

	<p style="text-align: center;"><b>Enter your department here</b></p> <p style="text-align: center;">Choose term</p> <p style="text-align: center;">Enter course name here</p> <p style="text-align: center;">Enter Course &amp; Section Code</p>
---	--

North Island College is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the college's campuses are situated. The Truth and Reconciliation Commission of Canada's final report calls for 94 actions toward restoring a balanced relationship between Indigenous peoples and settler communities in this country.

### Instructor Information

Instructor name: Enter full name and title here

Phone: Enter phone number here

NIC email: Enter NIC email address here

Office location: Enter your office location here

Office hours: Enter your office hours here

### Course Information

Credits/Hours: Enter credits/hours

Delivery Mode: Choose delivery mode

Pre-requisites & Co-requisites: [Click here to enter pre/co-requisites](#)

### Course Content

#### 1. Approved Course Description:

[Click to enter course description \(from the calendar/ACD\)](#)

#### 2. Learning Outcomes:

[Click here to enter learning outcomes \(from the calendar/ACD\)](#)

#### 3. Required Texts and Materials:

[Click here to enter text](#)

#### 4. Additional Materials and Supplies:

[Click here to enter recommended texts and materials, including materials for labs and field trips for which students may incur extra costs.](#)

#### 5. Technology:

[Click here to enter text](#)

## **Schedule and Evaluation**

Click here to enter schedule & evaluation details: topic list and approximate dates; method of evaluation; schedule of tests, assignments and other evaluations including weighting of each; special activities; course conditions. Outline any course specific conditions required to pass the course such as i) minimum attendance at lectures, labs, practicum placements, ii) minimum overall grade on specific components of the courses, iii) minimum required grade on final examination.

## **Grade Scale**

Select Grade Scale

## **Attendance, missed examinations and other due dates**

Enter a clear statement describing how absences and missed due dates will be handled. Refer to appropriate policies and program handbooks. Statements will include illness and non-illness reasons.

## **Additional Information**

Enter additional statements as required (ie. electronic devices, final examination period, etc.)

## **Related Policy**

[Community Code of Academic, Personal and Professional Conduct \(3-06\)](#)

[Instructional Accommodation and Access Services for Students with Disabilities \(3-17\)](#)

[Student Appeals Policy \(3-30\)](#)

[Student Complaint Resolution Policy \(3-31\)](#)

[Evaluation of Student Performance Policy \(3-33\)](#)

[Sexualized Violence Prevention and Response Policy \(3-34\)](#)

[Course Outline Policy \(3-35\)](#)

[Academic Standing and Progression \(3-37\)](#)

[Grade System Policy \(4-14\)](#)

## ACADEMIC MISCONDUCT

Plagiarism is a type of intellectual theft that involves "appropriating [copying] someone else's words or ideas without acknowledgment." *Source:* Plagiarism. (2001). In *Encyclopedia of Ethics*. Retrieved from <http://www.credoreference.com>.

Plagiarism can include, for example:

- forgetting to cite another's ideas, words or theories
- improper paraphrasing, quoting or summarizing (too close to the original source)
- copying word for word or copying images
- buying a paper online, or from a friend
- cutting and pasting from online sources
- Claiming authorship of a paper you did not write
- Colluding (i.e. working with an unattributed/unnamed person or persons) in the preparation and/or submission of an assignment

Plagiarism generally refers to using the work or words of another person, without the use of quotation marks and crediting the source. Additional examples of plagiarism include having someone else write a paper for you and downloading or buying a paper from the internet. In all cases, plagiarism is academic dishonesty. Avoiding plagiarism is easy: ***always paraphrase in your own words and give credit to the source.***

A student's academic conduct is very important, and North Island College takes plagiarism very seriously. Depending upon the seriousness of the offense, students may receive a score of zero or grade of 'F' for the assignment, or they may be suspended from the course, the program, or College.

For more information, see Policy 3-06 in the *North Island College Policies & Procedures Manual*.

<https://www.nic.bc.ca/pdf/policy-3-06-community-code-of-academic-pers-and-prof-conduct.pdf>

The **Library & Learning Commons** provides useful informational about citing and paraphrasing, and also offers instructional guides and online modules for all students, regardless of level and program. The College encourages all students to visit this site, to familiarize themselves with expectations around essay writing, and seek further guidance from their instructor(s) should any of the information, rules or policies pertaining to academic misconduct remain unclear.

The Library & Learning Commons, 'Referencing, Citation and Plagiarism: Plagiarism Resources:

<http://libguides.nic.bc.ca/c.php?g=19160&p=108017>

### **ACADEMIC STANDARDS: ON-LINE MODULE**

<https://learn.nic.bc.ca/bbcswebdav/institution/Library%20Resources/empower/SupplementalScreens/modules>.

