

**UNIVERSITY OF
SASKATCHEWAN**

**College of Nursing
Post Registration BSN Program**

Student Handbook

2008-2009

Table of Contents

I	Introduction	1
II	Post Registration BSN Program	2
	Program Requirements.....	2
	Course Descriptions and Intents	3
III	Policies & Regulations	5
	1. Admission Requirements	5
	2. Program Requirements.....	5
	3. Grading System.....	7
	4. Completion of Work.....	8
	5. Withdrawals	8
	6. Final Examinations.....	8
	7. Deferred Final Examinations	9
	8. Supplemental Final Examinations.....	9
	9. Student Appeals and Grievances.....	10
	10. Appeal of Academic Standing Involving Factors Other than Academic Judgment	11
	11. Academic Dishonesty and Other Academic Offences	12
	12. Plagiarism.....	14
IV.	General Information	16
	1. Introductory Course – NURS 329.1	16
	2. Prior Learning Assessment and Recognition (PLAR)	16
	3. Name Tags/Student Cards.....	16
	4. Library Services	16
	5. Photocopying at the University of Saskatchewan.....	17
	6. Computer Services	17
	7. Writing Papers.....	17
	8. University Study Skills Program.....	18
	9. Aboriginal Students’ Centre.....	18
	10. Newsletter	18
	11. Sharing of Names	19
	12. Clinical Course – NURS 484.3	19
	13. Invigilated Exams.....	19
	14. Fees.....	20
	15. Ordering of Textbooks	20
	16. Change of Personal Information	21
	17. Scholarships & Awards.....	21
	18. Graduation/Convocation	21
	19. Campus Map (http://facilities.usask.ca).....	22
	Exam Request Form: At the U of S or Invigilated (Proctored) Exam	23
	Bookstore Order Form	24
	Appendix A - Essay Writing.....	25
	Information Technology Services Reference Notes	29

I Introduction

Welcome to the Post Registration BSN Program. The program was revised in 2002 with changes to courses and to the required number of credit units in the nursing and support courses. A registered nurse who graduated from a Saskatchewan Institute of Applied Science and Technology (SIAST) nursing diploma program, and who has been granted credit for Psychology and Sociology at the 100 level, could complete the entire program in one calendar year. Nursing courses in the Post Registration BSN program are offered mainly by distance; however, students will be expected to be on campus at the beginning and at the end of the program. There is also the potential for students to take selected nursing courses offered on-campus in the Nursing Education Program of Saskatchewan (NEPS). Be sure to check the University Calendar for offerings. ***It is the responsibility of students to be aware of the pre- and co-requisites and to plan their course schedules accordingly.***

The purpose of this handbook is to provide information that will assist you throughout the program. It includes information about policies, procedures, and resources for all students. Each student will receive the handbook once during the program. Students are advised to keep this handbook as a reference.

It is hoped that students, faculty and staff will find this handbook useful.

You will find additional information in the University of Saskatchewan calendar, the University of Saskatchewan Student Union Handbook, and the Aboriginal Students' Handbook. These documents are produced yearly and students are expected to check the documents for new and changed policies, procedures, and resources. Check the University of Saskatchewan Student and Enrolment Services Division (SESD) website for more information: <http://www.usask.ca/sesd/about>

The Post Registration BSN Newsletter is published twice a year and you will find reminders for deadlines and other current information in it. The current newsletter is posted on the College of Nursing website: www.usask.ca/nursing (look under programs, Post Registration, newsletter).

II Post Registration BSN Program

The College of Nursing, University of Saskatchewan, offers a baccalaureate program in professional nursing for registered nurses (RN) and registered psychiatric nurses (RPN). This program is designed to build on knowledge, skills, and attitudes acquired in a diploma program and enhanced through practice and continuing professional education. This program implements the principles of adult learning and encourages students to be self-directed. Graduates are ready to meet the challenges of a changing health care system and have the knowledge and skills for leadership in the improvement of nursing practice. The Post Registration BSN program does not prepare Registered Psychiatric Nurses (RPNs) for RN licensure. RPNs who wish to obtain RN licensure will need to access other avenues.

PROGRAM REQUIREMENTS:

Nursing Courses

NURS 329.1	Primary Health Care & Nursing (at beginning of program on-campus only)
NURS 318.3	Health Assessment (physical assessment exam on campus)
NURS 413.3	Teaching & Learning for Health
NURS 448.3	Nursing in Community Settings
NURS 491.3	Research in Nursing
NURS 416.3	Management in the Health Care Environment
NURS 483.3	Cultural Diversity & Aboriginal Health (on-line)
NURS 484.3	Primary Health Care Practice (104 clinical hours)
NURS 411.3	Policy, Politics, and Professionalism (at end of program on-campus only)

Nursing Electives - *one of*:

NURS 426.3	Health Program Planning (on-line)
NURS 476.3	Health & Aging (on-line)
NURS 478.3	Rural Nursing
NURS 486.3	Forensic Nursing in Secure Environments (on-line)

Nursing courses and electives will usually be offered once per calendar year.

Support Courses

Social Sciences 12 credit units

NOTE: If you have completed a two-year nursing diploma program at SIAST, credit may be given for Psychology 110.6 and Sociology 110.6, meeting the 12 credit unit requirement. Please check with the College.

Open Electives 12 credit units

Statistics 3 credit units

Course Descriptions and Intents

Required Nursing Courses: (Total of 25 credit units)

NURS 329.1 Primary Health Care and Nursing **ON-CAMPUS at beginning of program**

Provides an introduction to concepts and the philosophy of primary health care and provides opportunities for students to examine professional roles in implementation of the approach. A general orientation to the program will be included.

NURS 318.3 Health Assessment

Pre/co-requisites: Nurs 329.1

Provides students opportunity to increase their ability to perform holistic assessments of clients throughout the lifespan. Health history and performance of focused assessments will be emphasized. The physical assessment exam will be done in Saskatoon and Regina sites near the end of term. Students outside Saskatchewan need to contact the professor to make arrangements.

NURS 413.3 Teaching and Learning for Health

Pre/co-requisites: Nurs 329.1

Provides opportunities for students to increase their understanding of the learning – teaching process and its application for health. Students will be given the opportunity to achieve personal and professional growth as learners/teachers.

NURS 416.3 Management in the Health Care Environment

Pre/co-requisites: Nurs 329.1

Provides opportunities for students to examine concepts and theories relevant to management roles in the health care system. Implications for nursing and nursing practice will be considered.

NURS 448.3 Nursing in Community Settings

Pre/co-requisites: Nurs 329.1

Provides students with opportunities to examine nursing in community settings. Using a primary health care framework, concepts and theory related to community, health determinants and health promotion will be analyzed.

NURS 483.3 Cultural Diversity and Aboriginal Health

Pre/co-requisites: Nurs 329.1, or permission of the instructor

Provides students with the theoretical bases for the systematic examination of the cultural contexts of health. The primary focus will be on Aboriginal health issues. The interactions between the western medical model and the traditional health model will be explored.

NURS 484.3 Primary Health Care Practice

Pre/co-requisites: Nurs 318.3, Nurs 413.3, Nurs 448.3

Provides students with opportunities to apply and integrate primary health care concepts in an area of nursing practice: direct care, administration, education, or research. A clinical placement form is sent to you after you have registered for the course via U-Star. The Clinical Coordinator will arrange the clinical placement for you after your preferences are received. You will require CPR certification appropriate to the clinical placement. There are 104 clinical hours. Potential clinical placements and activities are discussed in NURS 448.3. *Registration deadline of November 1 for January start date; April 1 for Spring Session.*

NURS 491.3 Research in Nursing

Pre/co-requisite: Statistics .3

Provides opportunities for students to become informed consumers of research and apply the process of systematic investigation to nursing problems and community issues. Research concepts, methods and issues will be examined with an emphasis on critical appraisal of published research.

