



School of Justice & Emergency Services
2014-2015

Paramedic – Advanced Care

PROGRAM GUIDE

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Please note the following important information:

Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, timetable or campus location at any time. Please consult our website at <http://www.durhamcollege.ca> for the most current information.

June 2014

Welcome Students

A Message from the Dean

On behalf of the faculty and staff of the School of Justice & Emergency Services, it is a pleasure to welcome you to Durham College.

We are committed to providing a high quality program to meet your educational needs. We wish you success as you embark on a challenging journey toward a rewarding career. We will do our best to support you in reaching your career goals. If you have any questions or need assistance please ask us for help to access the many services available to support your success.

We are pleased you have chosen Durham College. We look forward to working with you.



*Stephanie Ball, B.A., LL.B.
Dean, School of Justice & Emergency Services*

A Message from the Vice-President Academic

Congratulations on choosing Durham College and taking a very important step in preparing for your future. Durham College is known for high quality programs, leading edge technology, an award winning library and a student-centered approach to learning. Supporting our mission that the student experience comes first, Durham College is committed to providing students with quality learning experiences and support in finding fulfillment in education, employment and lifelong learning.

Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience. The program you have chosen has been designed to help you develop the necessary skills and knowledge to support your success in your chosen career path. Our dedicated and professional staff and professors are committed to helping you achieve your educational goals and your career aspirations.

Durham College strives to be accountable to students and employers through the preparation of work-ready graduates who will continue to live our “success matters” focus in their professional work environment.

We are pleased you have chosen to study at Durham College and we look forward to supporting your learning journey – work hard, have fun, enjoy your college experience and campus life.

I wish you much success with your studies.



Judy Robinson,
Vice President, Academic

PROGRAM SPECIFIC INFORMATION

School of Justice & Emergency Services

The office of the School of Justice & Emergency Services is located in F211 of the Gordon Willey Building.

	<u>Phone</u>	<u>e-mail address</u>
Dean Stephanie Ball	Ext. 2458	stephanie.ball@durhamcollege.ca
Associate Dean Moreen Tapper	Ext. 3695	moreen.tapper@durhamcollege.ca
Administrative Coordinator: Mary Bartosik	Ext. 3072	mary.bartosik@durhamcollege.ca
Student Advisor: Pina Craven	Ext. 2432	pina.craven@durhamcollege.ca
Staff Support Officer: Treina Kennington	Ext. 3070	treina.kennington@durhamcollege.ca
CIJS & Field Placement Coordinator: Trevor Greenall	Ext. 2808	trevor.greenall@durhamcollege.ca
Student Advisor/Field Placement Coordinator Michelle Theophille Kennedy	Ext.3695	michelle.theophillekennedy@durhamcollege.ca
Paramedic Lab Technician Melissa Simpson (Lab: SW208)	Ext. 2095	melissa.simpson@durhamcollege.ca
Program Coordinator: Ralph Hofmann	Ext. 7382	ralph.hofmann@durhamcollege.ca

The School of Justice & Emergency Services can be viewed through the Durham College website by following the link below:

<http://www.durhamcollege.ca/academic-schools/school-of-justice-emergency-services/>

Field Placement (Clinical)

Introduction and Definitions

Field placement opportunities provide learners with a series of graded responsibilities leading towards independent practice. These are conducted off-site and take two forms:

Clinical

Educational opportunities are provided on patients in a supervised institutional setting. This will involve a combination of rotations in Nursing Homes and Hospitals. Supervision is provided through on site clinical instructors as well as the presence of an on-site clinical coordinator. Student progress will be monitored and tracked by program faculty.

Field Placement (Preceptorship)

Educational opportunities are provided on an ambulance. Student will be assigned to a paramedic crew who will provide supervision and competency evaluation. Student progress will be monitored and tracked by program faculty.

The Practicum Agreement

Durham College maintains signed agreements with each practicum agency utilized in its Paramedic programs (Primary and Advanced Care). This contractual agreement describes the relationship between both parties as well as their respective obligations. It also outlines the terms under which the agency will accept students into its clinical areas for experience. Once signed, the agency is listed under the College's Liability Insurance Policy with regard to bodily injury, property damage and malpractice.

Students are expected to function within the limits of their scope of practice and assume only the responsibilities for which they have been prepared. The privacy of both clients and students is to be respected. Students are expected to realize the confidential nature of the data that they are privileged to use.

Supervision and evaluation will be a collaborative process between the College and the clinical agency. It is essential that the student, College and clinical agency be involved in all aspects of the clinical experience.

Transportation

Students are responsible for their own transportation to and from clinical sites.

Instruction, Evaluation and Coordination

Students at any field placement site will be assigned to a clinical instructor/preceptor who will be responsible for direct supervision and evaluation. It is the College's responsibility to ensure that all clinical instructors/preceptors are adequately oriented to student requirements and evaluation standards.

A faculty will be assigned to each clinical and field placement course. Faculty will be responsible for orientation, scheduling and the validation of student outcomes. Students will be provided with contact information including a cell phone number.

Proficiency

Durham College utilizes the Paramedic Association of Canada (PAC) definition of proficiency. This involves the demonstration of skills, knowledge and abilities in accordance with the following principles:

- Consistency: the ability to repeat practice techniques and outcomes
- Independence: the ability to practice without assistance from others
- Timeliness: the ability to practice in a time frame that enhances patient safety
- Accuracy: the ability to practice utilizing correct techniques and to achieve the intended outcomes
- Appropriateness: the ability to practice in accordance with clinical standards and protocols outlined within the practice jurisdiction

All evaluations of proficiency will be against this standard.

Illness and Absence

Students should report any illness or absence to program faculty.

Uniforms

Clinical/field placement uniforms should be neat and clean. Each has very specific uniform requirements. You will be required to purchase the following:

Clinical uniform (\$100 to \$120):

- Two clinical golf style shirts
- Two pairs of clinical scrub style pants
- Clean, non-marking white (or off-white) running shoes
- Stethoscope

Field placement uniform (approximately \$400 to \$450):

- Two shirts: Black, uniform style shirt with Durham College shoulder flashes
- Two pairs of pants: Cargo style, black with reflective tape
- Jacket: high visibility, paramedic style, Durham College shoulder flashes
- Boots: black, police style green patch
- Ambulance style belt and scissor pack

Additional Equipment

- BP cuffs, pen lights, scissors optional

Arrangements have been made with manufacturers for fitting sessions in the first two weeks of classes. Details as to exact costs and payment terms will be made available prior to these sessions.

