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|  **SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY** **SAULT STE. MARIE, ONTARIO**C:\Documents and Settings\gguidocci\Local Settings\Temporary Internet Files\Content.Word\sc-b-w.jpgCOURSE OUTLINE |
| **COURSE TITLE:** | PROFESSIONAL GROWTH II: THE NURSING PROFESSION |
| **CODE NO. :** | NURS2057 | **SEMESTER:** | 4 |
| **PROGRAM:** | Collaborative BScN |
| **AUTHOR:****COURSE PROFESSOR:** | Barb Engel, Lynn Smith, Brenda Roseborough, Craig DuncanBarb Engel |
| **DATE:** | Jan. 2014 | **PREVIOUS OUTLINE DATED:**  | Jan. 2013 |
| **APPROVED:** | “Marilyn King” | Jan/14 |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CHAIR, HEALTH PROGRAMS | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****DATE** |
| **TOTAL CREDITS:** | 3 |
| **PREREQUISITE(S):****CO-REQUISITE****EQUIVALENCIES:** | NURS 1056 None |
| **HOURS/WEEK:** | 3 (classroom) |
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| *For additional information, please contact the Chair, Health Programs* *School of Health, Wellness and Continuing Education* |
| *(705) 759-2554, Ext. 2689* |

*“A competent professional nurse, in a quality setting, will practice according to standards, engage in practice and ongoing learning, to provide appropriate, effective, and ethical care, that contributes to the best possible health outcome for the client.*” (CNO as cited in Mackay & Risk, 2001, p. 19).

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| **I.** | **COURSE DESCRIPTION:**This course will build on the philosophy and concepts examined in Professional Growth I (NURS 1056), and further the inquiry into the nature of the nursing profession within the context of professionalism. Particular emphasis will be placed on advancing the understanding of the culture of nursing by critically examining the mechanisms of the professionalization of nursing and their relationship to professional autonomy, scope of practice and professional conduct. Areas of focus will include: philosophical underpinnings of the Code of Ethics for Registered Nurses, socialization of the nursing profession, the influence of Canadian health care systems on the profession, current issues and trends in nursing and future directions for nursing. The context of the discussions will be primarily within the Canadian and Ontario health care, legal and professional systems. |

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| **II.** | **LEARNING OUTCOMES/POTENTIAL ELEMENTS OF THE PERFORMANCE:**  |
|  | **ENDS-IN-VIEW**The intention of this course is to provide the learners with opportunities to engage in:1. The critical analysis of selected ethical questions.
2. The critical analysis of nursing within a professional context, particularly reflecting on its autonomy.
3. The development of deeper personal understanding of the meaning of being a professional nurse in practice.
4. A clear understanding of CNO’s Standards of Practice.
5. Critical examination of current issues and trends in nursing.
6. Discussion of future directions in nursing.
7. The development of an understanding of the legal aspects of health care and nursing.

**LEARNING PROCESS:**Learning activities are designed to engage participants in reflection on professionalism in nursing practice and their own professional growth through dialogue, past and present experience and observations from their nursing practice. Case study, presentation, group discussion, LMS bulletin board postings, self-reflection and formal debate methods of learning will be used.  |

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| **III.** | **TOPICS:**The course content is organized around two major concepts: professionalism and transitions/change.**Professionalism (The Professional Nursing Culture)*** Self-governance (mechanisms of law, ethics, standards, education)
* Professional socialization (values clarification, professional identity)
* Professional nurse/client covenant (ethics, rights/obligations, privacy, confidentiality)
* Professionalism within a caring framework (ethical frameworks, standards, legal responsibilities, rights/obligations).

**Transitions/Changes (The Professional Nurse Context)*** Transitions/changes (health care system, nursing)
* Role socialization within a professional and legal environment (role conflict, internal and external to the profession)
* Hegemony influencing nursing practice (power)
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| **IV.** | **RESOURCES/TEXTS/MATERIALS:****Required Texts:**Keatings, M., & Smith, O. (2010). Ethical and legal issues in Canadian nursing (3rd Ed.). Toronto: Mosby Elsevier.Potter, P. & Perry, A. (2010). Canadian fundamentals of nursing (Revised 4th Edition.). Toronto: Mosby Elsevier. |
|  | **Required Documents**Canadian Nurses Association. (2008). Code of ethics. Ottawa: Author. * (Download available at: http://www.cna-nurses.ca/CNA/documents/pdf/publications/Code\_of\_Ethics\_2008\_e.pdf

