PN156, Nursing Foundations II: Basic Nursing

7 credits, Lecture 45 hours, Lab 60 hours

Course Description

This is a combined nursing theory and skills course which builds on theory and skills learned purpose of this course is to prepare the student practical nurse for the continuing care practicum. Topics include the metaparadigm of nursing, safety, professionalism and leadership, but the focus shifts from the application of these concepts to self to applying these concepts to the client. Emphasis will be placed on using the nursing process, demonstrating critical thinking and critical inquiry, applying the concepts of self-care, and setting priorities of care. Students will develop nursing care plans tailored to client needs, and will demonstrate effective documentation, mathematical calculations, communication, and client teaching skills. The lab setting will be used for students to apply theory, to practice skills, and to competently perform the selected nursing skills required for the continuing care practicum.

Pre-requisites: PN155, PN158

Co-requisites: PN130

Instructor

Kayla Hayter
CC187B
780-791-8908
Kayla.hayter@keyano.ca

Office Hours

By Appointment

Hours of Instruction

As per self-serve.

Required Resources

PRIMARY TEXT

Potter, P.A., & Perry, A.G. (2018). *Canadian fundamentals of nursing* (6th ed.). Ross-Kerr, J.C., & Wood, M.J. (Eds., Cdn. ed.). Toronto, ON: Elsevier.

Potter, P.A., Perry, A.G., Ostendorf, W. (2018). *Clinical Nursing Skills and Techniques* (9th edition). Toronto, ON: Elsevier

Practical Nurse Collaborative Curriculum. (2019). *Nursing foundations II: Basic nursing*: *Course materials.*

OTHER REQUIRED RESOURCES

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

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

METI eDose. Online medication calculation program. https://www.edose.net/

Course Outcomes

Upon successful completion of the course, the student shall be able to:
1. Integrate the nursing metaparadigm, nursing theory, and related knowledge into professional nursing care.
2. Examine the role of the practical nurse and interdisciplinary team in providing basic nursing care.
3. Apply the nursing process and the nursing metaparadigm, including self-care and health promotion, to practise safe, holistic, basic nursing care of the adult client in a lab-simulated setting.
4. Demonstrate appropriate therapeutic communication techniques to establish the nurse-client relationship in a simulated lab setting.
5. Integrate concepts of nurse-client synergy when providing basic nursing care.
6. Demonstrate the safe application of basic nursing skills.
7. Demonstrate principles of safe administration of medications.
8. Apply principles of teaching and learning to basic nursing care and to client teaching.
9. Demonstrate documenting, reporting, and recording of pertinent client information.
10. Integrate professionalism and leadership in lab practice.
11. Examine the legal and ethical principles related to the provision of basic nursing care.
12. Examine research findings that support evidence informed practice in the delivery of basic nursing care.
13. Examine research findings that support best practice in the continuing-care setting.
14. Collaborate with peers and instructors during skill practice situations.
15. Maintain personal and client safety during skill practice following best practice guidelines.
16. Demonstrate reflective practice for personal and professional growth and continued competence.

Evaluation

To receive credit in Nursing Foundations II: Basic Nursing, the learner must complete all course requirements which includes exams, assignments, and demonstration of basic nursing skills in guided practice and in a clinical integration assessment. Course credit will not be given if only parts of the course have been completed.

DISTRIBUTION OF MARKS

THEORY			DATE
Midterm Exam multiple choice	Demonstrate knowledge of course content for Units 1–5	**25%**	
Assignment 1	Development of a Teaching Plan	**25%**	
Assignment 2	Building Your Professional E-Profile	**10%**	
Med Calculation Exam	Medication Calculation Exam	**Pass/Fail**	
Final Exam cumulative; multiple choice	Demonstrate knowledge of course content	**40%**	
LAB			
Clinical Integration Assessment	Practice integration of nursing knowledge and demonstration of nursing skills in the lab setting	**Pass/Fail**	
	Total	**100%**	

PASSING LEVEL AND GRADING SCALE

This is a combined theory and lab course. A learner cannot pass this course by being proficient in theory but not proficient in the integration of nursing theory with application of nursing skills in a guided-practice laboratory setting.