NURS 411.3 Policy, Politics, and Professionalism

ON-CAMPUS at end of program

Pre/co-requisites: All other required nursing courses

Provides a capstone opportunity for students to examine current issues in nursing including knowledge transfer and development of health policy. Opportunities will be provided to interact with each other, nurse leaders and policy makers.

***Nursing Elective Courses: (One mandatory 3 credit units)
choose ONE from:***

NURS 426.3 Health Program Planning

Pre/co-requisite: Nurs 413.3

Provides opportunities for students to increase their understanding of planning and evaluating health-related programs.

NURS 476.3 Health and Aging

Pre/co-requisite: Nurs 329.1

Provides opportunities for students to examine population trends, and health issues of an aging population in urban and rural settings. Gerontological nursing standards will be utilized as a study framework.

NURS 478.3 Rural Nursing

Pre/co-requisite: Nurs 448.3, or permission of the instructor

Provides opportunities for students to increase their knowledge and application of concepts and theory relevant to nursing in rural populations. Consideration will be given to the impact of regionalization and rural health policy development.

NURS 486.3 Forensic Nursing in Secure Environments

Pre/co-requisite: Nurs 329.1

Provides opportunities for students to examine the role of the nurse in the provision of health care to offender populations in secure environments. Selected clinical issues will be explored to illustrate the other knowledge, skills, and clinical judgment required of this specialty area.

Other:

NURS 498.3 Special Topics

Pre/co-requisite: Nurs 329.1

Provides opportunities for participants to increase their knowledge and skills related to a special topic area in nursing.

III Policies and Regulations

The policies and regulations below are designed to deal with usual situations; exceptional situations will be dealt with as they arise, using principles of fairness and equity.

1.0 Admission Requirements

- 1.1 Evidence of graduation from an approved diploma-nursing program.
- 1.2 Current active practicing registration (RN or RPN) in any province of Canada.
- 1.3 Three (3) years of nursing practice since completion of acceptable nursing program.

2.0 Program Requirements

- 2.1 A total of 55 credit units is required for completion of the program. Credits *may* be granted for courses successfully completed in other programs.
- 2.2 To receive the BSN degree from the University of Saskatchewan, a student must successfully complete at least 31 credit units from the University of Saskatchewan, of which at least 22 credit units must be nursing courses.
- 2.3 All courses to be counted for the BSN must be completed within five (5) years of enrollment in the first nursing course.
- 2.4 Students are required to *maintain active practicing registration* while in the Post Registration Program. Proof of registration is to be sent to the Admissions Secretary at the College of Nursing by April 1st of each year.
- 2.5 Students will attend two mandatory courses on campus for one week at the beginning of the program (NURS 329.1), and two weeks at the end of the program (NURS 411.3).
- 2.6 Students are required to maintain a minimum weighted average of 60% overall and a minimum weighted average of 60% in nursing courses in order to continue in the program. Failure to do so may result in the student being required to discontinue the program for a period of one year. Students who are required to discontinue their studies have the right to appeal this decision. Appeals must be made in writing, to the Dean of the College of Nursing not later than 30 days after the mailing date of notification from the Dean.
- 2.7 Students may be required to discontinue their studies at any point in their nursing program for reasons other than academic, if it is considered in the best interests of the individual, the Program, and/or the profession.

- 2.8 Students are required to complete one class from the University of Saskatchewan during each academic year (September to April) to maintain registration at the University of Saskatchewan, and in the Post Registration BSN Program. Students who do not do so must reapply for admission to the program and pay the application fee.
- 2.9 To graduate, students must have passed all required courses with a minimum weighted average of 60% in nursing courses and 60% overall. In calculating weighted averages, the grades in all courses, including transfer credit courses, will be used.
- 2.10 Students may attempt a course twice. In exceptional circumstances, permission may be granted by the College of Nursing Executive for a third and final attempt. Students wishing to attempt a course for a third time must submit a written request to the Dean of the College of Nursing. Note: An attempt is any registration in a course that would appear on a transcript.
- 2.11 Prior to beginning the clinical course, NURS 484.3 Primary Health Care Practice, proof of current CPR certification is required for the clinical area in which you will be placed. A copy of the relevant certification must be submitted to the College of Nursing office.
- 2.12 Students are expected to write exams on assigned dates as per university regulations. Please see section 6.0 Final Examinations and 7.0 Deferred Examinations for further information.
- 2.13 In the calculation of weighted averages, failing grades resulting from absence, withdrawal, or incomplete course work will be computed with a zero for grade component(s) that were not completed and the earned mark will be submitted. This mark can range from 0-49%.

If the failure results in a computed passing percentage grade, a final grade of 49% will be submitted along with the appropriate comment for the failure (INF). Students will not be eligible for a supplemental exam in the above instances. Withdrawal prior to the period of academic penalty is not included in calculation of averages (see institutional calendars for dates).

3.0 University of Saskatchewan Grading System

A percentage system for reporting final grades is used. Literal descriptors guide the evaluation. The relationship between literal descriptors and percentage scores is shown on the following table:

Literal Descriptors		
Percentage	Literal Descriptor	Description
90 - 100	Exceptional	<p>A superior performance with coincident strong evidence of:</p> <ul style="list-style-type: none"> • a comprehensive, incisive grasp of the subject matter • an ability to make insightful critical evaluation of the material given • an exceptional capacity for original, creative and/or logical thinking • an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently ◆ consistent superior praxis (applying, adapting and generating knowledge in practice) ◆ consistent accountability ◆ consistent insightful and effective interpersonal relationships ◆ consistent and appropriate self-direction
80 - 89	Excellent	<p>An excellent performance with strong evidence of:</p> <ul style="list-style-type: none"> • a comprehensive grasp of the subject matter • an ability to make sound critical evaluation of the material given • a very good capacity for original, creative and/or logical thinking • an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently ◆ superior praxis (applying, adapting and generating knowledge in practice) ◆ consistently accountability ◆ consistent effective interpersonal relationships ◆ consistent and appropriate self-direction
70 - 79	Good	<p>A good performance with evidence of:</p> <ul style="list-style-type: none"> • a substantial knowledge of the subject matter • a good understanding of the relevant issues and a good familiarity with the relevant literature and techniques • some capacity for original, creative and/or logical thinking • a good ability to organize, to analyze, and to examine the subject material in a critical and constructive manner ◆ sound praxis (applying, adapting and generating knowledge in practice) ◆ consistent accountability ◆ consistent effective interpersonal relationships ◆ decision making which requires minimal support
60 - 69	Satisfactory	<p>A generally satisfactory and intellectually adequate performance with evidence of:</p> <ul style="list-style-type: none"> • an acceptable basic grasp of the subject material • a fair understanding of the relevant issues • a general familiarity with the relevant literature and techniques • an ability to develop solutions to moderately difficult problems related to the subject material • a moderate ability to examine the material in a critical and analytical manner ◆ reasonable praxis (applying, adapting and generating knowledge in practice) ◆ consistent accountability ◆ effective interpersonal relationships generally ◆ decision making which requires average support
50 - 59	Minimal Pass	<p>A barely acceptable performance with evidence of:</p> <ul style="list-style-type: none"> • a familiarity with the subject material • some evidence that analytical skills have been developed • some understanding of relevant issues • some familiarity with the relevant literature and techniques • attempts to solve moderately difficult problems related to the subject material and to examine the material in a critical and analytical manner are only partially successful ◆ inconsistent praxis (applying, adapting and generating knowledge in practice) ◆ developing accountability ◆ inconsistent ability to establish effective interpersonal relationships ◆ decision making which requires more than average support
< 50	Failure	<p>An unacceptable performance with evidence of:</p> <ul style="list-style-type: none"> ◆ poor praxis (applying, adapting and generating knowledge in practice) ◆ lack of accountability ◆ inability to establish effective interpersonal relationships ◆ inability and/or inappropriateness in decision making

- Denotes University of Saskatchewan General Descriptors
- ◆ Denotes Additional College of Nursing Descriptors

4.0 Completion of Work

All course components must be completed to receive credit for a course. If all course components are not completed the student will receive a grade of INF (incomplete fail) that will be factored into average calculations. Remember this affects your overall nursing average which must be maintained at 60%. If you are experiencing difficulties meeting course requirements, please contact your faculty advisor.