NOTE:

Students may provide their own field placement uniforms with the permission of the program coordinator.

Clinical ID Badges

In addition to your normal Durham College student card, you will be required to obtain a clinical style ID badge. These will be required for all clinical and field placement activities. You must have your student number and a piece of photo ID in order to obtain a student ID badge. Generally this is arranged for in the first week of classes.

For more information, consult the Clinical and Field Placement manuals.

Health Policies and Guidelines

1. ENTRY IMMUNIZATION FORM

A completed Immunization Entry Form must be on file in order to be eligible to attend the practicum placement portion of your program. No student is allowed in placement if the form remains incomplete.

The Immunization Entry Form indicates the immunizations that are legislated as requirements for hospital or nursing home placements. These forms are sent to each student at time of registration and are a requirement as a term of acceptance into the program.

The form can take up to 3-4 weeks to complete and may require more than one physician visit. If you do not have access to a physician, the Campus Health Centre can accommodate, by providing a physician to complete the form. Please call the Campus Health Centre for an appointment or with your questions regarding completion of this form.

2. TUBERCULOSIS SURVEILLANCE (TB/Mantoux testing)

All first year students and new entry students are required to provide proof of TB (Mantoux) status, as a part of the Entry Immunization Form. A Two-Step Mantoux Skin Test (TB) is required. If a two step TB test has been completed in the past he/she must submit proof of this testing and a current yearly one step. If you are a known positive conversion, proof of a follow-up chest x ray must be submitted, in lieu of test.

3. INFLUENZA IMMUNIZATION [Flu shot]

It is strongly recommended that students receive influenza immunization (a flu shot) each year.

Proof of influenza immunization is a requirement for placement in a Nursing Home, Homes for the Aged and some chronic care facilities. Please ensure you are immunized, if your placement involves one of these facilities.

If a student has not had an influenza immunization and a flu outbreak occurs in the agency and/or on the unit the student is assigned to, the student may be required to stay away from the practicum area until the flu outbreak is over. This may result in a grade of Fail for the student if she/he cannot meet the learning outcomes for that rotation.

4. ILLNESS

Durham College has a responsibility to the practicum agencies concerning infection control. The student is responsible for assessing his/her ability to attend practicum/field placement. When reporting off due to illness, students are to comply with the established policy for each agency. If illness or injury occurs while in a practicum segment, contact your professor for further direction. If medical attention or a physician's note is required please contact the Campus Health Centre or your family physician.

The following *must* be reported to the Campus Health Centre prior to attending practicum placement for consultation and advice.

1. Rashes
2. Open or weeping wounds
3. Suspected exposure to or diagnosed communicable disease. (i.e. Measles, chicken pox)
4. Conjunctivitis (pink eye)
5. Respiratory symptoms/illness
6. Gastrointestinal symptoms/illness
 - a. Communicable Disease Contact: If you suspect you have been in contact with a communicable disease, notify the Campus Health Centre nursing staff. Depending on the communicable disease, the staff will recommend or be required to notify other sources for preventative reasons (i.e. Hospital, Public Health Dept.) These situations are assessed on individual basis.
 - b. Gastrointestinal/Diarrhea: If symptoms of diarrhea persist for longer than 24 hours, follow up through the Campus Health Centre or family physician is required.
 - c. Respiratory: Respiratory symptoms reportable include a fever of greater than 38 degrees and a new or worsening cough or shortness of breath. Reporting through the Campus Health Centre or family physician of these symptoms is required for clearance to placement facility. (Source: Directive to All Ontario Acute/Non-Acute Care Facilities Under Outbreak Conditions, ACO-03-05. Oct. 22, 2003)

5. ACCIDENTAL INJURY

Any student sustaining an injury during class or at a practicum placement must fill out a Durham College Accidental Injury Report. Forms are available from your professor, or school of study office. Any accidental injury may result in a Workers Compensation Claim. Please discuss this with your professor or Dean of your program within 24 hours of injury.

Format for Completing an Accidental Injury Report

1. Notify your practicum professor of the accident/injury immediately.

2. Complete a Durham College Accidental Injury Report within 24 hours following the injury. The report must be legible and completed by the injured person, with assistance of faculty or the Campus Health Centre.
3. If injury/accident occurs on practicum placement, also notify the placement agency of the injury, and then follow the agency's policy.

6. **MANAGEMENT OF PERSONS WITH EXPOSURE TO BLOOD OR BODY FLUIDS**

Definition of "Exposure" exposure encompasses situations such as a break in integrity of the skin due to needle stick injury, scratches, bites, lacerations and contact as a result of splashing with blood or other body fluids to which standard precautions apply.

- a) If an Exposure Occurs, Immediately Apply First Aid.
 1. Instruct the person to press cuts or punctures of the skin to make it bleed.
 2. Wash the area with soap and water
 3. If eyes(s) are splashed, rinse with tap water or saline with eye(s) open.
 4. If mouth is affected, spit out suspected fluid and rinse with water.
 5. If splashed and contact with skin occurs, wash area with soap and water, then assess the integrity of the skin contact.
- b) Reporting and Post-Exposure Management:
Students should report exposures immediately after they occur, as certain interventions that may be appropriate, for example prophylaxis against Hepatitis B, must be initiated promptly to be effective.

The exposed student should:

1. Notify their immediate supervisor (i.e.: practicum teacher/faculty).
2. Report immediately to the emergency department of local hospital to determine risk level, treatment, counselling and suggested follow-up. Follow the policy of the agency in which the exposure occurred.
3. Complete the Durham College Accidental-Injury form. Relevant information includes the following:
 - Date, time, location (agency) of exposure
 - Job duty being performed by student/staff at the time of exposure
 - Details of exposure, including amount of fluid or material, type of fluid/material, severity of exposure, duration of contact.
 - Description of source of exposure, including of known, whether the source material contains HIV, HBV.
 - Details about referral to physician for assessment/treatment (date, time, location, name of physician in emergency department)

4. Follow-up counselling and on-going evaluations by a physician can be arranged if the student does not have a physician.

7. TRAVEL OUTSIDE CANADA

Please be aware that upon returning, if you are unwell, you are advised to consult with the Campus Health or Family physician. Depending on your destination and physical assessment upon your return, the staff may require stool specimens before you would be able to return to your placement setting. This is a precaution to rule out transmission of dysentery or salmonella infection. This is assessed on an individual basis.