Learners must complete all assignments and examinations to receive a final theory grade. Learners must successfully demonstrate nursing skills in a laboratory setting.

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

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

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

Grading System

. 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+ A A-	4.0 4.0 3.7	96-100 90-95 85-89
Good	B+ B B-	3.3 3.0 2.7	80-84 76-79 72-75
Satisfactory	C+ C C-	2.3 2.0 1.7	68-71 64-67 60-63
Poor Minimum Pass	D+ D	1.3 1.0	55-59 50-54
Failure	F	0	0-49

Topics:

This course consists of the following units:

Unit 1:   Foundations in Basic Nursing Care

> Topic 1.1: Nursing Concepts and Metaparadigm

> Topic 1.2: Communication and Documentation

> Topic 1.3: The Adult and Older Adult Client

> Topic 1.4: Teaching and Learning

> Topic 1.5: Setting Priorities for Nursing Care

> Topic 1.6: Client Safety

Unit 2:   Hygiene

Unit 3:   Nutrition and Hydration

Unit 4:   Sleep, Activity, Mobility

Unit 5:   Medication Administration Principles and Responsibilities, Part A

Unit 6:   Medication Administration Principles and Responsibilities, Part B

Unit 7:   Oxygenation

Unit 8:   Elimination - Bowel and Bladder

Unit 9:   Sensory Alterations, Pain, and Comfort

Unit 10:   Loss, Death, and Grief

Please Note:

Date and time allotted to each topic is subject to change.

LABS

Students will participate in 13 Labs. The labs covered in Nursing Foundations II: are

1. Hygiene Care
2. Wound Care and Bed Making
3. Nutrition and Hydration
4. Alterations in Mobility
5. Buccal, Sublingual Oral, Narcotic, and Controlled Medications
6. Intranasal, Topical, Eye, and Ear Medication
7. Integrated Lab
8. Subcutaneous Medications and Insulin (Pens and Drawn)
9.   Intradermal and Intramuscular Medication
10. G-Tubes and Medication Calculation
11. Hypodermoclysis and Intravenous Lines
12. Integrated Lab
13. Oxygenation and Inhaled Medications
14. Elimination and Rectal Medication
15. Elimination (Ostomy)
16. Integrated Lab

Please Note:

Date and time allotted to each topic is subject to change.

Please see Self-serve for schedule.

Performance Requirements and Student Services

Student Responsibilities

As a student, it is your responsibility to contact the Office of the Registrar to complete the required forms, including the Withdraw Course or Program or a Change of Registration form. Please refer to the important dates listed in the Academic Schedule in the Keyano College credit calendar. The Keyano College credit calendar also has information about Student Rights and the Code of Conduct. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and the Code of Conduct Policies.

Student Attendance

Class attendance is helpful for two reasons: First, class attendance maximizes a student's learning experience. Second, attending class is an excellent way to keep informed of matters relating to the course administration (e.g., the timing of assignments and exams). Ultimately, you are responsible for your learning and performance in this course. It is the responsibility of each student to be prepared for all classes. Absent students are responsible for the material covered in those classes, and students must ensure they are ready for their next class, including completing any missed assignments and notes.

Academic Misconduct

Students are considered responsible adults and should adhere to the principles of intellectual integrity. Intellectual dishonesty takes many forms:

- Plagiarism or the submission of another person's work as their 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,
- Submitting unchanged work 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. To ensure your understanding of plagiarism, you may be required to complete the online Understanding Plagiarism tutorial and submit the certificate of completion.

Online Learning

Technology and internet connectivity will impact your online learning experience. You may be required to watch online videos, take online quizzes, or participate in live online classes. Live/virtual courses will be hosted in Microsoft Teams or Zoom. For all course delivery types, you will access your course resources on Keyano's learning management system: Moodle (iLearn). Login in using your Keyano username and password. Keyano College operates in a Windows-based environment and having access to the correct tools for online learning is essential. Here's a list of recommended system requirements.