When handing in assignments always keep a copy. Unless prior arrangements have been made with the faculty advisor, 5% will be deducted for each calendar day that course work is late. For students mailing materials, the stamped postage date is the date considered as received. Emailed material contains the date sent.

5.0 Withdrawals

Students may withdraw from a course at any time but should watch the calendar dates for possible withdrawal penalties. The last day for withdrawing from first-term classes without academic penalty is November 15 and from second-term classes without academic penalty is March 15. For courses offered at other times, please check the current university calendar (www.usask.ca/calendar/dates). A course dropped after the deadline is given a failing grade.

Before withdrawing from a course, students are first encouraged to discuss this action with their faculty advisor, and notify the College of Nursing Admissions Secretary (966-6231).

A student wishing to withdraw from the program should discuss the withdrawal with the Assistant Dean responsible for the Post Registration BSN Program. A student wishing to re-enter the College after withdrawing must reapply.

6.0 Final Examinations

We have chosen not to be part of the University of Saskatchewan exam schedule which gives us two very advantageous benefits. One is that the date is set at the beginning of term rather than waiting for the exam schedule to be determined, and secondly, students can choose to write their exams in their own communities with an invigilator. The “**Exam Request Form: At the U of S OR Invigilated (Proctored) Examination**” is found on page 24.

The exam dates are set and there are regulations that govern when a student cannot take the exam as scheduled, for sickness or other legitimate reasons. When students wish to change the date to write a final exam they must fill out a request to write a ‘deferred’ exam, pay the fee, and write in the deferred exam period. Regulations regarding deferred exams follow.

7.0 Deferred Final Examinations

Deferred final examinations may be granted provided the following conditions are met:

- 7.1 The student who is absent from a final examination through no fault of his/her own for medical or other valid reasons may apply to the College of Nursing for a deferred examination. Such application must be made within three (3) days of the missed examination along with documentary evidence. Deferred examinations will be written during the February midterm break for term 1 courses and in early June for term 2 and full-year courses. The College may, under extenuating circumstances, grant a special deferred examination to a student who submits satisfactory evidence of inability to be present at the regular deferred examination sitting.
- 7.2 During a final examination, the student who becomes ill must notify the invigilator (proctor) immediately of the inability to complete the examination. To apply for a deferred examination, the student must submit satisfactory documentary evidence of the illness to the Dean at the College of Nursing within three days of the interrupted examination.
- 7.3 The student who has sat for a given final examination and handed the paper in for marking will not be granted a deferred final examination.
- 7.4 The student, who by reason of continuing illness or other valid considerations, is unable to write during the regular deferred examination period, may apply to the College of Nursing for permission to write a deferred examination at a time other than the required deferred examination period.
- 7.5 A student should apply for a special deferred exam if the course in which the exam was missed is a pre-requisite to a course that would be taken before the scheduled deferred exam period.
- 7.6 A deferred final examination shall be accorded the same weight as the regular final examination in the computation of the student's final grade.
- 7.7 Applications for deferred or special deferred exams are available from the College of Nursing office. The student completes the top portion and then takes it to their instructor to complete the middle portion. It is then forwarded to the Assistant Dean who either grants or denies the request.

8.0 Supplemental Final Examinations

Supplemental final examinations are a limited substitute for the final exam. Such examinations may be granted only according to the following conditions:

- 8.1 The student must make formal application for a supplemental final examination to the College of Nursing.

- 8.2 The student must have obtained a minimum final course mark of 40% and must have met the required weighted average of 60% in order to be eligible for the supplemental examination.
- 8.3 Supplemental final examinations may be granted only where a final examination was held in that class.
- 8.4 There is no supplemental exam in the clinical course, i.e., NURS 484.3.
- 8.5 The student who fails more than two courses in the year will not be considered for supplemental examinations.
- 8.6 Supplemental final examinations shall be accorded the same weight as the original final examination in the computation of the student's final grade.
- 8.7 Supplemental examination will be granted only if there is a reasonable expectation of the student passing the course if the supplemental exam is granted.
- 8.8 The student may request a routine inquiry on a supplemental examination. Form A is used for this inquiry.
- 8.9 The student may request a re-read for a supplemental examination. Form B is used for this inquiry. The results of the re-read are final.

9.0 Student Appeals and Grievances

This appeal process does not apply to clinical/practicum experiences. The following outlines the steps of this process:

A. Academic Grade

- 9.1 Consultation with the Faculty Advisor: The student informally initiates discussion with the faculty member directly involved in the course in an attempt to resolve the concerns. If resolution is not achieved, proceed to 9.2.
- 9.2 Routine Inquiry: When the issue is not resolved, *Form A: Application for and Report of Consultation Regarding Academic Standing* may be initiated. The student completes a Form A (available the College of Nursing Office) within 30 days of receiving the mark.
- 9.3 Re-Read Policy: If the student is not satisfied with the result of Form A, they may request a re-read on *Form B: Request for and Report of Re-Read* (available from the College of Nursing Office) and submit it along with the required fee to the Dean at the College of Nursing within 15 working days of the delivery of Form A.

See University of Saskatchewan Academic Regulations for further information and other processes: <http://www.usask.ca/calendar/policies/>

B. Clinical/Practicum Grade

This appeal applies to the clinical/practicum experience. The following outlines the steps of this process:

- 9.4 Consultation with Faculty Advisor: Students concerned about clinical evaluation/mark should contact the Faculty Advisor to discuss the concerns. If not resolved the student may request a routine inquiry.
- 9.5 Routine Inquiry: must be initiated within 15 days of receiving her/his clinical grade. The student completes *Form A: Application for and Report of Consultation Regarding Academic Standing* (available from the College of Nursing Office) and submits it to the Dean at the College of Nursing.
- 9.6 Appeal: The student may request a formal reassessment of his/her grade by completing *Form B: Request for and Report of Re-Read* (available from the College of Nursing Office) and submitting it to the Dean at the College of Nursing. An appeal committee of three faculty not involved in the course review the student's appeal and make a recommendation to the Dean. This decision cannot be appealed further on academic grounds.

Should the student perceive that there is an injustice in the method of determining academic standing, she/he should refer to the policies for Academic Standing Involving Factors Other Than Substantive Academic Judgment (10.0).

10.0 Appeal of Academic Standing Involving Factors Other Than Substantive Academic Judgment

The following outlines the steps of this process:

- 10.1 The student is encouraged to discuss the issue informally with their Faculty Advisor.
- 10.2 When the issue is not resolved, the student submits details of the concerns in writing to the Dean at the College of Nursing, not later than 30 days from the date the student is informed of the assessment. The basis of his/her allegations and the request for a review of his/her standing must be included in the letter.
- 10.3 The Dean at the College of Nursing shall arrange for an informal investigation concerning the student allegations.
- 10.4 If concern still not resolved, the student can appeal by delivering a notice of appeal in *Form C: Application for an Appeal of Matters Other than Substantive Academic Judgment* (available from the College of Nursing Office) to the Office of the University Secretary. See the University of Saskatchewan academic regulations for further information.

