PRACTICAL NURSING 102

Health Education: Individual Health and Wellness

January 6- February 21, 2014

Course Outline

Revised December 2013
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# HEALTH EDUCATION: INDIVIDUAL
## HEALTH AND WELLNESS

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HEALTH EDUCATION: INDIVIDUAL HEALTH AND WELLNESS

COURSE OUTLINE

CALENDAR STATEMENT

HEALTH EDUCATION: INDIVIDUAL HEALTH AND WELLNESS* Semester I
The course provides the necessary foundation of health and wellness, health behaviour, determinants of health, and health advocacy applied in health and human service professions courses.

Pre-requisites: None

Pre- or Co-requisite: None

COURSE HOURS

TOTAL HOURS: 45 LECTURE: 45 CREDITS: 3

COURSE DESCRIPTION

This course is designed to offer an overview, within the context of the community and the Canadian health care system, of the physical, social, mental, environmental and spiritual aspects of personal health and wellness. Topics include nutrition, exercise, stress management, weight management, eating disorders, common health problems and their prevention and primary health care. This course includes an individualized analysis of personal health issues and physical fitness. Students will be expected to demonstrate knowledge of the concepts of health and wellness, describe their dimensions and plan, implement and report on a specific wellness plan or project as it relates to their own life. This is a theory course, which is applied in nursing courses.

TUTOR INFORMATION

Instructor: Kayla Kostiuk
Office: CC187H
Phone (Office) 780 791-8906
E-mail: kayla.kostiuk@keyano.ca
Office Hours: Due to clinical and class variation, please contact for appointment
GENERAL LEARNING OUTCOMES

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

1. Describe the concepts of health and wellness, health promotion and disease prevention.
2. Apply concepts of health and wellness to self.
3. Identify the benefits of a healthy lifestyle.
4. Implement a personal wellness plan.
5. Identify the various public and private agencies active in promoting health within the community.
6. Identify the principles of primary health care.
7. Identify strategies to prevent common health disorders.
8. Discuss the aging process and the strategies that can be adapted to promote healthy aging.

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 learners 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. The learner is expected to take an active part in class discussions and take responsibility for his/her own learning. The instructor’s role is to facilitate learning.

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.

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 tutor 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 for each working day that an assignment is submitted after the due date will be deducted from the final grade i.e. 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.
**Disability Support Services: Learner Assistance Program**

If you have a documented disability or you think that you would benefit from some assistance from a Disabilities Counselor, please call or visit the Disability Supports Office 780-792-5608 to book an appointment (across from the library). Services and accommodations are intended to assist you in your program of study, while maintaining the academic standards of Keyano College. We can be of assistance to you in disclosing your disability to your instructor, providing accommodations, and supporting your overall success at Keyano College.

**Specialized Supports and Duty to Accommodate**

Specialized Support and Duty to Accommodate are aligned with the office of Disability Support Services: Learner Assistance Program (LAP) guided by federal and provincial human rights legislation and defined by a number of Keyano College policies. Keyano College is obligated by legislation to provide disability-related accommodations to students with identified disabilities to the point of undue hardship.
Students will work through 13 Units in the classroom. Units to be covered in Health Education: Individual Health and Wellness are:

**Unit 1:** Environmental Health

**Unit 2:** Determinants of Health  
Topic 2.1: Understanding Determinants of Health  
Topic 2.2: Elements of Health Behaviour

**Unit 3:** Stress Management and Psychosocial Health

**Unit 4:** Physical Activity

**Unit 5:** Managing Nutrition

**Unit 6:** Managing Weight

**Unit 7:** Relationships, Gender, Sexuality, and Fertility

**Unit 8:** Infectious and Major Diseases

**Unit 9:** Drugs, Tobacco, and Alcohol

**Unit 10:** Traditional and Contemporary Health-Care Approaches

**Unit 11:** Personal Safety

**Unit 12:** Healthy Aging

**Unit 13:** Spirit of Health and Wellness
OVERVIEW OF COURSE ASSESSMENT

To receive credit in Health Education: Individual Health and Wellness, the learner must complete all course requirements, which include two assignments and multiple choice exam. Course credit will not be given if only parts of the course have been completed.