Internet Speed

Minimum download and upload speeds of 10 Mbps. Recommended download speeds of 25 Mbps and upload speeds of 10 Mbps (if you are sharing your internet at home). You can check your internet speed with Speedtest by Ookla.

Computer System Requirements

Microsoft Windows	Apple (Mac)
Minimum Requirements:	**Minimum Requirements:**
1. Windows 10 Operating System or above	1. Mac Operating System 10.14 (Monterey) or above
2. 4GB of RAM	2. 4GB of RAM

3. 10GB available hard drive storage space
   a. Install the Microsoft Office 365 suite (~3GB) *
	3. 10GB available hard drive storage space
	   a. Install the Microsoft Office 365 suite (~3GB) *

4. Microphone, webcam, and speakers (All modern laptops have these three accessories built-in.)	4. Microphone, webcam, and speakers (All modern laptops have these three accessories built-in.)
5. Windows has built-in anti-virus/malware software. It is essential to install system updates to keep your device secured regularly.	5. Mac has built-in anti-virus/malware software. It is important to install system updates to keep your device secured regularly.
*Microsoft Office 365 is free to Keyano students.	*Microsoft office 365 is free to Keyano students.
Recommended Upgrades • 8GB of RAM • Regularly back up or synchronize your files, locally or with a cloud-based storage option. OneDrive is the cloud-based storage option free to students after the setup of KeyanoMail and Microsoft 365.	**Recommended Upgrades** • 8GB of RAM • Regularly back up or synchronize your files locally or with a cloud-based storage option. OneDrive is the cloud-based storage option free to students after the setup of KeyanoMail and Microsoft 365.

Tablets, iPads, and Chromebooks are **not** recommended: they may not be compatible with the testing lockdown browsers and Microsoft Office 365.

Specific Department Requirements

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

Computer Software

Students have access to Microsoft Office 365 and Read&Write for free using Keyano credentials.

Recording of Lectures and Intellectual Property

Students may only record a lecture if explicit permission is provided by the instructor or 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 course 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 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 have issues with your student account, you can contact the ITS Helpdesk by emailing its.helpdesk@keyano.ca or calling 780-791-4965.

Instructional Methods

- This course uses a variety of teaching/learning methods including: discussion, experiential exercises, learner presentations, role-plays, case studies, lectures, reflection, lab demonstration and practice, 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.

Late Policy for Assignments

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

COURSE ASSESSMENT

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

- Complete all course requirements, which include exams, assignments, and demonstration of basic nursing skills in guided practice and in a clinical integrated assessment.

Assignment 1:   Development of Teaching Plan – Due TBA

This assignment is to be submitted after Unit 1 at a date set by the instructor/tutor.

In this assignment, the learner will have the opportunity to complete the following:

- Demonstrate understanding of the principles of teaching and learning

- Develop a teaching plan appropriate to the assessment of the client

- Apply the concepts of the nursing metaparadigm to assessment and the teaching plan

- Gain experience applying the principles of teaching and learning through the development of the teaching plan

- Reflect on the implications for future practice in a clinical setting

This assignment contributes **25%** towards the course grade.

Assignment 2:   Building Your Professional E-Portfolio – Due TBA

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

This assignment contributes **10%** towards the course grade.

Medication Calculation Exam- Date: TBA

Medication calculations require the learner to apply skills in mathematics to prepare medications. Students are required to demonstrate knowledge and ability to calculate appropriate medication dosages.

The medication calculation is **pass/fail** and the passing grade is **90%**. The exam will not be subject to accommodations; the exam will be written within the allotted 45 minute time frame and be either invigilated by the instructor in the classroom or written online.

Students are required to review all previous Medication Calculation material and exercises. Completion of the practice quiz at the end of Chapters 2, 3, 5, 6, 7, 8, 12, and 13 in the current Clinical Calculation text (Henke' Med Math) is **Mandatory**. All calculations must be written out and this material must be presented to your instructor prior to completing the Medication exam. Failure to do so will result in a course failure. The Medication Calculation Exam will not be subject to accommodations; the exam will be written within the allotted 45 minute time frame and invigilated by the instructor in the classroom.