11. Academic Dishonesty and Other Academic Offences

OFFICE OF THE UNIVERSITY SECRETARY

http://www.commerce.usask.ca/tools/academic_dishonesty.html

ACADEMIC DISHONESTY November, 2000 Information Sheet

"Academic Dishonesty" is what the university calls cheating. Types of cheating are listed in the **Student Academic Dishonesty Rules of the University of Saskatchewan Council**. These rules were approved by University Council on September 16, 1999, with revisions approved on September 21, 2000.

When a professor believes a student has cheated, the Rules list two procedures which can be followed. **Rule One "Informal Procedures"** are the procedures followed when a professor feels that a student has cheated inadvertently or without intending to do wrong. This can be handled between the professor and the student with a discussion and a warning. **Rule Two "Formal Allegations of Academic Dishonesty"** are the procedures followed when a professor feels that the cheating requires a penalty, perhaps ranging from a mark of zero in an assignment up to being expelled from the university. The Rule Two procedures require that the student have a hearing. If the student is judged guilty of the offense, a penalty will be applied. The student may appeal.

These are summaries of the complete rules and procedures. The Academic Dishonesty Rules are available from the Office of the University Secretary (room E203 Administration Building) or from the Student Affairs and Services office (room 60, lower Place Riel) or from department and college offices or from student association offices or at the website.

Definitions of Academic Dishonesty

(from **Student Academic Dishonesty Rules of the University of Saskatchewan Council**)

The following constitute academic dishonesty which may be the subject-matter of an allegation under Rule 2:

- a. Providing false or misleading information or documentation to gain admission to the University or any University program;
- b. Theft of lecture notes, research work, computer files, or academic materials prepared by another student or an instructor;
- c. Using work done in one course in fulfillment of the requirements of another course unless approval is obtained from the instructor involved;
- d. Passing off the work of someone else as one's own;
- e. The supply of materials prepared by the student to another student for use by that student as the work or materials of that student;
- f. Alteration or falsification of records, computer files, or any document relating to a student's academic performance;
- g. Failure to observe any stated rule with regard to the procedure used in an examination or any other form of exercise undertaken for academic credit which could result in the student gaining relatively greater credit;
- h. Altering answers on a returned examination;

- i. When prohibited, removing an examination from the examination room;
- j. Seeking to acquire or acquiring prior knowledge of the contents of any examination question or paper with the intention of gaining an unfair advantage;
- k. Using notes or other sources of information or devices in an examination not permitted by the course instructor;
- l. Consulting or seeking the assistance of others when writing a "take home" examination unless permitted by the course instructor;
- m. Providing false or misleading information with the intent to avoid or delay writing an examination or fulfilling any other academic requirement;
- n. Failing to observe the terms of any undertaking of non-disclosure given in connection with an examination;
- o. Misrepresenting or conspiring with another person to misrepresent the identity of a student writing an examination or engaging in any other form of assessment;
- p. Knowingly doing anything designed to interfere with the opportunities of another person to have his or her contribution fully recognized or to participate in the academic program;
- q. Preventing others from fair and equal access to University facilities;
- r. Using or attempting to use personal relationships, bribes, threats or other illegal conduct to gain unearned grades or academic advantages;

s. Knowingly assisting another person engaged in actions that amount to academic dishonesty;

t. Plagiarism: the presentation of the work or idea of another in such a way as to give others the impression that it is the work or idea of the presenter.

There is an onus on every student to become informed as to what does or does not constitute plagiarism. Ignorance of applicable standards of ethical writing is not an acceptable excuse. The critical consideration is the impression created in the mind of the others, not the subjective intent of the student. This determination involves an objective evaluation of the manuscript. No intent to deceive is required to establish plagiarism.

Adequate attribution is required. What is essential is that another person have no doubt which words or research results are the student's and which are drawn from other sources. Full explicit acknowledgement of the source of the material is required.

Examples of plagiarism are:

(i) The use of material received or purchased from another person or prepared by any person other than the individual claiming to be the author. [It is not plagiarism to use work developed in the context of a group exercise (and described as such in the text) if the mode and extent of the use does not deviate from that which is specifically authorized].

(ii) The verbatim use of oral or written material without adequate attribution.

(iii) The paraphrasing of oral or written material of other persons without adequate attribution.



Writing

IT RIGHT

WHAT IS ACADEMIC DISHONESTY?

The **Guidelines for Academic Conduct** from University of Saskatchewan Council give the following description of honest behaviour at the university.

Honesty and integrity are expected in class participation, examinations, assignments, patient care, and other academic work.

Perform your own work unless specifically instructed otherwise.

Use your own work to complete assignments and exams.

Cite the source when quoting or paraphrasing someone else's work.

Follow examination rules.

Discuss with your professor if you are using the same material for assignments in two different courses.

Be truthful on all university forms.

Discuss with your professor if you have any questions about whether sources require citation.

Use the same standard of honesty with fellow students, lab instructors, teaching assistants, sessional instructors and administrative staff as you do with faculty.

WHAT IS ACADEMIC DISHONESTY?

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When a professor believes a student has cheated, the Rules list two procedures which can be followed. **Rule One "Informal Procedures"** are the procedures followed when a professor feels that a student has cheated inadvertently or without intending to do wrong. This can be handled between professor and the student with a discussion and a warning. The informal procedure could result in the requirement that the student revise and resubmit an assignment before the professor will grade it.

Rule Two "Formal Allegations of Academic Dishonesty" are the procedures followed when a professor feels that the cheating requires a penalty, perhaps ranging from a mark of zero in an assignment up to being expelled from the university. The Rule Two procedures require that the student have a hearing. If the student is judged guilty of the offense, a penalty will be applied. The student may appeal.

These are summaries of the complete rules and procedures. The Academic Dishonesty Rules are available from the Office of the University Secretary (room 212 College Building) or from department and college offices or from student association offices or on the web.

FOR MORE INFORMATION:

www.usask.ca/honesty/

Student Appeals and Discipline Information

www.usask.ca/university_secretary/studentappeals.shtml

Guidelines for Academic Conduct:

www.usask.ca/university_council/reports/archives/guide_conduct.shtml

Student Academic Dishonesty Rules

www.usask.ca/university_council/reports/09-27-99.shtml

Electronic Source: www.usask.ca/university_secretary/pdf/dishonesty_info_sheet.pdf

DEFINITIONS OF ACADEMIC DISHONESTY

(from Student Academic Dishonesty Rules of the University of Saskatchewan Council)

The following constitute academic dishonesty which may be the subject-matter of an allegation under Rule 2.