DISTRIBUTION OF MARKS

To receive credit in PN 102 Health Education: Individual Health and Wellness, you will be required to complete two assignments and write a final exam.

Distribution of Marks

<table>
<thead>
<tr>
<th>Assessment Method</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td>Scholarly paper – Analysis of community facilities related to two determinants of health</td>
<td>25%</td>
</tr>
<tr>
<td>Assignment 2</td>
<td>Scholarly paper – Implementation and evaluation of a personal wellness plan to adopt one new healthy behaviour</td>
<td>40%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Cumulative; multiple-choice questions</td>
<td>35%</td>
</tr>
<tr>
<td></td>
<td>Demonstrate knowledge of course content</td>
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<td></td>
<td></td>
<td>Total</td>
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</tbody>
</table>

Passing Level and Grading Scale

A student must achieve a minimum grade of C- (1.7) or 60% to receive credit for PN 102 Health Education: Individual Health and Wellness.

Students must complete all assignments and the examination to receive a final course grade. Students will not be allowed to rewrite the assignments or exam to raise their course grade.

Refer to the Keyano College Calendar for information regarding grading scale, supplemental exams, extensions, and other program standard practices.
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.

COURSE ASSESSMENT

Assessment of your mastery of the content in this course will be determined through an analysis of your own community resources, a personal wellness plan and outcome evaluation, and a final cumulative exam.

Assignment 1 – Scholarly Paper: Analysis of Two Community Facilities Related to Two Determinants of Health

Due date: January 23, 2014

Following Unit 3, complete the assignment and submit it to your instructor/tutor by the specified date. This scholarly paper assignment contributes 25% towards your final course grade.

In this assignment, you will have the opportunity to do the following:

- Conduct a discovery tour of your community and identify facilities that relate to two determinants of health.
- Complete a Community Tour Form.
- Select and analyze two facilities according to two determinants of health.

Assignment 2 – Scholarly Paper: Part I – Adopting a New Healthy Behaviour  
Part II – Evaluation of Adopting a New Healthy Behaviour

Due date: February 13, 2014

Following Unit 2, complete Part I of this assignment. Following Unit 10, complete Part II of this assignment. Submit each part of the assignment to your instructor/tutor by the specified date. This assignment contributes 40% towards your course grade. Part I is worth 25% and Part II is worth 15%.

In this assignment, you will have the opportunity to do the following:

- Assess your health across the six dimensions of wellness.
- Apply a behaviour change process to develop a plan to adopt a new healthy behaviour.
- Evaluate the behaviour change process of adopting a new healthy behaviour.
Final Exam: Friday, February 21, 2014

This is a cumulative multiple-choice exam that contributes 35% toward your final course grade. It covers all course information from Unit 1 through Unit 13. Distance students must contact the program office to make arrangements to write the exam.

Assignment 1 – Scholarly Paper: Analysis of Two Community Facilities Related to Two Determinants of Health

Due date: January 23, 2014

Instructions

This assignment focuses specifically on the following two of the twelve determinants of health:

1. Social support networks
2. Personal health practices and coping skills

This assignment consists of three steps:

Step 1: Discovery tour of your community
Step 2: Completion of the Community Tour Form
Step 3: Selection and analysis of two facilities according to the two specific determinants of health

The scholarly paper is to be no more than five to six pages in length and must be typewritten (word processed) following APA format. Refer to the marking guide at the end of this assignment. The page limit does not include the title page, appendix, or the reference list.

- No abstract is required for Assignment 1.
- Submit the Community Tour Form as Appendix A.
- Reference list should include brochures or information sheets about the two facilities.

Submit the Marking Guides with your assignment. See Appendix A

Step One: Discovery Tour of Your Community

Take a tour your community (if you live in a city) or the nearest town (if you live in a rural setting). Identify a minimum of four different facilities (fitness club, hospital, etc.) during your tour that relate to each of the two determinants of health (for a minimum total of eight
facilities). The facilities can be traditional (medical clinic), non-traditional (health food store), public, private, and not for profit.