College of Nurses of Ontario. (2009). Compendium of standards of practice for nurses in Ontario. Toronto, ON: Author. * (Download available from http://www.cno.org/pubs/compendium.html)
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|  | **Recommended Websites**Canadian Nurses Association (CNA) www.cna-nurses.caCanadian Nursing Students’ Association (CNSA) www.cnsa.caCollege of Nurses of Ontario (CNO) www.cno.orgRegistered Nurses Association of Ontario (RNAO) www.rnao.org |
|  | **Resources:*** Professional publications
* On-line databases: including peer review journal articles
* Selected scholarly readings
* Peers/colleagues
* E-mail and web sites of professional associations
	+ Registered Nurses Association of Ontario (RNAO) [www.rnao.org](http://www.rnao.org)
	+ College of Nurses of Ontario (CNO) [www.cno.org](http://www.cno.org)
	+ Canadian Nurses Association (CNA)

 http://cna-aiic.ca/cna/default\_e.aspx* + International Council of Nurses [www.icn.ch](http://www.icn.ch)
	+ Canadian Association of Schools of Nursing (CASN) www.casn.ca
	+ Canadian Nursing Students’ Association (CNSA) [www.cnsa.ca/](http://www.cnsa.ca/)
	+ Ontario Hospital Association (OHA) [www.oha.com](http://www.oha.com)
	+ Ministry of Health and Long-Term Care [www.gov.on.ca/health](http://www.gov.on.ca/health)
	+ Ontario Legislation [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)
	+ International Council of Nurses www.icn.ch
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| **V.** | **EVALUATION METHODS AND VALUE:**Midterm Exam **30 %**Final Exam **45 %**Ethical Debate Paper  **15 %**Debate Presentation  **10 %**LMS Posting **Complete/Incomplete****NOTE:**  Failure to: a) attend the midterm exam, b) complete the on-line learning activities, c) actively participate in all aspects of the group debate assignment or d) attend the final exam, will constitute failure to meet the requirements of this course, and as such, will result in an incomplete grade submission and/or a failure of NURS 2057. |

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|  | **MIDTERM EXAM: 30%**This exam is intended to test your knowledge/comprehension relative to any assigned reading and/or classroom discussion given and/or held during the first approximately 5 weeks of this course. Hence, to facilitate your success on this midterm evaluation, it is strongly recommended that you keep up with ALL required readings and attend ALL scheduled classes. The exam will be held during regular class time of the winter semester and will be on the course schedule. Learners will have 3 hours to complete the exam. Any missed exams will be graded 0 (zero) unless alternate arrangements are made with the course professor prior to the scheduled exam date. LMS Posting (Complete / Incomplete)In lieu of attending class during a pre-scheduled week of this course as noted on the course schedule, learners are required to complete a self-directed learning activity. Each learner is required to submit a posting to the LMS classroom site that reflects thoughtful response to the provided topic. This is to be submitted by 1700 hours on Wednesday of this week. Students are then to review their colleague’s postings and select one posting wherein they will respond to their colleagues main discussion post. This response posting is due by 1700 hours on Friday of this week. Each discussion board posting will: (a) be a minimum of 200 words (Maximum 400 words), and (b) be supported with contemporary, relevant, scholarly and peer reviewed literature. So that each discussion board question is given equal coverage during this online classroom experience, learners will be assigned to questions according to the first letter of their last name. Students may select the posting that they wish to respond to. In the response posting, learners are challenged to think critically about the ideas being presented. Using contemporary, scholarly literature to support their idea, the student may; share an insight from their own professional practice, suggest why you might see things differently, or offer and support the opinion. Written responses are not to be more than 250 words; interactions with colleagues must reflect a professional, scholarly voice that reflects the standards of professional practice.  |
|  | **GUIDELINES FOR THE WRITTEN ASSIGNMENT:**Written assignments are to be in A.P.A. style (6th edition). Students may lose up to 10% of the total possible mark for poor form specifically related to APA formatting. Students may incur additional deductions errors not specifically related to APA format. Written assignments must follow the “Guidelines for Written Assignments” as outlined in the Bachelor of Science Degree in Nursing Student Manual. Late assignments **will not be accepted** unless a new due date has been negotiated with the course professor. This means that late assignments will be given a mark of zero. Extension requests must be made **prior** to the due date and time. Late submissions may incur a penalty of up to 10% per day. Extension requests will be evaluated on an individual basis; penalty for late submissions will be established and discussed with the student. Extensions will not be granted without such deductions unless there are serious extenuating circumstances that can be supported with documentation. There will be no second extensions on extensions.All class participants will be scheduled for a presentation of a formal debate and debate assignments span across the semester to accommodate all class participants. Due to the debate presentation involving a number of students for specific topics, participants will be expected to present on the date assigned. Only the most extenuating of circumstances supported by documentation will merit a change of date as it affects two debate teams and course content scheduling.  |

##### NURS 2057: Professional Growth II

### Major Assignment – The Debate (paper 15%; presentation 10%)

## Overview

In their professional roles, nurses may encounter highly controversial issues related to nursing and to health care in general. In these situations, the nurse must remain open-minded and be able to articulate a rational argument, based on objective, scientific facts (Gesse & Dempsey, 1981).