Students who are unsuccessful will be given the opportunity to rewrite the medication calculation exam.

Students will have **three opportunities to pass** the Medication Calculation Proficiency Exam. **Failure to pass the exam will result in a course failure**.

The student and the tutor will schedule the exam re-write at a mutually agreed upon time
.

Midterm Exam: Date

This multiple-choice exam contributes **25%** toward the course grade. It covers course information from Unit 1 through Unit 5. Exam will be done online using Respondus LockDown Browser.

Final Exam: Date

This exam contributes **40%** toward the course grade. It is a cumulative, multiple-choice exam that covers all course information from Unit 1 through Unit 10. Exam will be done on online using Respondus LockDown Browser.

Nursing Lab

This activity is graded on a pass/fail basis. The learner must successfully demonstrate the knowledge and skills of Basic Nursing in the lab setting to achieve a grade of "**pass**" for the lab component of the course. If the learner does not receive a grade of "**pass**" in guided practice, he/she will be required to repeat the entire course.

Nursing Lab Expectations

Preparation for lab is essential. Theoretical concepts will not be taught in the lab setting. You are responsible for completing the readings, lab exercises, and videos as well as practising the skills prior to coming to lab. Lab exercises must be completed and handed in as required. Each lab focuses on a specific personal safety skill and the underlying principles. Students are encouraged to practise and to coach each other as well as recognize best practice in performing the given skill. Students are expected to utilize their time effectively within the lab setting and come prepared for the learning experience. They are also expected to demonstrate reflective practice following each guided practice lab session.

Guided practice provides a lab practice environment that is a **safe** place for students to learn clinical skills and begin to integrate theory into practice and continue the development of critical thinking skills. Learning within the lab setting takes place in small groups (8 to 12 students) and is interactive, giving students the opportunity to learn from one another in a collaborative atmosphere.

Completion of each corresponding lab exercise is required to pass (successfully complete) the guided practice skills session. Failure to complete and hand in the required lab exercises will result in an incomplete for that particular session.

All guided practice skills and exercises must be successfully completed in order for you to be eligible to participate in the Practical Exam.

Learners must successfully demonstrate nursing skills learned in this course in the lab setting during guided practice. They will also practise giving feedback and participating in reflective practice during the lab sessions. If a learner does not receive a grade of "pass "in the guided-practice nursing skills component, he/she will be required to repeat the course.

Important Additional Information

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

Attendance at Nursing Labs is MANDATORY

Learners must successfully demonstrate nursing skills learned in this course in the lab setting during guided practice. They will also practise giving feedback and participating in reflective practice during the lab sessions. **If a learner does not receive a grade of "pass "in the guided practice nursing skills component, he/she will be required to repeat the course.**

Clinical Integration Assessment

The clinical integration assessment provides the opportunity to demonstrate the integration of the nursing process, nursing metaparadigm, client teaching, and nurse-client relationship required to practise safe, holistic, basic nursing care. Basic nursing-care activities include activities of daily living, and preparation and administration of medication. Demonstration of these nursing skills is performed in a simulated clinical situation. The learner must achieve a passing mark of **80%** on this clinical integration assessment to receive a **Pass**.

If the learner does not receive 80% on the clinical integration assessment, a second opportunity will be provided. If the learner does not receive 80% on the second attempt, a repeat of the entire Nursing Foundation II course will be required.

In the clinical integration assessment, the learner will have the opportunity to do the following:

- Randomly select a case study

- Review the nursing care for the case study

- Prepare an organization plan that includes priority-setting and realistic interventions

- Demonstrate knowledge and skills in providing basic nursing care to a client in a simulated clinical situation

- Document assessments and nursing care provided immediately following the practical demonstration

- Reflect on own practice

ASSIGNMENT 1:   TEACHING PLAN

DUE Date: TBA

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

- Demonstrate understanding of the principles of teaching and learning

- Develop a teaching plan appropriate to assessment of the client (adult learner)

- Apply the concepts of the metaparadigm of nursing to the assessment and the teaching plan

- Gain experience applying the principles of teaching and learning through the development of the teaching plan

- Reflect on the implications for future practice in a clinical setting

For this assignment, the learner will utilize a teaching process, similar to the nursing process and assessment of the metaparadigm concepts, to develop and implement a teaching plan for a selected client as an adult learner. The client may be a family member or a friend with a health need or a need to learn how to promote health.