8. WORKERS SAFETY AND INSURANCE BOARD (WSIB)

All students must complete a work/education agreement for workers compensation prior to commencing Practicum placement. In case of accident, students are covered by Worker's Compensation. Students who have Practicum placement with employers outside the Worker's Compensation Act will be covered by private insurance purchased by the Ministry of Education and Training. Any Accidents or injuries must be reported to the practicum professor within 24 hours of the injury, and the forms will be completed by the student with the assistance of the professor.

**THE CAMPUS HEALTH CENTRE IS LOCATED
IN THE RECREATION AND WELLNESS COMPLEX
ROOM G-1030**

**THE HOURS OF OPERATION:
MONDAY – Friday 8:30 am-4:30pm**

PHONE: 905-721-3037
www.durhamcollege.ca/campushealthcentre

Guidelines Related to Student Injury

1. The student must report any injury to his/her preceptor immediately and to the professor/faculty advisor as soon as possible.
2. The agency's accident/injury report will be completed by the student with the professor/preceptor's assistance.
3. The Durham College, "Accident/Injury Report" will be completed by the student and made available to the faculty advisor on the next business day. Please refer to Forms section.

School of Justice & Emergency Services: Fax 905-721-3116

4. The original report is kept on file at Durham College.
5. If required, the Workplace Safety and Insurance Board [WSIB] form, "Employers' Report of Injury/Disease Form 7" will be completed by the student with the assistance of the practicum officer in the School of Health and Community Services Office at Durham College the following business day.

The WSIB form is to be completed if the work related injury has caused the student to:

- Be absent from their regular work and or
- Require modified work and or
- Obtain health care

The law requires the WSIB form to be completed within 3 calendar days after the injury.

6. The student requiring emergency care will report to the Emergency Department; otherwise the student will be attended to by his/her physician. The student does not utilize the hospital's employee health services when injured.

Workplace Safety and Insurance Board

The student must complete a work/education placement agreement for WSIB prior to commencing the Consolidation experience. In case of accident, the student is covered by WSIB. Students who have placements with employers outside the WSIB will be covered by private insurance purchased by the Ministry of Education and Training. Any accidents or injuries must be reported to the teacher within 24 hours of the injury.

Program Information

Program Description

Welcome to the Durham College Paramedic program. The curriculum of this program was developed around two main themes, clinical excellence and professional leadership. The delivery of this program will take a team-based integrated approach that relies on the active and enthusiastic participation of both the faculty and you, the learner. In this manner, we will create graduates that:

1. Meet or exceed the requirements of both the National Occupational Profile for Paramedic (Advanced Care) and the Ontario Ambulance Act.
2. Are accountable to the public and practice within accepted professional and ethical standards.
3. Are able to think critically and reflectively.
4. Demonstrate leadership in the field of paramedicine.
5. Are committed to life long learning.
6. Influence the advancement of the profession through excellence in practice, education and research.

Durham College Graduate Profile

A Durham College graduate is expected to integrate and transfer knowledge, skills and attitudes to roles performed in the work place and in his or her personal life.

Commensurate with the level of study, the Durham College graduate will have reliably demonstrated the ability to:

1. Meet the entry level vocational requirements of the specific field or profession.
2. Interact with other groups and teams, use critical thinking skills to evaluate and solve problems and communicate confidentially in a variety of situations.
3. Adapt to change, recognize the need to maintain and renew knowledge and skills and effectively meet social challenges arising in the community, family and working life situations.

Durham College Paramedic Code of Ethics

1. A fundamental responsibility of the Paramedic is to preserve life, to alleviate suffering, promote health and to encourage the quality and equal availability of advanced prehospital care in his/her community.
2. The Paramedic provides services based on human and community need, with respect for dignity, unrestricted by consideration of nationality, race, creed, colour or status.
3. The Paramedic does not use professional knowledge and skills in any enterprise detrimental to the public well-being.
4. The Paramedic respects and holds in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge any such information.
5. The Paramedic has the never-ending responsibility to work with concerned citizens and other health care professionals in promoting a high standard of emergency care to all people.
6. The Paramedic shall maintain professional competence and demonstrate concern for the competence of other members of the health care team and aid in their development.
7. A Paramedic assumes responsibility in defining and upholding standards of professional practice, education and research.
8. The Paramedic assumes responsibility in individual professional actions and judgment and knows and upholds current legislation that affects the practice of paramedicine.
9. A Paramedic has the responsibility to be aware of and participate in matters of legislation, research and development affecting their professional practice.
10. The Paramedic has an obligation to protect the public by not delegating to a student, other health care worker or person less qualified, any task that requires the professional competence of a paramedic.
11. The Paramedic adheres to standards of personal ethics that reflect credit upon the profession.
12. The Paramedic will work harmoniously with and sustain confidence in paramedic associates and other members of the health care team.
13. The Paramedic refuses to participate in unethical procedures, and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Program Learning Outcomes

In order to ensure relevance, program learning outcomes meet or exceed the National Competency Profile for the Advanced Care Paramedic (general competencies in brackets) and the Ontario Ambulance Act.

Graduates will reliably demonstrate the ability to:

1. Interact and communicate effectively and appropriately with patients and others
 - a. Practice effective oral communication skills (2.1)
 - b. Practice effective written communication skills (2.2)
 - c. Practice effective non-verbal communication skills (2.3)
 - d. Practice effective interpersonal relations (2.4)

2. Assess patients using relevant theory and practices
 - a. Conduct triage (4.1)
 - b. Obtain patient history (4.2)
 - c. Conduct complete physical assessment demonstrating appropriate use of inspection, palpation and auscultation and interpret findings (4.3)
 - d. Assess vital signs (4.4)
 - e. Utilize diagnostic tests (4.5)

3. Identify, prioritize and interpret assessment findings, anticipate changes and establish treatment and transport priorities
 - a. Utilize differential diagnosis, decision making skills and psychomotor skills in providing care to patients (6.1)
 - b. Provide care to meet the needs of unique patient groups (6.2)

4. Employ preventative and therapeutic interventions to maintain and promote patient's optimal well-being
 - a. Maintain patency of upper airway and trachea (5.1)
 - b. Prepare oxygen delivery devices (5.2)
 - c. Administer oxygen therapy (5.3)
 - d. Utilize ventilation equipment (5.4)
 - e. Implement measures to maintain hemodynamic stability (5.5)
 - f. Provide basic care for soft tissue injuries (5.6)
 - g. Immobilize actual and suspected fractures (5.7)
 - h. Administer medications (5.8)