The debate format is designed to help the student learn to critically examine and discuss controversial issues often encountered by nurses. In preparing and carrying out a debate, critical thinking on the part of the student is essential as are verbal communication skills (Garrett, Schoener, & Hood 1996). The debate facilitates the following elements of professional learning:

* it heightens student’s awareness of conflicting points of view,
* minimizes emotional reactivity and personal bias,
* adds credibility and legitimacy to each side of a position, and
* enhances the depth and breadth of understanding
* it exposes student to divergent-but substantiated-points of view
* it encourages open-mindedness, tolerance of diversity and common understanding (Garrett et al., p. 5)

A debate is a formal means to present opposing points of view on an issue… the “pro” and “con” arguments on a specific issue. Preparation for a debate requires that the student thoroughly examine and research the problem or question and use ”reason, logic and analysis when formulating opinions about an issue“ (Garret et al., 1996, p. 2).

## Ends-in-View

The debate will assist the learner to:

* Identify issues related to nursing and health care
* Create awareness and appreciation of the variety of professional issues facing nurses which impact on their personal values and working experience.
* Become skilled at researching and critically analyzing issues
* Promote critical thinking on controversial nursing issues through the process of presenting opposing points of view.
* Present ideas clearly
* Advance verbal communication skills through the process of developing and presenting an argument to the class.

## Debate Procedure

Early in the semester, learners will be instructed to form into teams. Debate topics will be provided and randomly assigned to the teams.

* There are two speakers on each team. There are two teams per debate – the “Pro” side and the “Con” side.
* There are 2 “Pro” side speakers and 2 “Con” side speakers; each speaker has an opportunity for rebuttal. For odd numbers of students, special provisions for numbers and times will be provided to the team(s) affected.
* Each side sits at a table at the front of the class facing each other.
* There are no interruptions during the presentation.
* The presentation is formal with recognition of the audience and opponents, an introduction of the position taken, points of argument and a summary/conclusion

# References

Garrett, M., Schoener, L., & Hood, L. (1996). Debate: A teaching strategy to improve

 communication and critical-thinking skills. *Nurse Educator*, 21(4).

Gesse, R., & Dempsey, P. (1981). Debate as a teaching-learning strategy. *Nursing*

 *Outlook,* July, 421-423.

Mackay, G., & Risk, M. (2001). Building quality practice settings: an attributes model.

*Canadian Journal of Nursing Leadership*, 14(3), 19-27.

**Introduction**

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**Constructive speeches**

1st speaker of proposition (affirmative) side speaks for 3 minutes

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1st speaker of opposition (negative) side speaks for 3 minutes

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2nd speaker of proposition side speaks for 3 minutes

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2nd speaker of opposition side speaks for 3 minutes

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**Rebuttal preparation (3 minutes**)

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**Rebuttal Speeches**

1st speaker of opposition side speaks for 2 minutes

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1st speaker of proposition side speaks for 2 minutes

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2nd speaker of opposition side speaks for 2 minutes

🡻

2nd speaker of proposition side speaks for 2 minutes

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Summary / Conclusion/Discussion

\* In the event of a team of three, a revised outline will be provided.

# Constructive Speeches: Each side (both proposition and opposition) presents their position

* The purpose of the first proposition (affirmative) side speaker’s opening speech is to persuade the audience in favor of his/her position. He/she defines the terms, develops and supports the main case, and summarizes salient points.
* The purpose of the first opposition (negative) side speaker’s opening speech is to present opposing arguments. He/she may refute definitions, outline opposing case and support it, may rebut some of the proposition side arguments and summarizes important elements of the opposing view.
* The second proposition side and opposition side speakers build on the constructive arguments for their team’s position on the issue.
* At this time, both teams should be taking notes of the opposite sides arguments in order to review them in preparation for rebuttal.

# Rebuttal Speeches: Each side responds to their opponent’s position and argues their position over the other’s using information noted from the constructive speeches to support or refute.