(a) Providing false or misleading information or documentation to gain admission to the University or any University program;

(b) Theft of lecture notes, research work, computer files, or academic materials prepared by another student or an instructor;

(c) Using work done in one course in fulfillment of the requirements of another course unless approval is obtained from the instructor involved;

(d) Passing off the work of someone else as one's own;

(e) The supply of materials prepared by the student to another student for use by that student as the work or materials of that student;

(f) Alteration or falsification of records, computer files, or any document relating to a student's academic performance;

(g) Alteration or fabrication of research data or results;

(h) Fabrication or invention of sources;

(i) Failure to observe any stated rule with regard to the procedure used in an examination or any other form of exercise undertaken for academic credit which could result in the student gaining relatively greater credit;

(j) Altering answers on a returned examination;

(k) When prohibited, removing an examination from the examination room;

(l) Seeking to acquire or acquiring prior knowledge of the contents of any examination question or paper with the intention of gaining an unfair advantage;

(m) Possessing or using notes or other sources of information or devices in an examination not permitted by the course instructor;

(n) Consulting or seeking the assistance of others when writing a "take home" examination unless permitted by the course instructor;

(o) Providing false or misleading information with the intent to avoid or delay writing an examination or fulfilling any other academic requirement;

(p) Failing to observe the terms of any undertaking of non-disclosure given in connection with an examination;

(q) Misrepresenting or conspiring with another person to misrepresent the identity of a student writing an examination or engaging in any other form of assessment;

(r) Knowingly doing anything designed to interfere with the opportunities of another person to have his or her contribution fully recognized or to participate in the academic program;

(s) Preventing others from fair and equal access to University facilities;

(t) Using or attempting to use personal relationships, bribes, threats or other illegal conduct to gain unearned grades or academic advantages;

(u) Knowingly assisting another person engaged in actions that amount to academic dishonesty;

(v) Plagiarism: the presentation of the work or idea of another in such a way as to give others the impression that it is the work or idea of the presenter.

There is an onus on every student to become informed as to what does or does not constitute plagiarism. Ignorance of applicable standards of ethical writing is not an acceptable excuse. The critical consideration is the impression created in the mind of others, not the subjective intent of the student. This determination involves an objective evaluation of the manuscript. No intent to deceive is required to establish plagiarism.

Adequate attribution is required. What is essential is that another person have no doubt which words or research results are the student's and which are drawn from other sources. Full explicit acknowledgement of the source of the material is required.

Examples of plagiarism are:

(i) The use of material received or purchased from another person or prepared by any person other than the individual claiming to be the author. [It is not plagiarism to use work developed in the context of a group exercise (and described as such in the text) if the mode and extent of the use does not deviate from that which is specifically authorized].

(ii) The verbatim use of oral or written material without adequate attribution.

(iii) The paraphrasing of oral or written material of other persons without adequate attribution.

Office of the University Secretary

212 College Building, 107 Administration Place

University of Saskatchewan, Saskatoon SK S7N 5A2 ♦ Telephone: (306) 966-4632 Fax (306) 966-4530

http://www.usask.ca/univeristy_secretary/pdf/dishonesty_info_sheet.pdf

IV General Information

1. Introductory Course – NURS 329.1

May 2008 is the last time that the introductory course on campus will be offered. NURS 329.1 *Primary Health Care and Nursing*, will provide an introduction to concepts, the philosophy of primary health care, and opportunities for students to examine professional roles in implementation of the approach. There will be an opportunity to meet faculty, staff, and other students as well as an introduction to library and computer services. A writing workshop will be held to familiarize students with academic writing and APA style. Arrangements will also be made for students to have pictures taken for their clinical nametags.

2. Prior Learning Assessment and Recognition (PLAR)

Prior Learning Assessment and Recognition (PLAR) is offered by the College of Nursing for one course in the Post Registration BSN Program, *Nursing 318.3 Physical Assessment*. If you have learning in place and recent applicable professional practice that would allow you to challenge the course, call Karen Wright, Assistant Dean Undergraduate Program at 966-6228 to discuss your eligibility and the process. An information package will then be forwarded to you. If you wish to participate in the process this year, you must submit an “Application for Prior Learning Assessment” form. Deadlines to apply for PLAR of NURS 318 will be posted in the Post Registration BSN Newsletter. A decision will be made as soon as possible after the application deadline as to whether your application is accepted or denied. If accepted, information will be sent out regarding the date, time, and location for the written examination and the physical assessment examination.

3. Name Tags/Student Cards

You are required to wear an approved picture nametag for your clinical experiences regardless of where they occur. It is expected that you will keep the nametag throughout the program. This card will also serve as your student and library card during your time in the program. Arrangements are made for you to have a picture ID during the introductory course on campus.

4. Library Services

An introduction to library services will be provided during NURS 329.1. Additional information sessions can be arranged by calling the reference librarian at the Health Sciences Library at (306) 966-6023. Regional libraries as well as the library at SIAST, Wascana Campus in Regina, have excellent resources as well. Every student receives a Library Services Handbook at the introductory course. The handbook can also be found on the College of Nursing website (www.usask.ca/nursing/handbooks.htm).

Requesting library materials. Students are required to do their own literature searches. Once you know the material you need, order books or journal articles by going to the Health Sciences Library website and click on “Off-campus Service”:

<http://library.usask.ca/hsl/offcampus.html> OR you can fax your request to 306-966-5918:

Health Science Library
University of Saskatchewan
107 Wiggins Road
Saskatoon SK S7N 5E5
Phone: (306) 966-5995 or Fax: (306) 966-5918
E-mail: hslstudy@library.usask.ca

5. Photocopying at the University of Saskatchewan

Many of the photocopiers at the University of Saskatchewan operate on the Copy Card system. Copy Cards can be purchased at the Information Desk in Place Riel; in the Health Sciences Building from Medical Stores, Room B18 (8:00 a.m. - 4:30 p.m. Monday to Friday); and at the Main Library copy desk. The Health Science Library also has a coin-operated photocopier.

6. Computer Services

An introduction and workshop on computer services at the University of Saskatchewan is provided during the introductory course, NURS 329.1. Payment of tuition gives students access to campus computer labs.

7. Writing Papers

- 7.1 The format used in writing papers in the College of Nursing is the APA Manual, 5th edition (*Publication Manual of the American Psychological Association*, 2001). Having an APA manual accessible for reference will be helpful.
- 7.2 A writing workshop will be held during the introductory course, NURS 329.1, to familiarize students with academic writing and APA style.
- 7.3 The University Writing Centre is available to all students even if not on campus. It is located in the Murray Bldg in the Main Library. Assistance is available on a drop-in basis.
- 7.4 The Extension Writing Centre is a on-line tutor-based centre that provides aid to distance education students in writing an effective essay, report or review at <http://www.usask.ca/ulc/owl/placeholder.php>.

Students are asked to submit course guidelines and copies of the assignments so that the tutors know what the instructor expects from the students. The Writing Centre does not write, edit or proofread assignments but rather points out errors. The Extension Writing Centre can be contacted at owl.email@usask.ca

7.5 A major problem for many students is finding time for course work. For each course, you should allow 12-15 hours of work per week which includes reading, writing, and reflecting on course material. Good writing takes time. Don't leave the writing of your assignment until the night before it is due. Using a computer makes writing and revising much easier.

7.6 Refer to Article on Essay Writing by Alison Calder (Appendix A).

8. University Study Skills Program

Information can be found at: <http://students.usask.ca/support/learning/studyskills/>.

For further information contact Student Central at the University of Saskatchewan, Administration Building, 105 Administration Place, Saskatoon SK S7N 5A2. Phone: 306-966-1212 or Toll Free: 1-877-650-1212 (within Canada). Fax: 306-966-6730 E-mail: askus@usask.ca

9. Aboriginal Students' Centre

The goal of the *Aboriginal Students' Centre* (ASC) is to increase retention and success rates of Aboriginal students enrolled in degree programs at the University of Saskatchewan. Support services offered by the Centre include:

- academic advising and referral
- personal counseling and referral
- tutorial assistance
- orientation for new students
- study skills
- cross-cultural workshops
- career counseling

For more information call 306-966-5790 or mail to: Aboriginal Students Centre, Room 110, Marquis Hall, 97 Campus Drive, Saskatoon, SK, S7N 4L3.

Another resource is the *Native Access Program to Nursing*. For more information call Val Arnault-Pelletier at 306-966-6224.

10. Newsletter

A newsletter for Post Registration BSN students is published in October, February, and June each year. It is posted on the College of Nursing website (www.usask.ca/nursing/postreg/newsletter.html). The newsletter includes information about courses, faculty, students, policy changes, graduation activities, scholarships and bursaries, and important dates.