5. Integrate and perform delegated controlled medical acts

6. Evaluate in an ongoing manner the effectiveness of interventions used and adapt or change interventions in order to provide optimal care for patients
 - a. Conduct ongoing assessments based on patient presentation (6.3a)
 - b. Redirect priorities based on assessment findings (6.3b)
7. Ensure the basic operational safety and preparedness of an ambulance and its equipment (7.1)
8. Operate an ambulance type vehicle safely and competently in controlled, non-patient settings (7.2)
9. Meet legal, ethical and professional responsibilities for providing optimal care for patients
 - a. Function as a professional (1.1)
 - b. Possess an understanding of the medicolegal aspects of the profession (1.3)
 - c. Recognize and comply with relevant provincial and federal legislation (1.4)
 - d. Make decisions effectively (1.6)
10. Lift, transfer and position patients (3.2)
11. Collaborate with a broad range of personnel
 - a. Function effectively in a team environment (1.5)
12. Document completely, accurately and in a timely manner compliance with current legislation and the requirements of practice
13. Practice in a safe manner
 - a. Maintain good physical and mental health (3.1)
 - b. Create and maintain a safe work environment (3.3)
14. Develop strategies to maintain and improve professionalism and the discipline of paramedicine
15. Read, evaluate and apply current research to professional practice
 - a. Apply the evidence base and levels of evidence to professional practice
 - b. Apply the concept of risk stratification to professional practice
16. Apply essential employability skills to personal and professional growth
 - a. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience
 - b. Respond to written, spoken, or visual messages in a manner that ensures effective communication
 - c. Execute mathematical operations accurately
 - d. Apply a systematic approach to solve problems
 - e. Use a variety of thinking skills to anticipate and solve problems

- f. Locate, select, organize, and document information using appropriate technology and information systems
- g. Analyze, evaluate, and apply relevant information from a variety of sources
- h. Show respect for the diverse opinions, values, belief systems and contributions of others
- i. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals
- j. Manage the use of time and other resources to complete project
- k. Take responsibility for one's own actions, decisions and consequences

The depth and breadth of these learning outcomes are defined by the subcompetencies listed in the NOCP. Students are provided with a copy of the document. More detailed explanations and insight are available at the following websites:

National Competency Profile for Advanced Care Paramedic

www.paramedic.ca

On-Line Learning Environment

DC Connect

As a DC Connect course, basic computer skills and equipment are required. See the computer requirements listed below. If necessary, check with the IT Service Desk to see if your home computer has the capacity to manage this course.

The following skills are necessary for facilitation of DC Connect course work:

- Basic Computing Skills:
 - Basic keyboarding and mousing skills
 - Basic word processing skills
 - Experience browsing the Web
 - Experience sending and receiving e-mail

If students are communicating electronically with the professor, they are expected to use DC Connect.

The IT Support Help Desk can be reached at 905-721-3333 or at servicedesk@dc-uoit.ca. Information about the Help Desk hours can be found on My Campus.

Computer Requirements:

PC system requirements

- PC with minimum PIII 750 megahertz or higher processor clock speed minimum;
- 512 megabytes (MB) of RAM or higher recommended;
- 20 gigabytes (GB) of available hard disk space;
- CD-ROM or DVD drive;
- Internet access (high-speed Internet recommended);
- Super VGA (1024 x 768) or higher-resolution video adapter and display; and
- Keyboard and Mouse or compatible pointing device.

Apple Macintosh system requirements

- iBook or iMac with minimum G4 processor;
- 512 megabytes (MB) of RAM or higher recommended;
- 20 gigabytes (GB) of available hard-disk space;
- CD-ROM or DVD drive;
- Internet access (high-speed Internet recommended);
- ATI Radeon (1024 x 768) or higher-resolution video card and supporting display; and
- Keyboard and Mouse or compatible pointing device.

Technical Support

The Service Desk provides first level support for all systems and services, including:

- Password reset for both network and MyCampus
- Re-enable MyCampus accounts
- Manage re-synch of MyCampus email
- DC Connect support
- Rejoin the users to the network domain
- Internet access, personal computer/ laptop hardware and software support must be provided by your personal service provider. The Durham College IT Support Center does not provide these services but we are looking forward to providing support for all DC in house applications as part of the CCH service delivery.

Access to the Service Desk is provided in two ways:

- Telephone: Call 905.721.3333 ext. 3333
- E-mail servicedesk@dc-uoit.ca

ID and Password

You will be advised of your Student ID and Password in the Orientation Package sent to you by Durham College Registrar's office. Please note that your student ID can be located on the top right hand corner of correspondence from the college. The student ID and password are required to gain access to Durham College systems, so please be sure to check your orientation materials for this information as soon as you receive the package.

Please note that your WebCT user name is your student identification number and your password will be in your orientation package. If you have lost your password, the default password is durham or your postal code. For security purposes, please ensure that you change your password as soon as possible.

My Campus

My Campus is an Internet portal designed to keep you connected to important information such as grades, fees and Student Life activities. MyCampus is available 24 hours a day, seven days a week from any Internet connection around the world. To log onto your MyCampus account, your username is your nine-digit Campus ID as printed on the top right hand corner of your correspondence from the Registrar's Office.

To log into MyCampus:

1. Visit www.durhamcollege.ca/mycampus.
2. Enter your user name (nine-digit Campus ID)
3. Enter your temporary password using the following order:
Birthdate: mmddyy (for example, December 25, 1979 = 122579);
Postal code: L1L2L3 (letters are all upper case and have no spaces), or durham
4. Click on the log-in icon.

*** When changing your password, remember it is case sensitive and must be a minimum of six characters or numbers or a combination of both.

PARAMEDIC - ADVANCED CARE

COURSE NAME	MOD	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HRS	ALT. DEL.	FIELD PLMT. HRS
SEMESTER 1								
PADV ADVANCED CLINICAL TECHNIQUES		CLIN 5402		PATI 5400 PRAT 5400	0	0	3	
PADV ADVANCED PATIENT MANAGEMENT		PATI 5400		PRAT 5400	0	3	1	
PADV PHARMACOLOGY		PHAR 5400		PATI 5400 PRAT 5400	0	0	2	
PADV PRACTICUM 1		PRAT 5400		PATI 5400	0	6	0	
PADV CLINICAL PRESENTATIONS		PRES 5400		PATI 5400 PRAT 5400	0	0	3	
PADV RESEARCH APPRAISAL		RESR 5400			0	0	2	
					0	9	11	
SEMESTER 2								
PADV CLINICAL 2		CLIN 6400		PRAT 6400	0	0	0	210
PADV PRACTICUM 2		PRAT 6400	PRAT 5400	CLIN 6400	0	0	0	135
PADV ROLES & RESPONSIBILITIES		ROLE 6400			0	0	3	
					0	0	3	345
SEMESTER 3								
PADV PRACTICUM 3		PRAT 7400	PRAT 6400		0	0	0	365
					0	0	0	365

NOTES:

ELE - ELECTIVE - Students may take one or many subjects, depending on the requirements of their program. ELET - represents a typical subject load and IS included in the total hours per week, to reflect the total hours per week required. OPT1/OPT2/OPT3 - OPTIONS - Students choose subjects. OPT1 subjects are included in total hours per week.