Following the assessment, the learner will identify a client teaching need (for example, select a topic related to a positive health habit) in the form of a nursing diagnosis. Using this teaching need/diagnosis, the learner will follow the instructions below to develop a teaching plan for the client.

Use the Teaching Plan Table included in this assignment guide. This table provides a format similar to the one used for a nursing care plan and includes directions. Use this table as a guide to develop this assignment. Enter information into the table, or develop the assignment using the headings within the table.

This plan does not have to be in essay format, but is required to follow APA format – title page, body of paper, reference list, and use of correct grammar. A reference list (bibliography of referenced texts) is to be submitted with the teaching plan. References may include the textbook, journal articles, or reputable websites. Use the web links and references at the end of the chapters in the textbook to guide the search for information. Follow the marking guide for a clear description of the APA expectations.

There is also a marking guide included with this assignment. Use this marking guide to plan and review your work.

Contact your instructor if you need further guidance.

1. This assignment must be typewritten (word-processed) and follow APA 7th edition format. A Teaching Plan Table form is provided.

2. The learner will submit the marking guide with the assignment.

*See Appendix A for Marking Guide

Instructions

TEACHING PLAN GUIDELINES

STEP 1:
Assessment and Identification of Learning Needs and Barriers to Learning

Using concepts from the metaparadigm of nursing assess and identify the learning needs of the client. Consider age, sex, cultural considerations, developmental parameters, language, current health status, physical assessment, past medical history, cognitive ability, psychomotor ability, motivation, willingness to learn, socioeconomic considerations (such as financial status, living arrangements, and support systems), and psychosocial status. Identify factors and relevant characteristics of you, the learner that might affect the teaching/learning process. Identify others who may also need to be included in the learning activity. *Summarize your analysis of the client teaching need to identify any barriers to learning that will affect the teaching/learning process.*

Step 2:
Write a Nursing Diagnosis Addressing a Learning Need

After assessing the client, interpret the data to form a nursing diagnosis, identifying a specific learning need.

Step 3:
Develop a Client-Centred Goal

State the goal that applies to the learning needs of the client by using the SMART criteria. Include the client in setting the goal.

Step 4:
Identify Learning Objectives (may also be referred to as Expected Outcomes)

Identify two learning objectives that would indicate the client has met the goal. Choose the learning objectives from the following domains of learning:

- COGNITIVE

- PSYCHOMOTOR

- AFFECTIVE

Learning Objectives in the <u>Cognitive Domain</u> – The cognitive domain pertains to knowledge, comprehension, application, analysis, synthesis, and evaluation. Verbs that can be used when writing expected outcomes in the cognitive domain include: compares, defines, describes, states, explains, differentiates, names, plans, solves, summarizes, identifies, and gives examples. ***The client will be able to state …***

Learning Objectives in the <u>Psychomotor Domain</u> – The psychomotor domain emphasizes skills and motor/technical performance. Verbs that are used when writing expected outcomes in the psychomotor domain include: demonstrates, manipulates, shows, assembles, arranges, constructs, and works. ***The client will be able to demonstrate...***

Learning Objectives in the <u>Affective Domain</u> – The affective domain emphasizes emotions, feelings, attitudes, and the value the client/family attaches to a behaviour. Verbs that can be used when writing expected outcomes in the affective domain include: chooses, justifies, defends, values, initiates, displays, selects, shares, uses, relates, and justifies. ***The client chooses to...***

STEP 5:
Planning Implementations/Interventions

Identify the content of your teaching plan, teaching strategies/methods, time, place, types of sessions, teaching tools, and instructional resources such as pamphlets, videos, or demonstration. Some examples of teaching strategies include lecture, discussion, demonstration, role-playing, AV material, printed material, computer and panel discussion. Include a rationale for strategies selected.

