headset with a microphone is recommended.</li> <li>· System updates must be regularly installed.</li> <li>· Anti-Virus / Anti-Malware software.</li> </ul>
<p><b>Recommended Requirements</b></p> <ul style="list-style-type: none"> <li>· 8GB of RAM</li> <li>· 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</li> </ul>	<p><b>Recommended Requirements</b></p> <ul style="list-style-type: none"> <li>· 8GB of RAM</li> <li>· 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</li> </ul>
<p>Chromebooks are <b>not</b> 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](#).

**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](mailto:its.helpdesk@keyano.ca) or calling 780-791-4965

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 and Second 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

## **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.

### **Statement on Plagiarism**

All students must complete the Plagiarism/Tutorial Certificate found on Moodle. To locate this information, sign into Moodle and on the left side of the page under student the tutorial can be located.

Expectations:

1. All students must complete this tutorial. The certificate must be shown to the instructor prior to submitting any written assignment. Failure to show the instructor the certificate of completion could result in a late written assignment penalty.
2. If you have completed this tutorial in a University Studies course you can show your instructor the certificate. The tutorial is required to be completed only once during your time at Keyano unless you have left the program and returned.

## **LATE POLICY FOR ASSIGNMENTS**

All assignments are to be passed in at the time and place they are due. Please see timetable. Extensions on assignments may be granted and must be negotiated with the instructor prior to the due date and with a date specified for late submissions. If prior arrangements are not made, a penalty of a letter grade will be given for each working day that an assignment is late. For example, an assignment graded at B would receive an adjusted grade of B- if handed in one day late; if two days late, the grade is adjusted to C+ etc.

## **SPECIALIZED SUPPORTS**

**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

**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. **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.

**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](mailto: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](mailto: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](#).

## OVERVIEW OF LEARNING EXPERIENCES

### **Course Units:**

Each of the following units will be covered in the classroom:

**Unit 1:** Foundations of Mental Health Nursing

**Unit 2:** Nursing in Mental Health

**Unit 3:** Substance Related Disorders

**Unit 4:** Schizophrenia

**Unit 5:** Delusional Disorders

**Unit 6:** Mood Disorders

**Unit 7:** Anxiety, Somatoform and Dissociative Disorders

**Unit 8:** Personality Disorders

**Unit 9:** Eating Disorders

**Unit 10:** Older Adult Clients with Cognitive Disorders

**Unit 11:** Developmental / Childhood Spectrum Disorders

**Unit 12:** Crisis Intervention, Aggression, and Violence

## OVERVIEW OF COURSE ASSESSMENT

To receive credit in Nursing Foundations VII: Mental Health Nursing (PN 205), the learner must complete all course requirements, which includes one assignment, a professional portfolio, a midterm exam, and a final exam.

Course credit will **not** be given if only parts of the course have been completed.

## DISTRIBUTION OF MARKS

THEORY			Date
<b>Midterm Exam</b> Multiple Choice	Demonstrate knowledge of course content (Units 1–5) (50 questions)	25%	November 2/2020
<b>Assignment 1</b>	Research to Practice Report	25%	November 25/2020
<b>Assignment 2</b>	Building Your Professional Portfolio	10%	December 1/2020
<b>Final Exam</b> cumulative; multiple choice	Demonstrate knowledge of all course content (100 questions)	40%	See Keyano College exam schedule
		<b>Total</b>	<b>100%</b>

### 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 their grade.

To receive credit for Nursing Foundations VII (PN 205), 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

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*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.*

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## COURSE ASSESSMENTS

Assessment of mastery of the content of Nursing Foundations VII: Mental Health Nursing will be determined through a midterm exam, a research to practice assignment which includes a movie viewing and analysis of, building your professional portfolio, and a final cumulative exam.

### **Midterm Exam**

This exam contributes **25%** toward the course grade. It covers course information from Unit 1 through Unit 5. Multiple-choice questions done online through Moodle. 50 questions, one attempt, 75 minute time limit.

### **Assignment 1:           Research to Practice Report**

This assignment contributes **25%** of your final grade. You are asked to view a movie of your choice from the list of movies included with this assignment guide and to assume that the character in the movie presenting a mental illness is your client. Next, you are to find a research article applicable to your client and relate the research article to your client and to your future nursing practice. Upon completion of this movie analysis, you are to share your work with your fellow classmates.

### **Assignment 2:           Building Your Professional Portfolio**

You are expected to maintain and enhance the Professional Portfolio you started in Nursing Foundations I. This should be progressive throughout each Nursing Foundations course. At the end of each Nursing Foundations course you will submit evidence of having maintained and enhanced your Professional Portfolio to your instructor.

This assignment is **10%** of your final grade.

### **Final Exam**

This exam contributes **40%** toward the theory course grade. It covers all course information from Unit 1 through Unit 12. Multiple-choice questions done online through Moodle. 100 questions, one attempt, 150 minute time limit.