G - GENERAL EDUCATION - Subjects marked at the left margin with G are "General Education" subjects.

GRADES: You must attain a passing standard of 70% in each course and a cumulative GPA of 3.0 in order to be eligible to graduate.

Program Specific Academic Policies & Procedures

Freedom of Information and Protection of Privacy

All students' records and "personal information" are considered confidential and are protected in accordance with the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, CHAPTER F.31.

As per the Freedom of Information and Protection of Privacy Act, 1990: "*personal information*" means recorded information about an identifiable individual, including,

- a) *information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual*
- b) *information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,*
- c) *any identifying number, symbol or other particular assigned to the individual,*
- d) *the address, telephone number, fingerprints or blood type of the individual,*
- e) *the personal opinions or views of the individual except where they relate to another individual,*
- f) *correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,*
- g) *the views or opinions of another individual about the individual, and*
- h) *the individual's name where it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual;*

42. *An Institution shall not disclose personal information in its custody or under its control except,*

- a. *where the person to whom the information relates has identified that information in particular and consented to its disclosure;*
- b. *for the purpose of which it was obtained or compiled or for a consistent purpose;*
- c. *where disclosure is made to an officer or employee of the institution who needs the record in the performance of his or her duties and where disclosure is necessary and proper in the discharge of the institution's functions;*

In keeping with FOI, 1990, the College and its employees reserve the right to gain access to these records to carry out the normal functions of an educational institution. Access will be limited to those employees having direct contact with the student and office staff who organize or update student files.

Students will be asked for written consent should access be requested by any party other than those previously described.

Students may request access to their file in the School of Justice & Emergency Services.

At no time may the file be removed from the School of Justice & Emergency Services. Copies of the file will be provided upon written request from the student. The student is responsible for the cost associated with producing these copies (See privacy of records, release of information – Durham College Student Handbook – Student Rights and Responsibilities).

All confidential information to which the student has access is protected by legislation. Failure to maintain confidentiality of client information or other breaches of confidentiality related to clients, fellow students or college employees may result in dismissal from the college and/or legal action.

Requests for Documentation

Students or graduates who require documentation related to their program or attendance for a third party should put their request in writing and submit it to office staff. The necessary documentation will be provided as soon as possible. Students and graduates should be aware that a fee will be charged to cover the administration costs of this service.

Communication

Communication is important to us. It is an expectation that students will check the My Campus e-mail system **daily** for updates and messages. Also check the Paramedic Bulletin Board beside SW206 for messages and information. Set up an appointment during office hours with your professor. If you have an issue with service, in the classroom, in practicum or with a professor, the first step is to speak to the appropriate person, the professor or the service department in the College. If the issue cannot be resolved by that collaboration, please make an appointment to speak to the co-ordinator.

Recording Devices

Students who wish to record classroom activities, using an audio or video system, must obtain permission from the subject professor. Confidentiality of all classroom discussions protected under Freedom of Information/Protection of Privacy Legislation must be maintained.

Telephones and pagers are to be turned off, or put on “vibrating” mode during class time. Use of phones for calling, answering, camera function, text messaging or checking messages is to be done outside of the classroom.

Timetables

Timetables are available online through our internet – “MyCampus”. You can view and/or print your timetable from any computer with internet access. If you require assistance, please contact the Help Desk at 905-721-2000 ext. 3333.

Timetable Changes – MyCampus provides students with the ability to modify timetables as listed in the Academic Calendar [see the Student Handbook for dates]

Please note: Students have the responsibility to ensure that all of their required courses are on their schedules. Assistance is available from your Student Advisor or designate. Should you have a discrepancy on your timetable – report it immediately.

Emergency Calls

The School of Justice & Emergency Services staff will accept messages for students only in the event of a family emergency. Please make sure that anyone in your life who needs to locate you during class time for reasons other than an emergency has a copy of your timetable [eg. Classmates, family, daycare provider, employer] Staff is unable to release your schedule information due to the Freedom of Information Act.

Final Marks

Final marks will not be released by faculty members or office staff. Grades will be posted on My Campus and Official Grade reports will be mailed to students.

Assumptions & Beliefs Concerning the Teaching – Learning Process

The following are our beliefs about the teaching-learning process:

- A professor is accountable to the student and the paramedic program to provide an environment conducive to learning.
- The environment for learning is vital in that it should be supportive and provide direction for learning. Respect for the individual and her/his learning needs will promote a positive environment where learning can take place.
- Learning is a dynamic and continuous process which is manifested by growth and change in behaviour.
- Learning outcomes, clearly stated and encompassing all learning domains (cognitive, psychomotor and affective), enhance the learning process.
- A student is accountable for active participation in the teaching-learning process. As a student progresses through the paramedic program, she/he should expect to assume increasing responsibility for learning.
- In keeping with our program philosophy and the professional requirement for life-long learning, the teacher fosters increasing independence in the learner.
- Students benefit from constructive feedback which is provided both immediately and regularly in an atmosphere of trust. An emphasis on positive reinforcement for appropriate behaviour is essential to its success.
- Progress review is an integral part of the teaching-learning process. Based on a clearly stated learning plan, it describes the student's progress and achievement of goals. Self-assessment by the student is an essential element of progress review. The teacher will provide both formative and summative feedback.
- Formative progress review provides feedback to learners about their progress in achieving the established learning plan and occurs continuously throughout the learning experience. It serves a diagnostic purpose as it informs students of areas where further learning is necessary, (on-going).
- Summative progress review measures final outcomes or results and determines learner achievements as they relate to the learning outcomes. It is concerned with how learners have changed (outcome).

Learning Environment

Student Rights and Responsibilities

As a member of the college community, the student has both rights and responsibilities. The college has a duty to provide an environment which promotes learning. The student has the right to due process and the responsibility to respect the rights of others.