11. Sharing of Names

In the past, students have indicated they would like to be able to contact other students who are in their classes so that they can discuss the program or form study groups, etc. You can contact students within your class through the email list found on your PAWS account on the academics tab under “My Courses”.

If you expect to convocate either in October or May, and want to receive information about the College of Nursing graduation banquet the permission form is found on the College of Nursing website (www.usask.ca/nursing/postreg/convocation.html). Please fill out the form and return to the College. This separate form will give the College of Nursing permission to release your name, address and phone number only to the committee planning the graduation banquet. If you have any questions regarding this procedure please call the Program office at 306-966-6172.

12. Clinical Course: NURS 484.3 Primary Health Care Practice

12.1 Clinical Placement

Once you have been placed, check with your preceptor to insure that you have the necessary current certification for that area. If you have questions about this requirement please contact Karen Wright 306-966-6228 or email her at: karen.wright@usask.ca

The College will try to place you in the agency of your choice but in some instances limited resources may require that alternatives be negotiated. Arrangements for the experience will be made through the College. Students are not to contact the agency before the College indicates they may do so.

12.2 Licensure

Except in exceptional circumstances, students must have current licensure in the jurisdiction in which they are completing clinical practice.

12.3 Registration Deadlines

Deadlines to register for this course are as follows:

Course offered from January to April – register by November 1.

Course offered from May to June – register by April 1.

13. Invigilated Exams

Invigilated (proctored) exams allow the student to write exams in their home community. It is expected that students choose an educational setting wherever possible. These settings may be Community Colleges such as the SIAST Test Centre at Wascana Institute (Regina 306-798-4375), regional colleges, high schools, or other such centers. Invigilators (proctors) may be school principals, teachers, librarians, college instructors. The College of Nursing reserves the right to reject prospective invigilators. Please be aware that the Invigilator or Agency may charge a fee for this service.

Please note: Exams for all courses, whether offered by print or web-based format, must be written on the date assigned at the outset of the course. There are regulations that govern when a student cannot take the exam as scheduled for sickness or other legitimate reasons. More information regarding these regulations can be found on pages 8 and 9 of this handbook.

(Copy of Exam Request Form: At the U of S OR Invigilated (Proctored) Examination see page 23.)

14. Fees

14.1 Regular tuition fees are charged for all courses. The Central Registry of Fees is available on the website at: <http://students.usask.ca/moneymatters/tuition/undergraduate/>.

14.2 On-Campus, Off-Campus and Distance Education students are assessed student fees.

Students coming on campus for NURS 329 and NURS 411 will be assessed on-campus/part-time student fees. NURS 329 students will be charged part-time fees for the academic year (September – April). Please note that if you take another on-campus course during this same academic year, there will be no further part-time fees assessed. NURS 411 students will be assessed fees pro-rated for Spring & Summer Session. Part-time student fees entitle a student to make use of campus facilities (such as Student Health, Student Counseling Services, Place Riel, and the Athletic facilities). For the current fee schedule please go to the same website, <http://students.usask.ca/moneymatters/tuition/undergraduate/>.

14.3 Once you have registered you are responsible for any assessed fees. ***You will not be sent a statement of fees owing***, so in order to avoid late payment penalties, do not wait to receive a statement of fees owing before making payment. To determine the amount owing, please log in to PAWS: www.paws.usask.ca . For further information on payment of fees please refer to the University Calendar.

14.4 Fees are subject to change annually.

15. Ordering Textbooks

Textbooks are not included with course materials. After you have registered for a class, please contact the University Bookstore to order the required textbook(s). If you wish to order textbooks by mail or fax, a copy of the order form can also be found on page 25, or contact the bookstore for a form..

Early orders will avoid delays in receiving the book(s) prior to the course start date. *Please note that normally there is only a 14-day period (from the receipt date) in which to return a textbook to the Bookstore.* **Textbooks can be found online at www.uofsbookstore.com or Phone 306-966-4476.**

Bookstore hours are Monday to Friday from 8:30 a.m. to 4:30 p.m.

16. Change of Personal Information

Students should keep their current mailing address and phone number updated on PAWS. Click on the address icon to make these changes.

For name changes use the form titled: Personal Information Change Form which is obtainable on the University of Saskatchewan website at: <http://students.usask.ca/forms/>. Name changes can be mailed to Student Central, University of Saskatchewan, 105 Administration Place, Saskatoon, SK S7N 5A2 or fax to 306-966-6730. Please note that the proof of name change (copy of driver's license, or marriage license) must accompany the personal information change form in order for the change to be made.

17. Scholarships and Awards

See the University of Saskatchewan Awards Guide for details, dates of application, and additional information. A copy of the Guide is available on the web at: www.usask.ca/students/scholarships/. Application forms for scholarships awarded by the College of Nursing can be found on their website at www.usask.ca/nursing/awards.htm.

18. Graduation/Convocation

If you have completed the requirements of the Post Registration BSN Program, to be awarded your degree you **MUST** complete an on-line “**Application to Graduate**” – regardless of whether or not you plan to attend the convocation ceremony. The form is found at <http://students.usask.ca/academic/convocation/application/>.

This form **MUST** be submitted on-line by March 31 for spring convocation, and August 31 for fall convocation. Students who do not complete this form **WILL NOT** receive their degree.

In order to convocate official transcripts from other institutions where you have taken courses (e.g. Athabasca) must arrive at the College of Nursing no later than May 1 for the spring convocation and October 1 for the fall convocation. Faxed transcripts are **NOT** accepted. Transcripts must come directly from the institution to the College of Nursing.

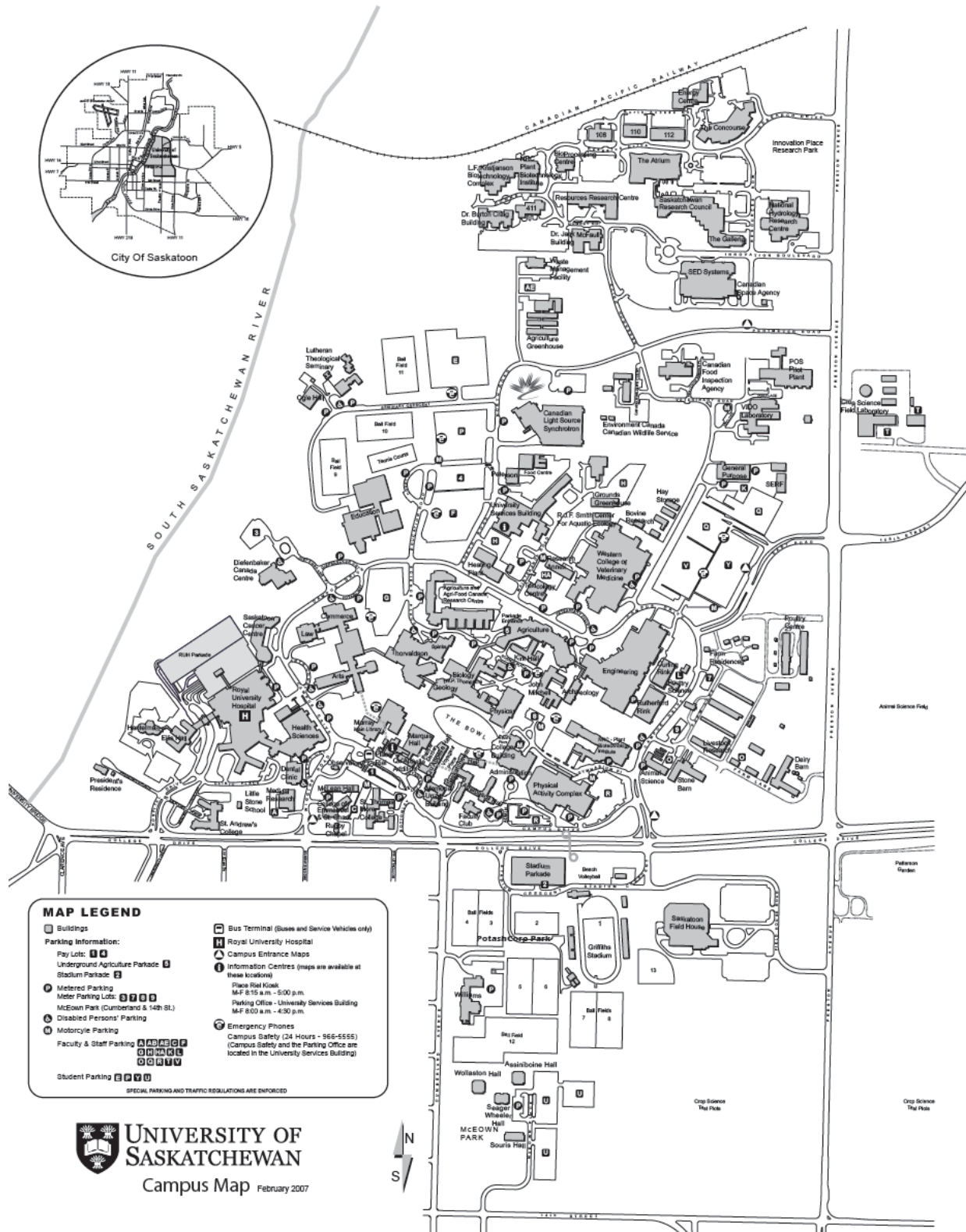
Convocation information can be found at <http://students.usask.ca/academic/convocation/>. Convocation ceremony information does not come from the College of Nursing.