**DUE Date: November 25/2020**

For this assignment you are asked to view a movie of your choice from the list of movies included here, to assume that the character in the movie presenting a mental illness is your client, to find a research article applicable to your client, and to relate the research article to your client and to your future nursing practice.

**\*See Appendix A for Marking Guide**

**Instructions**

1. Select and view a movie from the following list. Your instructor may suggest alternative movies.
  - *A Beautiful Mind*. (2001). Starring Russell Crowe – Character John Nash (Character is diagnosed with schizophrenia.)
  - *Mr. Jones*. (1993). Starring Richard Gere – Character Mr. Jones (Character is diagnosed with bipolar disorder.)
  - *28 Days*. (2000). Starring Sandra Bullock – Character Gwen Cummings (Character has a substance-related disorder.)
  - *The Soloist*. (2009). Starring Jamie Foxx and Robert Downey Jr. – Character Nathaniel Ayers. (Character is homeless with schizophrenia.)
  - *The Beaver*. (2011). Starring Mel Gibson and Jodi Foster – Character Walter Black (Character is depressed.)
2. Search for research articles that address your client’s psychiatric diagnosis (one source is the CINAHL database).
3. Select one research article that is generally not more than five years old—that is of interest to you and that targets your client.
4. Obtain approval from your instructor of the article selected. Email the article to your instructor a minimum of two weeks prior to the due date for approval.
5. Prepare a report to be submitted to your instructor. It should be **three to four (3-4) pages**, typewritten or word-processed, using APA format, and should address the following:
  - Name of the movie from which your client was selected.
  - Description of the character’s appearance and behaviour (objective data) and comparison of observations with the criteria from the DSM5.
  - Do the assessment data of the character support or negate the mental health diagnoses?
  - Name of journal, year, author(s), and title.
  - What is the purpose of the research?
  - What was learned as a result of the study?
  - How is this study related to your client?
  - How did the study impact your view of your client?
  - What are the implications for nursing practice?
  - How will the results impact your future nursing practice?

6. Reference your article using APA formatting.
7. Share your research report with your fellow classmates (in class or posted into course website as directed by your instructor).

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*Submit the marking guide with your assignment.*

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## ASSIGNMENT 2: BUILDING YOUR PROFESSIONAL PORTFOLIO

**DUE Date: December 1/2020**

**\*See Appendix B for Marking Guide**

You are **expected** to maintain and enhance the Professional Portfolio you started in Nursing Foundations I. This should be progressive throughout 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 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.
- The **report** does **not** replace work on the Professional Portfolio but is an indication that you met expectations.
- This assignment is worth **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:**

- Personal goals
- Personal interests
- Education
- Experiences
- Achievements

**B. Professional:**

- Philosophy of practical nursing
- Resume and cover letter
- Appraisals and evaluations
- Reflective practice
- Leadership
- Scholarly papers
- Nursing care plans
- Client teaching plans

- Professional goals
- CPRNE study plan
- Continuing competency achievement

### **Continuing Competency Achievement**

Continuing competency achievement is an essential aspect of the Professional Portfolio. Review the competencies from the Course Outline or from the Competency Profile on the CLPNA website at [www.clpna.com](http://www.clpna.com) that apply to this course. Choose the most significant competency you learned in this course. Reflect on the following questions: What did you do to achieve this competency? Why is this competency meaningful or significant? How will you use this learning in your nursing practice? Other experience that may enhance learning in the course  
Any other comments that may be pertinent to the course

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*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**.*

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**Report on Progress of Professional Portfolio**

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

Student Name: \_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

## CODE OF ETHICS

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

- A: Nursing Knowledge
- B: Nursing Process
- C: Safety
- D: Communication and Interpersonal Skills
- E: Nursing Practice
- M: Mental Health Nursing
- W: Professionalism
- X: Licensed Practical Nurse Role

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

- The CLPNA Code of Ethics and Standards of Practice (2008).

Refer to [www.clpna.com](http://www.clpna.com) for references

## REQUIRED TEXTS

### PRIMARY TEXTS

Austin, W., Kunyk, D., Peternelj-Taylor, C., and Boyd, M. (2019). *Psychiatric & Mental Health Nursing for Canadian Practice* (5<sup>th</sup> ed.) Philadelphia, P.A.: Wolters Kluwer.

Practical Nurse Collaborative Curriculum. (2019). *Nursing Foundations VII: Mental health nursing: Course materials*.

### Resources to Supplement Text Readings on Moodle

## 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.

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## **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.

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In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on [ilearn.keyano.ca](http://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](https://www.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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](http://Fast.com).