The student will be encouraged to use critical thinking, participate in team building, share responsibility for her/his own learning. (See also Durham College Student Handbook – Student Rights and Responsibilities.)

Critical Thinking

Critical thinking includes the considered interpretation of ideas, appraisal of evidence for and against arguments and the determination of what is reasonable and unreasonable. It involves reflective thinking that allows one to evaluate and make better future decisions based on previous performance. The student will be encouraged to employ critical thinking because this type of thinking leads to the problem-solving and decision-making skills which are the basis for effective nursing practice. You will be expected to research material and articles and will want, therefore to become familiar with the Durham College Library.

Attendance

Research has shown a close link between attendance and learning outcomes. The integrated nature of the program requires that attendance be necessary for all learning activities. Failure to attend classes may lead to gaps in knowledge and potential health and safety risks. Full attendance is expected. Inform your professor if you plan to be absent.

A student who is frequently absent may be interviewed to discuss the reason for the absenteeism and to determine how the student might fully participate in learning activities. Students who are absent from a significant portion of practicum experience may be unable to meet their learning outcomes and may be required to complete additional practicum experiences at their own expense, subject to availability of appropriate placement and/or faculty.

Citizenship

Students who attend learning activities, who are punctual, come prepared, participate in a positive, constructive manner, follow established guidelines and who demonstrate consideration and caring for themselves, their peers, teachers and others are considered “good citizens”.

Because citizenship is valued by the college community and the paramedic profession, it will be assessed on an ongoing basis throughout the paramedic program.

As citizens of Durham College, students and staff have a mutual responsibility to uphold the key values of the college in their dealings with each other.

Respect

You are expected to demonstrate respect for yourself, your classmates, faculty, preceptors, and clients. Respect helps to create a caring environment which supports

teaching and learning. Respect for one another is seen through such actions: active listening, authentic communication, caring connections in personal and professional encounters, coming prepared to each class, participating in small group and large group discussions, sharing resources, critique of one another's work and celebrating accomplishments.

Paramedic students are in a professional program, which includes good citizenship and respect.

Program Evaluation and Promotion

The requirements of professional practice as an Advanced Care Paramedic are extensive. The passing standard for all courses in the Paramedic program is 70%. A passing grade in all courses and a cumulative GPA of 3.0 is required to be eligible to graduate.

Students that are unsuccessful may have the option to repeat courses and apply to return to full-time studies. Students should pay careful attention to the co-requisites listed in the program of study when repeating courses. To ensure patient safety and clinical currency, students may also be required to successfully complete the lab course (PRAT 5400). Return to full time status is dependent on available seats in the program and will be determined by the GPA.

Lab Practice

Introduction

Labs form an integral component in your formative education as a paramedic. Full attendance and participation is required. Lab schedules will be posted during the first week of classes.

Dress

Labs are intended to provide you with the opportunity for “hands-on practice”. The nature of the labs and safety issues require that you wear the following uniform:

- Safety boots
- Cargo style uniform pant
- Approved t-shirt or uniform shirt
- Ambulance style belt
- Clinical ID badge
- Stethoscope

There may be some wait for uniform pants. In the meantime clean sweatpants are an acceptable alternative.

Harassment

Every Durham College student has the right to a harassment-free learning environment. However, the nature of your profession (and the labs) is hands-on. You will be asked to practice physical assessment, lifting and patient care on each other. Should you feel any discomfort with this environment, let your instructor know and arrangements will be made. For further information please refer to your student handbook.

Paramedic Lab Usage Rules

General

1. Labs refer to the use of room SW208 and any other area(s) where paramedic practice may occur (e.g. stairways).
2. No food or beverages may be brought into the labs.
3. Students are encouraged to utilize lab areas for practice or study. When finished with its use, all equipment must be returned to its place.
4. Damaged or broken equipment must be reported immediately and taken out of use.
5. Only students enrolled in the Durham College Paramedic program are allowed access to the lab equipment.

Access

1. The lab available 24 hours a day with the exception of when formal classes are scheduled.
2. After hours access requires that you sign in and out with security.
3. Equipment is available and its use for practice is encouraged.

4. After hours use of drug bags, and cardiac monitors must be arranged with the program faculty.
5. Appropriate uniforms (especially work boots) must be worn during any lab practice.

Lifting Practice

1. Students are encouraged to practice the use of patient lifting devices. In order to ensure safety in this practice must include at least two other people to act as spotters for the individual(s) doing the lifting.
2. Warning placards must also be used when practice occurs outside the formal lab.

Sharp Safety

1. After hours practice with needles, drugs, etc. is generally prohibited.
2. Sharps are to be disposed of directly into available sharps containers.
3. At the end of practice, sharps containers are to be closed and returned to their storage areas.

Reporting

1. All injuries must be reported. During business hours, this should be reported either to the Health Nurse or to program faculty. After hours, this must be reported to security at 905-721-2000 Ext. 2400. A Durham College Accident Report must be completed and signed for each incident.

Program Evaluation and Promotion

The requirements of professional practice as an Advanced Care Paramedic are extensive. The passing standard for all courses in the Paramedic program is 70%. A passing grade in all courses and a cumulative GPA of 3.0 is required to be eligible to graduate.

Students that are unsuccessful may have the option to repeat courses and apply to return to full-time studies. Students should pay careful attention to the co-requisites listed in the program of study when repeating courses. To ensure patient safety and clinical currency, students may also be required to successfully complete the lab course (PRAT 5400). Return to full time status is dependent on available seats in the program and will be determined by the GPA.