**Rebuttal speeches must *answer* opposing arguments and *reinforce* their own arguments. It is not a continuation of the constructive speech or a time to fit in comments that could not be made in the constructive time allotment, but a rebuttal to the other team’s arguments.**

* There will be 3 minutes for each side to prepare the rebuttal. Notes made during opponent’s speeches may be used.
* Members of the audience may present their written suggestions for rebuttal to the speakers who are preparing the rebuttal (either side or both)
* Ideas and arguments can be a bit freer wheeling, picking apart opponents arguments, although it still remains formal with no interruptions.
* There is limited use of cue cards.
* The rebuttal presentation is 2 minutes per speaker.

**All Speakers.** It is essential for all Speakers to prepare well in advance for the debate by researching and becoming highly familiar with all relevant literature on their assigned debate topic. Planning ahead and rehearsing **prior** to the debate will help each speaker relax, feel confident, and stay on track. To ensure a lively, interesting, and informative debate session, each speaker must strive to present their ideas clearly and formidably. They should endeavor to influence the audience by being persuasive and engaging (i.e., maintaining good eye contact, using a strong tone of voice, using cue cards with main points instead of reading directly from notes, etc.). Remember, verbal communication will be the speaker’s only tool. Overheads and/or other presentation gimmicks will not be permitted during the debate.

# Introductions

* Each debate team will be introduced including the topic of the debate, the debating team and the timekeeper. The debate will be closed by thanking the participants and terminating the debate

# Timekeeper

* The timekeeper reminds speakers of the time and notifies them when there is 1 minute left and when the allotted time has expired. The speaker must stop speaking immediately when the allotted time is up.
* The timekeeper will be pre-selected from the group of students who are not debating at that session. A mechanism for signaling the speaker will be determined prior to the beginning of the debate.

## Speaker (debater) responsibility

1. Examine relevant literature
2. Analyze the data
3. Develop a solution or hypothesis
4. Present ideas clearly and formidably during debate
* Engage and *Influence* your audience to agree with your point of view
* Your presentation and communication style should be persuasive.
* DO NOT READ YOUR NOTES OR YOUR DEBATE PAPER – use cue cards with your main points
* Verbal communication is your only tool. There are no overheads or gimmicks allowed. Rehearsal and practice will help to keep you on time and on track.
1. Each debate side will submit a referenced paper (body of paper 8-10 pages plus references) of the issues related to presentation, to the professor at least **1 week prior to the debate**. (See guidelines for paper.)
2. Each proposition side and each opposition side will prepare a one-page referenced summary of their debate issue and argument for the class to read ***1 week prior to the debate date and post this on LMS for the class***. The summary is to be referenced and recommended supplementary reading is to be listed for the class. (Marks will be deducted from the team debate paper for late or non-distribution of the summary).

## Class Responsibility

1. Read the proposition and opposition summary prepared by the debate teams. Additional reading of the recommended supplementary readings will prepare the audience for enhanced participation.
2. Prior to the class, each student is expected to prepare one question relevant to the topic being debated. The professor will select a minimum of three questions from the audience for post-debate discussion. All students will have an opportunity to present several questions over the course of debates.
3. Listen attentively.
4. Contribute any new ideas to the proposition or opposition team during their rebuttal preparation time. This is to be by written note given to the team.
5. Participate in post-debate discussion.

## Faculty Responsibility

## Lead post-debate discussion and highlight salient points of the debate.

* What impact do these issues have on nursing?
* Did the discussion help you clarify your own values on the issue?
* Did anyone change his or her views on the issue as a result of the debate?

Evaluate the caliber of the debate arguments, the quality of the presentation, the paper and references submitted, and assign a grade for each participant.

## Evaluation – Paper 15%; Presentation 10%:

**Presentation:**

**(An individual mark will be assigned to each team member)**

* Professional comportment - 3 marks
* Debating skills- Constructive speech; Rebuttal - 6 marks;
* Time organization - 1 mark.