## LEARNING STRATEGIES AND SUPPORTS

There are many different NIC resources to help you during your studies. As an NIC student, all these services are available to you as part of our commitment to your success.

**Educational Advising and Financial Aid** is available through phone appointments on each campus and appointments can be booked online at [NIC Educational Advising Appointments](#)

### **Counselling:**

To support you in your life and educational goals, our counsellors offer short-term counselling and coaching for personal challenges and unexpected circumstances, learning strategies and study skills, stress management, and conflict resolution. Counselling Services are available through telephone, email and video appointments and can be [booked online](#).

### **Department of Accessible Learning Services (DALs):**

Are you a student with a temporary or permanent disability? Our DALs faculty can help you to access resources and services to support and enhance your NIC experience.

### **Indigenous Student Supports:**

**Elders in Residence** are here to support Indigenous students. Contact information can be found at: [Elders in Residence | North Island College](#)

**Indigenous advisors** are available through phone appointments on each campus and appointments can be booked online at [NIC Educational Advising Appointments](#). Indigenous Advisors provide advice on matters related to:

- timetabling
- learning plans
- program changes
- emergency funding
- funding through Indigenous sponsorship organizations

**Aboriginal Scholars** is a holistic and culturally-relevant program for Indigenous students. The program strives to empower students through engaging them in the process of creating a self-constructed achievement plan, ensuring students have supports to enable them to complete their program, while also increasing the sense of community and Aboriginal awareness on campus. <https://www.nic.bc.ca/indigenous-education/aboriginal-scholars/>

**Student Employment Services:** are available to support you with your employment needs via telephone/Skype. Book your appointment online, register for employment-related events, and access resources via [CareerCentral](#).

### **Library and Learning Commons:**

See Library and Learning Commons services and hours at: [library.nic.bc.ca/home](https://library.nic.bc.ca/home). Other services include:

- **Library Research Support:**  
Our library team is here to help with assignment decoding, research strategies, navigating electronic resources and citation instruction.
- **Peer Tutoring:**  
Take advantage of NIC's peer tutoring services. Each student comes to the peer tutoring service with their own learning needs. We'll help you figure out your needs and develop a personalized tutoring plan <https://library.nic.bc.ca/PeerTutoring>.
- **Writing Support:**  
Are you struggling to write academic papers or meet the writing expectations for your coursework? We can help you! You can access writing support online through the Library and Learning Commons. Please see the following link for more information. <https://library.nic.bc.ca/WritingSupport>.
- **Math Support:**  
Are you struggling with some of the math concepts in your coursework? There is help available to you! Please see the following link for more information on how to book an appointment for math support. <https://library.nic.bc.ca/MathSupport>.
- **Computer Bookings/Study Spaces**  
Computer and Study spaces are available at the Library & Learning Commons each morning from 8:00am - 12:00pm, and in computer labs on the CV and CR campuses from 12:00pm – 4:00pm. Click [HERE](#) to book your spot. Printing is also available at these locations.
- **Student Technical Services:**  
Our Student Technical Service team is available to help you with any technical issues that you may be experiencing as a student. Please go to <https://library.nic.bc.ca/studenttech> for more information.

### **International Student Support (ISA):**

International student advising needs will be met through the international student advisors (ISA). You can [book a phone appointment or BlueJeans video conference](#) with an ISA. ISAs provide advice on matters related to:

- timetabling
- withdrawing
- learning plans
- program changes
- medical insurance overviews
- immigration advice (study permit extensions, co-op and post-grad work permits, visa inquiries, and off-campus work permits)

### **Learn Anywhere:**

NIC's Learn Anywhere website is geared to provide a collection of information that will help you be successful learning digitally by covering area such as: What is digital learning? How to be a digital learner while using NIC-supported technologies during your studies? A list of key skills and knowledge all students should have for successful learning in today's world, knowing your rights and responsibilities and [Technology Readiness Checklists](#). More details at: <https://learnanywhere.opened.ca/>

### Community Supports (24/7)

There are several supports available to help any student in distress. If you are in distress, please reach out for support.

- **Vancouver Island Crisis Line:** 24/7 1-888-494-3888 (Available to students located on Vancouver Island only)
- **Crisis Suicide helpline:** 24/7 1-800-784-2433 (Available to students located in Canada only)
- **BC 211:** Full list of community services available across BC. Dial 2-1-1 on BC cellphone (Available to students located in BC only).
- **Here2Talk:** 24/7 counselling support for post-secondary students: 1-877-857-3397 (Available to students located in Canada and offshore).