SCHOOL OF JUSTICE & EMERGENCY SERVICES

Policies

1. Freedom of Information/Protection of Privacy - Pursuant to the Freedom of Information & Protection of Privacy Act, the School of Justice & Emergency Services Office will not release any personal information regarding a student. This includes academic standing, personal data, timetable information etc.
2. Timetables are available online through our intranet – “MyCampus”. You can view and/or print your timetable from any computer with internet access. If you require assistance, please contact the Help Desk : 905-721-2000, ext. 3333 or by email at servicedesk@dc-uoit.ca and have a “ticket” opened for you.
3. Timetable Changes – MyCampus provides students with the ability to modify timetables at specified times as listed in the Academic Calendar (see the Student Handbook for dates). **Please note: It is the students’ responsibility to ensure that all of their required courses are on their schedules.** Assistance is available via your Student Advisor or designate. Should you find a discrepancy on your timetable – report it immediately.
4. Emergency Calls – School of Justice & Emergency Services staff will accept messages for students only in the event of a family emergency. Please make sure that anyone in your life that needs to locate you during class time for reasons other than an emergency has a copy of your timetable (eg. classmates, family, day care provider, employer). Staff are unable to release your schedule information due to the Freedom of Information Act.
5. Disclaimer - Because of our commitment to continuous improvement of our curriculum, there may be some changes in courses offered or course content. If this occurs, we will notify those affected.
6. Computer Labs - Computer labs are reserved for coursework. Games are not permitted. Adult materials must not be displayed at any time. Laptops are to be used only to support student learning; laptop use not related to classroom activities is not permitted.
7. Graduation Requirements - Students must have a minimum cumulative G.P.A. of 3.0 or higher in order to be eligible for graduation. In addition, a student must have successfully completed all required courses. A student who has a G.P.A. of less than 3.0 should contact the School of Justice & Emergency Services Office to arrange for academic counselling. Please refer to the Grading System section located on the college website, www.durhamcollege.ca, for detailed information. At least 25% of the completed program courses and/or weighted credit hours must be completed at Durham College to be eligible for a Durham College diploma.

8. Final Marks - Final marks will not be released by faculty members or office staff. Grades will be posted on MyCampus and the marks will be released on the set day/time as outlined in the Important Dates.
9. Students are able to print their own grade reports, at the end of each semester, through MyCampus. Refer to the Academic Calendar in the Student Handbook for the specific date whereby students can view and print their grade reports. No grade reports will be mailed out to students. Students can request, for a fee, an official transcript from the Registrar's Office.
10. Field Placement – One of the requirements for field placement eligibility is a cumulative GPA of 3.0. Please refer to your field placement course outline(s) for a complete list of requirements.
11. Course Outlines – Students print their own course outlines for each of their current semester's courses through MyCampus. Students may also print course outlines for courses where they wish to apply for subject credit.
12. Exam Schedules – Exam schedules are available, electronically, through MyCampus, under the heading, Important Announcements. Below the image for DC Exam Schedules for the specific semester, click on the link below the image. It will open to a page that lists the schedules and messages pertaining to the exams for your specific program. Please refer to your subject outline, under Evaluation Criteria, if you are unsure whether there is a final exam in your specific course or consult with your professor.
13. Academic Probation – Students on academic probation must meet with their program dean or designate, and conditions for continuing in their program may be applied.

School of Justice & Emergency Services Policies & Expectations for the Learning Environment:

1. Class attendance and participation will enhance your opportunities for success.
2. Refer to the course outline for specific expectations, prerequisites, corequisites, requirements and evaluation criteria for each course.
3. Students are responsible for regularly checking their MyCampus and DC Connect areas for messages from professors and College Administration. Communication will come in the form of email, targeted messages, announcements and posted documents.
4. Students should keep back-up copies of all assignments in case the original is lost.
5. Visit the Durham College website, www.durhamcollege.ca for detailed policies and procedures relating to "Student Rights and Responsibilities".
6. Course prerequisites exist to promote student success. Exceptions to the established prerequisite subject structure are not permitted.

ADDITIONAL IMPORTANT INFORMATION

Academic Advising - Student Advisors

Each school provides a student advisor(s) to help you reach your full academic potential. These representatives can assist you with: accessing other college services; developing academic plans to promote success in the event of failed subjects or a low GPA; finding equivalent credits; identifying career goals and making sound academic decisions; making decisions regarding full- and part-time studies; reviewing graduation requirements; selecting electives and options; setting up academic plans; or transferring to another program. To view contact information for your Student Advisor, please visit: <http://www.durhamcollege.ca/student-experience/helping-you-succeed/academic-support-resources/academic-advising>

Academic Integrity

Academic integrity refers to the pursuit of scholarly activity in an open, honest and responsible manner. Acts that undermine academic integrity, such as plagiarism, cheating and misrepresentation of work, contradict Durham College's core values. To ensure the highest academic standards, students are accountable for the work they produce, and student work must be the product of his or her efforts. Durham College has purchased a license with Turnitin.com, an online service to detect unoriginal work and citation errors. The Academic Integrity Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>) provide a comprehensive explanation of Durham College's expectations regarding academic integrity.

Aegrotat

Aegrotat refers to a 'compassionate pass' in a course in which, due to **emergency circumstances** related to health and wellness, a student was unable to complete all of the evaluation requirements. Emergency circumstances that may warrant the designation of an Aegrotat include, but are not limited to: injury, illness and/or bereavement. Documentation supporting the request for an Aegrotat designation may be required.

The awarding of an Aegrotat credit is noted in a student's transcript as AEG and is therefore not included in the calculation of a student's grade point average. A student shall receive Aegrotat standing only once in a five year period.

Further information about Aegrotat standing can be found in the Aegrotat Policy and Procedure documents, please visit the following link:

<http://www.durhamcollege.ca/academicpolicies>

Campus Conflict Resolution Services



CAMPUS CONFLICT
RESOLUTION SERVICES

~Mission~

To provide a free, confidential conflict resolution service, assisting the campus community to collaborate in a safe and professional environment

~Vision~

Resolving conflicts to promote educational success

Confidentiality is our promise.

What does CCRS provide?

- An impartial and structured setting
- Work with students to create group-work contracts
- Facilitate pre-conflict negotiations
- Third-party mediations
- Classroom visits to discuss conflict resolution at the request of faculty
- Provide tips on effective listening and communication skills to help build and strengthen relationships
- Help devise a mutually acceptable solution to conflicts

How long is a session?

Sessions can take anywhere from half an hour to two hours, depending on the conflict.

How is the session structured?

When a request is received by CCRS, a mediator is assigned to it. The mediator then works with the students involved to schedule a meeting at a mutually convenient time. At the meeting, the mediator:

- Listens to each participant's views
- Helps identify key issues
- Encourages students to discuss options to resolve conflict
- Assists with negotiating a mutually acceptable agreement

- Discusses how to implement the agreement

Note: The final outcome of a mediation process will depend on the willingness of students to resolve conflicts.

What types of conflicts are resolved?

- Friends
- Groups (including group work)
- Classmates
- Relationships
- teams

How do you get help?