**Step Two: Completion of the Community Tour Form**

The Community Tour Form is a tool to document and organize your observations from the tour of your community. Include the following information on the Community Tour Form:

- Identify the name of the community or town observed on your tour.
- List the facilities found on your tour that are related to the two determinants of health: 1) social support networks, and 2) personal health practices and coping skills.

(You may find that one facility can be related to both determinants of health.)

This part of the assignment should be in point form and word processed using the Community Tour Form. Include this as Appendix A in your scholarly paper.
### Community Tour Form

<table>
<thead>
<tr>
<th>Name of community or town toured:</th>
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</table>

<table>
<thead>
<tr>
<th>Facilities related to the two determinants of health:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Social Support Networks</td>
</tr>
</tbody>
</table>

| 2. Personal Health Practices and Coping Skills       |

**Step Three: Selection and Analysis of Two Facilities According to the Two Specific Determinants of Health**

From the information on the Community Tour Form select the following:

- **One** facility related to the social support network determinant of health
• One facility related to the personal health practices and coping skills determinant of health

Ensure that you have selected two different facilities.

At this point, you will write your scholarly paper. Provide an analysis of each of the two facilities by addressing the following:

• Explain how each facility relates to the appropriate determinant of health. Support your explanation with evidence from the literature. Literature includes information found in the textbook, published articles, and reputable websites.
• Describe the services provided at each facility.
• Include the availability and cost to community members: access, hours of operation, physical layout. Does the facility serve only a few members of the community or does it serve all members of the community?
• Explain how the facility improves the health of community members.
• Provide a brief summary (total of 4–6 sentences) of potential or actual problems identified in each facility that may limit the facility’s ability to promote health in your community.
Assignment 2 – Scholarly Paper: Part I – Adopting a New Healthy Behaviour
Part II – Evaluation of Adopting a New Healthy Behaviour

Due date: February 13, 2014

Instructions

This assignment has two parts: Part I is the adoption of a new healthy behaviour, and Part II is the evaluation of this action. This assignment must be completed over a period of time because the process of adopting a new healthy behaviour must be put into action before it can be evaluated. Each part of this assignment is to be submitted to your instructor/tutor by the specified date.

Each scholarly paper for Part I and Part II is to be no more than 3–4 typewritten (word processed) pages following APA format. Refer to the marking guides for Part I and Part II at the end of this assignment. The page limit does not include the title page or the reference list.

- No abstract is required for Assignment 2, parts I and II.
- Use first person when referring to yourself.

*Submit the Marking Guides with your assignment. See Appendix B*

Part I: Adopting a New Healthy Behaviour

Step One: Personal Health Assessment

Conduct a personal health assessment across the six dimensions of wellness by performing the following tasks:

- Complete the Holistic Lifestyle Questionnaire by accessing the Testwell site on the Internet.
  
  - The access instructions for Testwell are included with your textbook on a separate insert card.
  
  - The questionnaire consists of 100 multiple-choice questions.
  
  - The questionnaire takes approximately 15 minutes to complete.
  
  - The results from this questionnaire are provided immediately after completing the questionnaire.
Step Two: Selection of New Healthy Behaviour

View the Testwell analysis of your health across the six dimensions of wellness.

- Identify the dimension of wellness where you scored the lowest.
- Identify one new healthy behaviour that you wish to adopt that would improve your score within this dimension of wellness.
- Explain the reasons why you have selected the particular new healthy behaviour to adopt.
- Support your explanation by providing personal beliefs and evidence (rationale) from the literature.

Step Three: Discussion of Influencing and Disabling Factors

Identify all of the factors that influence your ability to attain the new healthy behaviour you wish to adopt.

- Predisposing factors
- Enabling factors
- Reinforcing factors

Identify all of the factors that could disable (interfere with) your ability to attain the new healthy behaviour you wish to adopt, and describe how you plan to manage these disabling factors.

Step Four: Creation of a Goal with Measurable Criteria

Create a goal statement that will allow you to determine the achievement of the goal in Part II. Include the following information in your goal statement:
- Behaviour change
- Measurable criteria
- Time frame

Here is an example of a goal statement that includes the above information. “I will lose 10 pounds in six weeks.” The behaviour change is losing weight, the 10 pounds is the measurable criteria, and six weeks is the time frame.