## System requirements:

Microsoft Windows	Apple
<p><b>Minimum Requirements:</b></p> <ul style="list-style-type: none"> <li>· A Windows 10 <b>computer/laptop</b></li> <li>· Minimum 4GB of RAM.</li> <li>· 10GB+ available hard drive storage.</li> <li>· Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). Microsoft Office software is free to all Keyano students and employees.</li> <li>· Microphone, webcam and speakers. A headset with a microphone is recommended.</li> <li>· System updates must be regularly installed.</li> <li>· Anti-Virus / Anti-Malware software</li> </ul>	<p><b>Minimum Requirements:</b></p> <ul style="list-style-type: none"> <li>· A Macintosh (V10.14 and above) <b>computer/laptop</b></li> <li>· Minimum 4GB of RAM.</li> <li>· 10GB+ available hard drive storage.</li> <li>· Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). Microsoft Office software is free to all Keyano students and employees.</li> <li>· Microphone, webcam and speakers. A headset with a microphone is recommended.</li> <li>· System updates must be regularly installed.</li> <li>· Anti-Virus / Anti-Malware software.</li> </ul>



<p><b>Recommended Requirements</b></p> <ul style="list-style-type: none"> <li>· 8GB of RAM</li> <li>· 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</li> </ul>	<p><b>Recommended Requirements</b></p> <ul style="list-style-type: none"> <li>· 8GB of RAM</li> <li>· 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</li> </ul>
<p>Chromebooks are <b>not</b> 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](#).

### **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](mailto:its.helpdesk@keyano.ca) or calling 780-791-4965.

*Appendix A*  
**NURSING FOUNDATIONS VII: MENTAL HEALTH NURSING**  
**RESEARCH TO PRACTICE REPORT**  
**Marking Guide for Assignment 1**

REQUIRED COMPONENTS	POSSIBLE MARKS	ACTUAL MARKS
1. Identifies name of a current journal or source in which the selected article appears, its year, author(s), and title; identifies movie from which client is selected. Attaches a copy of the article with the essay.	2 marks	
2. Describes the character's appearance and behaviour-objective data (2 marks) and compares the observed data to the criteria from the DSM5 (2 marks). Identifies whether the assessment data of the character support or negate the mental health diagnoses (1 mark).	6 marks	
3. States the purpose of the research.	2 marks	
4. *Explains what was learned as a result of the study.	2 marks	
5. *Relates the study to the selected client.	4 marks	
6. *Discusses the implications for nursing practice (2 marks) and impact on <b>own</b> future nursing practice (2 marks).	4 marks	
<b>TOTAL MARKS</b>		<b>/20</b>

\*Key content areas

**Comments:**

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*Submit this marking guide with the assignment.*

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<b>APA AND GRAMMAR: MARKING GUIDE</b>
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KEY CONTENT	MARKING GUIDE			
POINTS:	1	0.5	0.25	0
<b>TITLE PAGE</b>				
Included: date; header and page number; running head. Remaining items centred: title of paper, student name, college name, course and section number, assignment name and number, instructor name	Excellent	Satisfactory	Minimal	None
<b>BODY OF PAPER</b>				
Paper organized – header and page number; introduction, body, and conclusion; appropriate margins, double-spaced throughout, indent 5 spaces or 1 tab for new paragraphs, correct font – Times New Roman, 12 pt. font	Excellent	Satisfactory	Minimal	None
<b>REFERENCES</b>				
Citations in body of paper follow APA format	Excellent	Satisfactory	Minimal	None
References on separate page; followed APA format include minimum of 3 references with one being a current nursing journal	Excellent	Satisfactory	Minimal	None
<b>GRAMMAR AND SPELLING</b>				
Grammar appropriate and words spelled correctly (< 5 errors)	Excellent	Satisfactory	Minimal	None
<b>TOTAL</b>				<b>/5</b>
<b>Comments:</b>				
<b>GRAND TOTAL (ALL MARKING GUIDES)</b>				<b>/25</b>

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*Submit this marking guide with the assignment.*

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*Appendix B*  
**NURSING FOUNDATIONS VII: MENTAL HEALTH NURSING**  
**REPORT ON PROGRESS OF PROFESSIONAL PORTFOLIO NURSING**  
**MARKING GUIDE for Assignment 2**

<b>DESCRIPTION OF ONE SIGNIFICANT LEARNING EXPERIENCE IN THIS COURSE</b>	2 Marks  Description of Event
<b>WHAT I LEARNED FROM THE EXPERIENCE</b>	2 marks  Reflect on experience and its relationship to the course content and how it impacted your learning
<b>WHY IT WAS MEANINGFUL/ SIGNIFICANT</b>	2 marks  Explain the significance of the learning experience as to why it was meaningful for you
<b>HOW I WILL APPLY THIS LEARNING IN NURSING PRACTICE</b>	2 marks  Demonstrate the application of the learning experience to your nursing practice now and in the future
<b>ADDITIONAL COMMENTS</b>	2 Marks  Other experience that may enhance learning in the course  Any other comments that may be pertinent to the course

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*Submit this marking guide with the assignment.*

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