We encourage all those who can to attend convocation as it gives recognition and a real feeling of accomplishment for all the effort and hard work which you have demonstrated while in the program.

The College of Nursing graduation banquet and dance takes place annually. This is planned by the Nursing Student's Society (NSS). Information about convocation and the graduation banquet is found at <http://www.usask.ca/nursing/postreg/convocation.html>.

STUDENTS ARE RESPONSIBLE FOR BEING INFORMED OF THE REGULATIONS AND REQUIREMENTS OF THEIR DEGREE PROGRAM.

MAP OF CAMPUS





University of Saskatchewan
College of Nursing

**Exam Request Form: At the U of S OR
Invigilated (Proctored) Examination**

Name of Student: _____ Student Number: _____

Course Number and Title: _____

Name of Primary Teacher: _____

Examination Date: _____

I will write the exam at the University of Saskatchewan _____ OR

* Name of Invigilator (Proctor): _____

Position/Occupation: _____

Mailing Address:
(include postal code) _____

Phone Number(s): _____

Email: _____

Student Signature: _____ Date of Request: _____

Submit to: Secretary _____ or send by Fax 306-966-6621
Post Registration BSN Program
College of Nursing, University of Saskatchewan
107 Wiggins Road
Saskatoon, SK S7N 5E5

Note: This Form must be completed in full and received NO later than 3 weeks prior to the date of examination or the exam may not be in the setting you requested.

* It is expected that students choose an educational setting wherever possible. These settings may be Community Colleges such as the SIAST Wascana Test Centre in Regina (306-775-7522 or 306-775-7523), high schools, or other such centers. Invigilators (proctors) may be school principals, teachers, librarians, college instructors. *Please be aware that Invigilators may charge a fee for this service.* The College of Nursing reserves the right to reject prospective invigilators. If you have a question or concern about your selection, please contact the Post Registration BSN Program Secretary at 306-966-6172 or 306-966-6231.



**UNIVERSITY OF SASKATCHEWAN
BOOKSTORE**

97 Campus Drive, Marquis Hall
Saskatoon SK S7N 4L3
Telephone: 306-966-4476 Fax: 306-966-7416

CUSTOMER:

NAME: _____

ADDRESS: _____

CITY: _____

POSTAL CODE: _____ PHONE: _____

METHOD OF PAYMENT:

C.O.D. _____ *MAIL ONLY*

VISA _____ # _____ Exp. Date _____

MASTERCARD _____ # _____ Exp. Date _____

_____ 4-digit M.C. identifier (left of exp. date)

METHOD OF SHIPPING:

MAIL _____ *OR* COURIER . (*by Visa or Mastercard only*)

BOOK INFORMATION: Title, Author,

Appendix A

Essay Writing

**Alison C. Calder, PhD
Department of English
University of Manitoba**

I'm going to be a baccalaureate nurse, not an English teacher. Why should I have to learn to write an essay?

The simple answer is that if you don't learn to write a decent paper, you may never get your degree because you won't have the marks to do it. The more complicated answer is that learning to write clearly and logically also teaches you how to communicate effectively with clients, supervisors, and the general public. Being able to express yourself directly and with authority is particularly important in nursing, a field which, for a variety of cultural reasons, sometimes is not given the respect it deserves. Why should a client or supervisor trust and value your health promotion skills if you can't communicate them well?

Ok, enough rhetoric. How do I start.

The most important thing to do in a university paper is to figure out what is being asked. Are you being asked for an analytic paper, or for something which is merely descriptive? Are you being asked to evaluate different methods of health care, or is the professor looking for a straight research paper detailing what's being done in the field? Are you being asked to identify appropriate interventions or simply make an assessment? Read the question carefully. Make sure you know length requirements and stick to them. And if you have ANY questions at all, ask your professor. You might be afraid of asking a stupid question, but it's a lot better than failing a paper because you didn't understand what you were being asked to do. There's a big difference between describing something and analyzing it. Description is saying WHAT happened; analysis is saying WHY it did. If you're comparing nursing theories, for example, you can't just say how they differ -- you need to point out why.

OK. I know what the question is. I've done my research, interviewed my subjects, analyzed my statistics, and I have a few ideas. How can I make this as painless as possible?

Organizing yourself: This means figuring out what you're going to say and how you're going to say it. The bare bones of an essay should look like this:

introductory paragraph	general introductory remarks, relevant background information, thesis statement
argumentative paragraphs	declarations and supporting evidence, integrated quotations or tables
logical conclusion	summary of argument, restatement of thesis

The first thing you have to come up with is a thesis statement. This is basically a one-sentence summary of your argument, and should be a direct response to the essay question. It goes in your introductory paragraph and serves as a map for your readers telling them what you're going to be talking about. A thesis statement must be clear, which means that your topic, and your position on it, must be immediately apparent. A thesis statement will ideally argue something. This means that soothing *obvious* is not an acceptable thesis statement. If you're asked to compare two different methods of health promotion, for example, your thesis *cannot* be "There are similarities and differences between these two methods." This statement is self-evident, and you look silly. A valid thesis would be something like, "While both X and Y have been used in health education, X is more efficient in terms of cost, time, and client accessibility." This statement is good because a) it argues something; that X is better than Y; b) it tells your reader what your paper will do (address questions of cost, time and client accessibility, and c) it makes your position clear from the beginning and predisposes your reader to your point of view. The purpose of an essay is to persuade someone of something. If your professor is marking 50 essays, you need to be persuasive from the beginning that you deserve an A.