**Step Five: Strategies to Support the Adoption of a New Healthy Behaviour**

Include a minimum of two strategies that will support you in adopting the new healthy behaviour and assist you in achievement of your goal. Use the “Strategies for Change” guidelines from Chapter 1 in the textbook.

**Part II: Evaluation of Adopting a New Healthy Behaviour**

**Step One: Summary of Adopting a New Healthy Behaviour**

Provide a brief review of the following information from Part I:
- The new healthy behaviour identified
- The rationale for changing the selected healthy behaviour
- The goal statement created and the measurable criteria used
- The strategy used to support the process of adopting the new healthy behaviour

**Step Two: Evaluation of Adopting a New Healthy Behaviour**

Determine whether or not your plan was successful, measuring the goal based on the evaluation criteria you identified in Part I.

Evaluate the following:
- Identify whether your goal was met or unmet by examining the measurable evaluation criteria, and determine whether the goal was realistic.
- Identify the predisposing, enabling, and reinforcing factors discussed in Part I that contributed to the goal being met or unmet.
- Identify which strategies in your plan contributed to the goal being met or unmet.
- **If the goal was unmet**, provide insight into determining what could be done differently to achieve the goal.
Or

- **If the goal was met**, provide insight into actions required to maintain the behaviour change over a long period of time.
- Describe what it was like to live through the health behaviour change process.
- Relate the experience of adopting a new healthy behaviour to the importance of individual responsibility in maintaining health and wellness.

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**REQUIRED TEXTS**

**Required Textbooks and Resources**


CENGAGE Internet site. Toronto: Nelson.

**Required Internet Readings**

You will be required to visit the following internet sites during this course. Directions to specific articles in these sites will be provided in the Learner Guide.


**Appendix A**  
**HEALTH EDUCATION**  
**Marking Guide for Assignment 1**

**Assignment 1 – Scholarly Paper: Analysis of Two Community Facilities Related to Two Determinants of Health – Marking Guide**

<table>
<thead>
<tr>
<th>Key Content</th>
<th>Points:</th>
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<th>3</th>
<th>1</th>
<th>0</th>
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</thead>
<tbody>
<tr>
<td><strong>Step One: Discovery tour of your community and</strong></td>
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<tr>
<td><strong>Step Two: Completion of the Community Tour Form</strong></td>
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<tr>
<td>Identified the name of the community or town observed on the tour and listed a minimum of 4 facilities according to each of the two determinants of health (a minimum of 8 facilities in total).</td>
<td></td>
<td>Excellent</td>
<td>Satisfactory</td>
<td>Minimal</td>
<td>None</td>
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</table>

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<th>Comments:</th>
<th></th>
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</thead>
</table>

| **Step Three: Selection and Analysis of Two Facilities**                  |         |
| **According to the Two Specific Determinants of Health**                |         |
| Selected two different facilities: one from each of the two determinants of health. |         | Excellent | Satisfactory | Minimal | None |
| Explained how each facility relates to the appropriate determinant of health. Used literature to support explanation. |         | Excellent | Satisfactory | Minimal | None |
| Described the services provided at each facility.                        |         | Excellent | Satisfactory | Minimal | None |
| Included the availability and cost of each facility.                     |         | Excellent | Satisfactory | Minimal | None |
| Explained how each facility improves the health of community members.    |         | Excellent | Satisfactory | Minimal | None |
| Provided a brief summary that included potential or actual problems for each facility. |         | Excellent | Satisfactory | Minimal | None |

/30
### Key Content

<table>
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<th>Comments:</th>
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<tr>
<th>Points:</th>
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<th>0</th>
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</table>

### Format

Paper formatted as required—referenced correctly in APA format (See APA marking guide.)