**Paper – a joint mark for the debate team will be assigned**

* 8-10 pages plus references
* Due one week prior to the scheduled debate
* A team paper is to be submitted for each debate team (one paper for the proposition side and one paper for the opposition side).
* A referenced debate summary sheet is to be distributed to the class one week prior to the scheduled debate.
* Marks may be deducted from the team paper for late or non-distribution of the debate summary sheet for the class (to be distributed the week prior to the debate)
* Since team members receive the same grade for this assignment, it is ESSENTIAL for ALL team members to actively participate in the completion of the assignment.
* Components of the paper: 15 %
	+ Introduction 2.5 marks
		- Description of the debate topic
		- Significance/relevance to nursing
	+ Discussion 5 marks
		- Background information related to the debate topic
		- Definitions; frame of reference
		- A narrative of the issues
	+ Arguments: 5 marks
		- A narrative of the arguments which support the debaters point of view and arguments against the opponents possible points of view.
		- Key argument points
		- Ethical theoretical framework and ethical principles
		- Research support
		- Statistical support
		- Analysis and synthesis/application
		- Analysis with respect to professional nursing and roles
	+ Conclusion: 2.5 marks
		- Summary of key points; synthesis
		- Comments on the significance of this issue to professional nursing practice and to nursing as a profession.
	+ Scholarly references integrated **throughout.**
	+ APA style (6th edition)
	+ Deductions for APA formatting and or additional deductions will be employed as per outline and student handbook.

**Important note for teams:**

This assignment is heavily framed in teamwork from planning and practicing the debate, writing a joint debate paper, to the debate presentation and rebuttal. Mutual support in learning is imperative. Early identification of potential teamwork problems with strategies for resolution will promote success of the project.

Students will be **mutually responsible** for work submitted in the joint debate paper. As such, particular attention will need to be paid to proper form, paraphrasing, and quoting sources.

**Final Exam: 45%**

The final exam is intended to test your knowledge and comprehension related to any course related reading, discussions, debate, and assignments. Once again, to facilitate your success, it is strongly recommended that you keep up with all required readings during this course and attend ALL scheduled classes.

Any missed or late exams will be graded 0 (zero) unless alternate arrangements are made with the course professor prior to the scheduled exam time which will be scheduled by the LU Registrar and announced later in the semester.

**Professional comportment:**

This course will assist the student to explore a number of controversial topics pertaining to ethics, law and professional practice which may result in a sense of discomfort and/or the need to express one’s views. As it is for debate, students will be encouraged to explore situations and questions, while remaining open-minded to diverse viewpoints of colleagues. Professional dialogue is encouraged. It is not necessary to be working from a lap top during in-class discussion activities or during the professional debate presentations.

Regular break periods will be scheduled. Hence, students are requested to not leave class to answer cell-phone calls on the silent/vibration function. This is disruptive and to be discouraged.

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| **EVALUATION POLICY*** 1. Attendance at scheduled quizzes, presentations, examinations, etc. is mandatory.
	2. Missed tests, quizzes, assignments, presentations, examinations will be graded "0" **unless alternate arrangements** are made with the professor prior to the scheduled times.
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| Attendance in ClassPunctual and regular attendance at various academic exercises is required of all students. If there are extenuating circumstances bearing upon a student’s absence, the instructor should be notified. Absences in excess of 20% may jeopardize receipt of credit for the course; it is the learners responsibility to remain in contact with the course professor. |

**The following semester grades will be assigned to students:**

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|  | Grade | Definition | Grade Point Equivalent |
|  | A+ | 90 – 100% | 4.00 |
|  | A | 80 – 89% |
|  | B | 70 - 79% | 3.00 |
|  | C | 60 - 69% | 2.00 |
|  | D | 50 – 59% | 1.00 |
|  | F (Fail) | 49% and below | 0.00 |

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|  | CR (Credit) | Credit for diploma requirements has been awarded. |  |
|  | S | Satisfactory achievement in field /clinical placement or non-graded subject area. |  |
|  | U | Unsatisfactory achievement in field/clinical placement or non-graded subject area. |  |
|  | X | A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course. |  |
|  | NR | Grade not reported to Registrar's office.  |  |
|  | W | Student has withdrawn from the course without academic penalty. |  |

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| **VI.** | **SPECIAL NOTES:** |
|  | Attendance:Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.  |

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| **VII.** | **COURSE OUTLINE ADDENDUM:** |
| Course Outline Amendments:The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources. |
| Retention of Course Outlines:It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions. |
| Prior Learning Assessment**:**Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.Substitute course information is available in the Registrar's office. |
| Disability Services:If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you. |
| Communication:The College considers ***Desire2Learn (D2L)***as the primary channel of communication for each course.  Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information.  Success in this course may be directly related to your willingness to take advantage of this Learning Management System (LMS) communication tool. |
| Plagiarism:Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. Students who engage in academic dishonesty will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material. |
| Tuition Default:Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *March,* will be removed from placement and clinical activities due to liability issues. This may result in loss of mandatory hours or incomplete course work.  Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress. |
| Student Portal:The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>. |
| Electronic Devices in the Classroom:Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction.  With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.  |