The next step: make an outline. This is where you organize what you're going to say in the body of your paper, where your supporting evidence will go, and in what order your ideas will appear. The outline doesn't have to be complicated, but it does have to be in enough detail that you know what you're going to be talking about where. This will do a couple of things for you: it'll make you sit down and think about what you're going to say; and it will keep you on track when you're actually writing the paper. An outline is particularly important if you're writing the paper the night before it's due -- things can get pretty fuzzy around 3 a.m. A good idea is to write down your various arguments (quotations, evidence, ideas) on index cards, which you can put in order and rearrange easily. Being able to rearrange your ideas is important because your argument must flow logically from point to point. This means that if you have come up with three points to support your thesis, there must be some reason why you discuss A before B and not after C. Think about the connections between your points - what relation do they have to each other? A paper must be a series of points which come together to construct a coherent argument and support your thesis. Without that cohesion, your paper can't argue anything effectively.

Now that you're organized, start writing. Your paper should open with an introductory paragraph, which leads into your argument. You could give a little bit of

background on your topic, or start off with a controversial statement or quotation which is important to the question you have been asked to answer. By the end of the paragraph it should be obvious what you're going to be talking about. Be as explicit as possible: if you're critiquing different nursing theories, mention them by name. Give the titles of books you're reviewing. Your thesis statement should also be in your first paragraph, and your introduction should build up to it:

If nursing education is crucial in preparing nurses optimally to contribute to primary health care," it is necessary to consider the past, present, and future of community health nursing, and to think carefully about the role of nursing education. How are nurses prepared for Primary Health Care roles in community health? What kinds of clinical experience should be provided?

The main part of your paper will, of course, be devoted to providing your thesis. Your paper must be written in complete sentences and in paragraph form. A paragraph is made up of a topic sentence and several supporting sentences. Your topic sentence introduces your idea, and your supporting sentences back it up. *A paragraph must be more than one sentence long.* Each paragraph should be reasonably self-contained, that is, it should all be devoted to expressing one idea. When you start a new idea, start a new paragraph. Your paragraphs should also be related, of course, because they're all supporting the same thesis. If your outline has been well organized, they will naturally follow one another. A sample paragraph:

While Smith has argued that her daughter should not, in fact, be given a living allowance of \$1500 per month, her daughter feels otherwise. Calder asserts that such an allowance is only just, given her living expenses. She pays \$400 a month for pedicures and eats out an average of six times a week. "Without that handout from Mum," Calder says, "I just couldn't support myself in the style to which I have become accustomed."

The sample paragraph introduces the topic (the daughter's view) in its first sentence, and then provides several supporting statements. The first sentence also provides a bridge to the previous paragraph, which we can assume discussed Smith's views, such as they are.

After you think you're proven your thesis, you need a concluding paragraph to sum things up. In this paragraph you provide a quick summary of your important points, concluding with a restatement of your thesis. This is why you need an outline; you have to be sure that what you've proven actually IS your thesis. This technique works for in-class papers too: tell them what you're going to tell them (your introduction), tell them (the body of your essay), and then tell them what you've told them (your conclusion). Your conclusion could also suggest questions that your research raised, or could suggest more general implications of your findings.

What else do I need to know?

You need to be able to write grammatically correct sentences. Just because you can speak English doesn't mean you can write it. You don't need to familiarize yourself with all the intricacies of dangling modifier right away, but you should be able to identify and correct simple errors like comma splices or run-on sentences in your own

work. You can begin to do this by reading Chapter 2 in the *Publication Manual of the American Psychological Association* (2001) or *The SMART Way* by Zilm and Entwistle (2002).

So am I done now?

No!

THE “YOU’RE NOT FINISHED YET” CHECKLIST:

1. *Proofread your paper.* This doesn’t mean just running spell check on it, it means actually rereading the thing yourself. Spell checks catch typos, but they also replace words you want with words you definitely don’t.
2. *Check the format requirements.* What is required on your paper in terms of identification - name, student number, class, professor’s name? Should it be double or triple spaced? Should it be in a folder or just stapled? Follow these requirements carefully because the kind of impression you make counts.
3. *Have you spelled the professor’s name correctly?* I’m not kidding.
4. *What’s your print quality like?* If you think you need a new ribbon for your printer, get one. Make sure the font you choose is actually legible. And while you’re at it, make sure your page breaks line up with your pages!
5. *Don’t horse around with fonts and margins.* Trying to stretch a six-page paper into a ten page one will not earn you any points.
6. *Check your reference list.* Be sure all the sources for your paper are clearly identified on your reference page. Check to make sure all your entries follow APA guidelines.
7. **MAKE A COPY OF YOUR PAPER!** This is a most important thing to do, because professors have been known to lose papers or spill coffee on them or drop them in the mud. Even if THEY lose it, YOU still have to come up with an essay. **ALWAYS KEEP A COPY!!**

INFORMATION TECHNOLOGY SERVICES REFERENCE NOTES

The University of Saskatchewan offers a wide variety of IT services for students including online course materials, computer labs & printers, secure email accounts, and personal web space. All U of S students have an individual username called an NSID (Network Services ID) which allows them to access IT services at the U of S.

NSID

- Your NSID (Network Services ID) will be in the form of 3 letters (your initials) and 3 numbers (e.g. abc123)
- There are a few methods you can use to obtain your NSID and password:
 - 1) Visit one of the student information terminals at the U of S campus. You will need a valid U of S student card which can be swiped at the automated kiosks to receive your password information.
 - 2) Contact the ITS Help Desk in Room 70 Arts Building, (1-800) 966-4817.
 - 3) Contact Mark Tomtene, programmer analyst for the College of Nursing, in office A080 MRB Building, 966-6554.
- For more information: http://www.usask.ca/its/guides/student_guide/

Email & Personal Webspace

- Your U of S email address is your NSID at mail.usask.ca (i.e. abc123@mail.usask.ca)
- This will be the only email address your U of S professors will use to contact you. If you prefer to have messages forwarded to a different account, you can visit <http://ssam.usask.ca> to set up automatic email forwarding.
- Your email account is yours for life and will be maintained for all alumni who convocate from a U of S degree program such as the Post Registration BSN Program.
- To access your email from any computer connected to the internet, simply log into the U of S web portal called PAWS (<http://paws.usask.ca>.) You can also configure your email client software at home to access your usask inbox directly. For more information: http://www.usask.ca/its/guides/student_guide.
- U of S students have a limited amount of personal webspace which can be used for developing your own homepage. If you are interested in using this service, please see <http://www.usask.ca/dcs/servers/homepage/> for further details.

Computer Labs & Printers

- There are several computer labs on campus that are available for Nursing students. Most labs are open 24 hours a day and offer the latest Microsoft Office productivity software as well as graphics programs, scanners, and unlimited internet access. For lab locations and specific details, please see http://www.usask.ca/its/guides/computer_labs/index.php
- Students also have access to both color and black & white laser printing on campus. There is a per page fee, between \$0.10 - \$0.25, which will be automatically deducted from your CPAS printing account. More details can be found at <http://www.usask.ca/its/services/printing/cpas/>
-

Online Course Material

- Several courses at the U of S have online content used to supplement traditional lectures and labs. Students may find lecture handouts, class announcements, a course syllabus, relevant links, and contact information on a course website.
- There are three general types of course websites in Nursing
 - o Standard HTML <http://www.usask.ca/nursing/classes/>
 - o PAWS <http://www.usask.ca/nursing/paws/>
 - o Blackboard <http://blackboard.usask.ca>
- **Not all faculty use a course website.** Please check with your individual instructors to find out if there is course material available on the web and how you can access it.

Post Registration students are encouraged to make use of IT services at the U of S which will help enhance your experience in post secondary education. If you have any questions or concerns, please don't hesitate to contact Mark Tomtene at 966-6554 & m.tomtene@usask.ca or visit <http://studentcomputing.usask.ca> for more information.