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Satisfactory</th>
<th>Minimal</th>
<th>None</th>
</tr>
</thead>
</table>

/5

**Total** /40

### 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

Submit this Marking Guide with your assignment.
APA and Grammar – Marking Guide

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<tr>
<th>Key Content</th>
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</tr>
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<td><strong>Title Page</strong></td>
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<tr>
<td>Included header/running</td>
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<td>Excellent</td>
</tr>
<tr>
<td>head and page number.</td>
<td>0.5</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Included in the upper</td>
<td>0.25</td>
<td>Minimal</td>
</tr>
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<td>half of the page: title</td>
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<td>None</td>
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<td>of paper, student name,</td>
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<tr>
<td>college name, course and</td>
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</tr>
<tr>
<td>section number, assignment</td>
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<td>name and number, instructor</td>
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<td>name (all centered), and</td>
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<tr>
<td>date.</td>
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</table>

**Body of Paper**

Paper organized – running head and 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.

**References**

Citations in body of paper followed APA 6th ed. format (if applicable)

References on separate page, followed APA 6th ed. format (if applicable)

**Grammar and Spelling**

Grammar appropriate and words spelled correctly (< 5 errors)

**Total:** /5
## Assignment 2 – Adopting a New Healthy Behaviour – Marking Guide

### Key Content

<table>
<thead>
<tr>
<th>Points:</th>
<th>5</th>
<th>3</th>
<th>1</th>
<th>0</th>
</tr>
</thead>
</table>

### Personal Health Assessment and Selection of New Healthy Behaviour

- Analyzed the results from the Holistic Lifestyle Questionnaire and identified one new healthy behaviour to adopt.
- Supported explanation for selecting adoption of new healthy behaviour by providing personal beliefs and evidence from the literature.

**Marking Guide:**
- Excellent
- Satisfactory
- Minimal
- None

/10

### Discussion of Influencing and Disabling Factors

- Identified the predisposing, enabling, and reinforcing factors that influenced ability to attain the new healthy behaviour.
- Identified the factors that could disable (interfere with) ability to attain the new healthy behaviour.
- Described how the disabling factors would be managed in order to attain the new healthy behaviour.

**Marking Guide:**
- Excellent
- Satisfactory
- Minimal
- None

/15

### Comments:
<table>
<thead>
<tr>
<th><strong>Key Content</strong></th>
<th><strong>Marking Guide</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Creation of a Goal with Measurable Criteria</strong></td>
<td><strong>Points:</strong></td>
</tr>
<tr>
<td>Created a goal statement that included the behaviour change, time frame, and measurable criteria.</td>
<td>/5</td>
</tr>
</tbody>
</table>

**Comments:**

| **Strategies to Support the Adoption of a New Healthy Behaviour** | **Points:** | **Excellent** | **Satisfactory** | **Minimal** | **None** |
| Included a minimum of two strategies following the “Strategies for Change” as outlined in Chapter 1 of the textbook to support the adoption of a new healthy behaviour. | /5 | | | | |

**Comments:**

| **Format** | **Points:** | **Excellent** | **Satisfactory** | **Minimal** | **None** |
| Paper formatted as required—referenced correctly in APA format (see APA marking guide). | /5 | | | | |

**Comments:**

<table>
<thead>
<tr>
<th><strong>Total</strong></th>
<th><strong>40</strong></th>
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**Legend**

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<th><strong>Points</strong></th>
<th><strong>Description</strong></th>
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<tbody>
<tr>
<td>5</td>
<td>Excellent work, comprehensive information or analysis included, great attention to detail throughout</td>
</tr>
<tr>
<td>3</td>
<td>Satisfactory work, most required information included at an adequate level</td>
</tr>
<tr>
<td>1</td>
<td>Minimal required information included, incomplete work</td>
</tr>
<tr>
<td>0</td>
<td>Required information not identifiable</td>
</tr>
</tbody>
</table>
Assignment 2 – Part II: Evaluation of Adopting a New Healthy Behaviour – Marking Guide

<table>
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<tr>
<th>Key Content</th>
<th>Points:</th>
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</tr>
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<tbody>
<tr>
<td><strong>Summary of Adopting a New Healthy Behaviour</strong></td>
<td></td>
<td>Excellent      Satisfactory Minimal None</td>
</tr>
<tr>
<td>Briefly reviewed the new healthy behaviour adopted and the rationale for changing the selected new healthy behaviour. Reviewed the goal statement and measuring criteria used, and the strategies used to support the adoption of the new healthy behaviour.</td>
<td><strong>5</strong></td>
<td>/5</td>
</tr>
</tbody>
</table>