To book an appointment please contact:

CCRS@durhamcollege.ca

Centre for Students with Disabilities

The Centre for Students with Disabilities (CSD) at Durham College provides services to students with disabilities to ensure that equal access is available to all aspects of the academic environment. These services are designed in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Our services are confidential. Please visit the following link to view valuable information regarding the CSD:

<http://durhamcollege.ca/student-experience/helping-you-succeed/centre-for-students-with-disabilities>

Continuing Education Course Book

If you are unable to access a day-time course (timetable conflicts, wish to repeat a course, etc.) or want to get a head start on your next semester, discuss your options with your Student Advisor. To view comprehensive information regarding Continuing Education offerings, please visit the following link:

<http://www.durhamcollege.ca/academic-schools/school-of-continuing-education>

Course Outlines

For each course, a Course Outline that describes course learning outcomes, course content, learning activities, evaluation methods, timelines and support resources is available online. Please note that students are expected to download copies of their course outlines from MyCampus prior to the first class in each course. Instructions for downloading are located on MyCampus at:

<http://www.durhamcollege.ca/mycampus>

Please visit the following link to view the Course Outlines Policy and Procedure documents: <http://www.durhamcollege.ca/academicpolicies>

Credit Transfer Information

Durham College is dedicated to helping you build upon your previous education. If you have studied previously at Durham College or another recognized post-secondary institution, you may be eligible to receive credit for the courses you have successfully completed. Please view the following link for credit transfer information:

www.durhamcollege.ca/credittransfer

Durham College Mission, Vision and Values

Our mission, vision, values were created to help ensure the success of our students, staff and faculty. Please view our guiding principles at the following link:

<http://www.durhamcollege.ca/about-us/corporate-links/governance/mission-vision-and-values>

Essential Employability Skills

Essential Employability Skills (EES) are skills that, regardless of a student's program or discipline, are critical for success in the workplace, in day-to-day living, and for lifelong learning. Please view the following link for further information:

<http://www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/essential.html>

General Education

The Ministry of Colleges and Universities requires all Ontario college students enrolled in a 2-year Ontario College Diploma or a 3-year Ontario College Advanced Diploma program to successfully complete three or more General Education (GNED) courses prior to graduation. For more information about GNED course selection, a full listing of GNED electives (with course descriptions), and how to receive GNED credits for prior post-secondary studies, please visit the General Education website at: <http://www.durhamcollege.ca/academic-schools/school-of-interdisciplinary-studies-employment-services/general-education>

Important Dates

Durham College strives to keep you informed of all important dates throughout the academic year. Please review the 2014-2015 important dates that includes fee payments, web registration, add/drop, exam dates etc. You can find this information online, in the Durham College handbook and on MyCampus. Please review MyCampus for important updates and reminders on important dates.

Learning Management System Usage (LMS)

Professors are expected to use LMS or DC Connect to support student learning. As per the Learning Management System Usage procedure, faculty will post and reveal all marks to their students on an ongoing basis. To view the LMS Usage Policy and Procedure, please visit the following link: <http://www.durhamcollege.ca/about-us/corporate-links/governance/policies>

Library

The Library is here to help you succeed! Stop by for help to research a topic, complete an assignment, or when you just need a quiet place to study. You may visit the library virtually at <http://www.durhamcollege.ca/library> or to view information regarding locations, hours, and more, please visit the following link: <http://www.durhamcollege.ca/student-experience/learning-spaces/library/about-the-library>

Missed Final Examinations

A final examination is a discretely designed assessment administered in Week 15 of a 14 week semester. Students who, as a result of **non-emergency circumstances**, miss one or more final examinations during a single examination period may be eligible to apply to defer/reschedule the writing of these assessments.

To be eligible, students must have no less than a cumulative 1.5 GPA, apply for consideration using the appropriate forms and pay a fee. This privilege can only be used by a student once in a five-year period. External accreditation requirements, the availability of appropriate examination facilities and other constraints necessitate that not all courses will be eligible.

For more details, students should speak with their Student Advisor or review the Missed Final Examination Policy and Procedure documents at the following link: <http://www.durhamcollege.ca/academicpolicies>

Pathways to Degrees

Continue your post-secondary journey and leverage your Durham College education to earn additional credentials. To learn how you can further your education, visit www.durhamcollege.ca/pathways or check out the Durham College Transfer Guide at www.durhamcollege.ca/transferguide. Additional information regarding transferring between institutions in Ontario can be found at www.ontransfer.ca.

Prior Learning Assessment and Recognition (PLAR)

Prior Learning Assessment and Recognition (PLAR) is the process you can use to gain college credit(s) for learning and skills acquired through previous experiences. This may include workplace training, life experiences, self-directed study, community work, travel, hobbies and military service. By using the PLAR process, you may be able to complete a college certificate or diploma program in less time. Please view the following link for PLAR information:

<http://www.durhamcollege.ca/wp-content/uploads/plar.pdf>

Requirements For Promotion

Evaluation and Promotion:

Academic courses are evaluated using a variety of methods such as tests, essays, labs, written or verbal assignments, in-process activities, group work and/or final examinations. The evaluation criteria for each course are noted in its course outline. Students are advised to familiarize themselves with these criteria early in the semester. Please refer to the Grading and Promotion Policy and Procedures documents (<http://www.durhamcollege.ca/academicpolicies>) for a complete overview of grading and promotion practices.

Academic Probation:

Students who are not progressing satisfactorily according to criteria published in their respective program guides may be placed on academic probation, at the discretion of the school Dean or designate. Such students may be allowed to continue their studies on a Letter of Permission (an academic student contract) which will specify conditions which must be met to continue in their programs. Students who do not meet the conditions of their academic probation may be required to withdraw from full-time studies.

Scholarships, Bursaries and Awards

The Financial Aid and Awards office provides students with options to help fund their educational costs. To view valuable information, please visit the Financial Aid and Awards [Web Site](#).

Student Academic Learning Services (SALS)

The Student Academic Learning Services Centre helps Durham College students to achieve their academic goals. Academic supports include: peer tutoring, learning skills services, writing skills services, English language services, and subject specific supports for math, science, and business. Please visit the following link to view valuable information regarding SALS including how to register for 24/7 online access to SALS academic resources:

<http://durhamcollege.ca/student-experience/helping-you-succeed/student-academic-learning-services-sals>

Student Communications

Durham College is committed to communicating important information to you. Please view the following link to reference a comprehensive chart indicating specific vehicles. For example, social media, DC website, DC Mail, MyCampus, DC Connect, and more:

http://www.durhamcollege.ca/wp-content/uploads/DCCares_StudentMatrix_v5.pdf

Student Rights and Responsibilities

A policy and procedure is in place which articulates the rights and responsibilities of students at Durham College, and provides a framework for addressing non-academic misconduct by students. To view the Student Rights and Responsibilities Policy and procedure, please visit the following link:

<http://www.durhamcollege.ca/academicpolicies>