STEP 6:
Evaluation

Determine how the learning objectives will be achieved and how learning has occurred. How will the client meet the stated objectives? Write a statement that would indicate the client has achieved the goal.

For **cognitive domain learning**, evaluation may include questioning the client, having the client explain what was taught or providing a written test/quiz.

For **psychomotor domain learning**, evaluation would involve having the client do a return demonstration of a task (that is, have the client repeat a task he/she has just been taught).

For **affective domain learning**, evaluate learning through the client's response(s), attitudes, and feelings expressed.

STEP 7:
Reflection

Discuss what you think are the strengths and weaknesses of the teaching plan. How has this experience influenced your future practice?

STEP 8:
References

Develop a reference page using APA format to credit your sources of information. Use one additional resource beyond your Nursing Foundations textbook.

Resources to Assist in the Teaching Plan Assignment

Bloom's taxonomy of learning domain; Access at http://www.nwlink.com/~donclark/hrd/bloom.html

Potter & Perry

Nursing Foundation I Reading: *SMART Goals: How to write and use with clients*

COVID-19 We are subject to provincial, and municipal bylaws, and policies. These decisions may change pending further direction from the Alberta Chief Medical Officer, Alberta Health Services, and other provincial guidelines. To protect yourself and others, get immunized, wash your hands, wear a mask, keep your distance (2m/6 ft) and remain home when feeling unwell. For the most recent COVID-19 information, please refer to albertahealthservices.ca/COVID.

Specialized Supports The Student Services Department is committed to Keyano students and their academic success. There is a variety of student support available at Keyano. All student services are available during Keyano business hours: Monday to Friday, 8:30 a.m. to 4:30 p.m. The College is closed on statutory holidays. If you require support outside of regular business hours, please inform the support service team, and they will do their best to accommodate your needs.

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

Accessibility Services also provides individual and group learning strategy instruction for all students and technology training and support to enhance learning. You can meet with an Access Strategist to learn studying and test-taking strategies. In addition, you can schedule an 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 provide a safe and confidential environment for you to seek help with personal concerns. Our Wellness Navigator offers support with basic needs such as housing, financial and nutritional support, and outside referrals when needed. Wellness Services welcomes students to participate in group sessions that address topics including mindfulness and test anxiety throughout the academic year. Individual appointments can be made by emailing wellness.services@keyano.ca.

Library Services: provides students with research, information, and education technology supports as they engage in their studies. Library staff are available to help you online and in person throughout the semester. Librarians offer individual and small group appointments booked using the online Book A Librarian calendar. The Library also provides research and subject guides to help you with your studies. To view a subject or course-specific guide, check out the complete list of online Subject Guides. To start your research and access citation guides (APA, MLA, Chicago, or IEEE), visit the Research Help page. The Library's collections (including print and online materials) are searchable using OneSearch. The Library offers a Loanable Technology collection to support students accessing and using technology. For an up-to-date list of technology available for borrowing, visit the Library's Loanable Technology webpage. For a detailed list of library resources and services, go to www.keyano.ca/library. For all inquiries, please email askthelibrary@keyano.ca or chat with us online.

Academic Success Centre: The Academic Success Centre at Keyano College (CC-119) provides **free** academic support services to registered students, such as tutoring, writing support, facilitated study groups, workshops, and study space. Academic Content Specialists are available in Mathematics, Science, Trades, Power Engineering, Upgrading/College Prep, Human Services, English, Humanities, and more. Students are encouraged to visit the Academic Success Centre to discuss study strategies and academic concerns. For additional information, please email Academic.Success@keyano.ca.

Academic Success Coach: The Academic Success Coach is located in the Academic Success Centre and works with students to develop academic success plans, time management skills, study strategies, and homework plans. For additional information, please email Academic.Success@keyano.ca.

Authorization

This course outline has been reviewed and approved by the Program Chair.

_____

[First Name, Last Name], Instructor

_____

[First Name, Last Name], Chair   Date Authorized

_____

[First Name, Last Name], Dean   Date Authorized

Signed copies to be delivered to:
Instructor
Registrar's Office