Comments:

<table>
<thead>
<tr>
<th>Evaluation of Adopting a New Healthy Behaviour</th>
<th>Points:</th>
<th>Marking Guide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identified whether the goal was met or unmet based upon examination of the measurable criteria, and determined whether the goal was realistic.</td>
<td>Excellent</td>
<td>Satisfactory Minimal None</td>
</tr>
<tr>
<td>Identified the predisposing, enabling, and reinforcing factors discussed in Part I that contributed to the goal being met or unmet.</td>
<td>Excellent</td>
<td>Satisfactory Minimal None</td>
</tr>
<tr>
<td>Identified strategies in the plan that contributed to the goal being met or unmet.</td>
<td>Excellent</td>
<td>Satisfactory Minimal None</td>
</tr>
<tr>
<td>If the goal was unmet, provided insight into determining what could be done differently to achieve the goal.</td>
<td>Excellent</td>
<td>Satisfactory Minimal None</td>
</tr>
<tr>
<td><strong>Or</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If the goal was met, provided insight into actions required to maintain the behaviour change over a long period of time.</td>
<td>Excellent</td>
<td>Satisfactory Minimal None</td>
</tr>
<tr>
<td>Described what it was like to experience living through the health behaviour change process.</td>
<td>Excellent</td>
<td>Satisfactory Minimal None</td>
</tr>
<tr>
<td>Related the experience of adopting a new healthy behaviour to the importance of individual responsibility in maintaining health and wellness.</td>
<td>Excellent</td>
<td>Satisfactory Minimal None</td>
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</tbody>
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Comments:
<table>
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<tr>
<th>Key Content</th>
<th>Marking Guide</th>
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<tr>
<td><strong>Format</strong></td>
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<td>Paper formatted as required—referenced correctly in APA format (see APA marking guide).</td>
<td>5 3 1 0</td>
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<td><strong>Comments:</strong></td>
<td>Excellent Satisfactory Minimal None</td>
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<tr>
<th><strong>Legend</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>5 – Excellent work, comprehensive information or analysis included, great attention to detail</td>
</tr>
<tr>
<td>3 – Satisfactory work, most required information included at an adequate level</td>
</tr>
<tr>
<td>1 – Minimal required information included, incomplete work</td>
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<tr>
<td>0 – Required information not identifiable</td>
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<th><strong>Total</strong></th>
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25
# APA and Grammar – Marking Guide

<table>
<thead>
<tr>
<th>Key Content</th>
<th>Points</th>
<th>Marking Guide</th>
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</thead>
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<tr>
<td><strong>Title Page</strong></td>
<td></td>
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<tr>
<td>Included header/running head and page number.</td>
<td>1</td>
<td>Excellent</td>
</tr>
<tr>
<td>Included in the upper half of the page: title of paper, student name,</td>
<td>0.5</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>college name, course and section number, assignment name and number,</td>
<td>0.25</td>
<td>Minimal</td>
</tr>
<tr>
<td>instructor name (all centered), and date.</td>
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<td>None</td>
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<tr>
<td><strong>Body of Paper</strong></td>
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<tr>
<td>Paper organized – running head and page number; introduction, body and</td>
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</tr>
<tr>
<td>conclusion; appropriate margins, double-spaced throughout, indented 5</td>
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</tr>
<tr>
<td>spaces or 1 tab for new paragraphs, two spaces after a period, and correct</td>
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<tr>
<td><strong>References</strong></td>
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<tr>
<td>Citations in body of paper followed APA 6th ed. format (if applicable)</td>
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<tr>
<td>References on separate page, followed APA 6th ed. format (if applicable)</td>
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<tr>
<td><strong>Grammar and Spelling</strong></td>
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<tr>
<td>Grammar appropriate and words spelled correctly (&lt; 5 errors)</td>
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