

CLASS SYLLABUS



COURSE TITLE: MIDS 121 - Introduction to Sonography Scanning Skills
CLASS SECTION: BX01A & BX01B
TERM: S2023
COURSE CREDITS: 3
DELIVERY METHOD(S): Synchronous, Blended

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.
Learn more about Camosun's [Territorial Acknowledgement](#).

<https://camosun.ca/about/covid-19-updates>

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Bridget Mavety & Breanna Delgaty

EMAIL: MavetyB@camosun.ca | DelgatyB@camosun.ca

OFFICE: CHW 317

HOURS: By Appointment

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Students learn how to safely operate ultrasound systems and begin to develop foundational scanning skills by practicing techniques on each other. Under the direct supervision of instructors, students begin to form habits resulting in the manual dexterity and workplace behaviours required for Diagnostic Medical Sonography. Students will practice the correct operation and maintenance of equipment during this hands-on approach to learning in authentic outpatient clinic and critical care environments

PREREQUISITE(S): **ENGLISH:** One of: B in English 12; B in English First Peoples 12; B in ENGL 091 and ENGL 093; B in ENGL 092 and ENGL 094; B in ENGL 103 and ENGL 104; B in ENGL 142; B in ELD 092 and ELD 094; B in ELD 097; B in ELD 103 and ELD 104

BIOLOGY: One of: B in Biology 12; B in BIOL 090; B in BIOL 103; B in BIOL 143; B in BIOL 150; B in BIOL 152 and BIOL 153; B in PNUR 101.

CO-REQUISITE(S): N/A

PRE/CO-REQUISITE(S): All of: C+ in AHLT 266; C+ in MIDS 127

COURSE DELIVERY

ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture			
Seminar			
Lab / Collaborative Learning	6	15	
Supervised Field Practice			
Workplace Integrated Learning			
Online	1	15	
TOTAL HOURS			105

COURSE LEARNING OUTCOMES

Upon successful completion of this course a student will be able to:

- a) demonstrate the ability to correctly initiate ultrasound examinations by selecting the appropriate exam types, transducers and worklist entries while scanning simulated patients or laboratory partners.
- b) demonstrate knowledge of correct daily use and procedures for cleaning, re-processing, transporting, and storing transducers and equipment used during laboratory practice by maintaining sanitary workspaces.
- c) demonstrate the ability to operate ultrasound equipment by using basic scanner controls and anatomic knowledge to select optimal acoustic windows and harmonics, ergonomically orient and manipulate transducers, and record pertinent data while scanning simulated patients or laboratory partners.
- d) apply and convey basic knowledge of anatomy, scientific principles, patient considerations, communication skills, and professional behaviours of a student Diagnostic Medical Sonographer under the direct supervision of instructors.
- e) successfully perform ultrasound examinations of required abdominal structures within the recommended Sonography Canada guidelines for scheduling and time allotments while scanning simulated patients or laboratory partners.

COURSE OBJECTIVES AND MAPPED PROFESSIONAL COMPETENCIES

(also known as “sub-outcomes” or “learning objectives”)

Sonography Canada Competencies:

Note: All general competencies below are demonstrated and assessed on all Skills Assessments

- 1.1e Explain examination procedure to patient.
- 1.1f Question patient to obtain relevant information regarding history and condition.
- 1.1g Communicate departmental reporting procedures to patient.
- 1.2a Verify written, authorized directions for examination.
- 1.2b Record accurate and relevant medical history.
- 1.2c Record examination procedures and results.
- 1.2d Ensure that documentation is timely, accurate, concise and complete.
- 1.2e Write medical terminology and standard abbreviations.
- 2.1c Adhere to institutional policies and procedures.
- 2.1e Maintain patient privacy and confidentiality.
- 2.1f Ensure informed patient consent.

- 2.2a Verify patient's identification.
- 2.2b Verify requested procedure correlates with patient's clinical history and presentation, and address concerns as appropriate.
- 2.2c Evaluate patient preparation for requested examination.
- 2.2d Practice within limits of personal knowledge, skill and judgement.
- 2.2e Ask for guidance where appropriate.
- 2.2f Evaluate for contraindications to procedure and address as appropriate.
- 2.2g Identify and respond to exceptions from established protocols and procedures.
- 2.2h Identify and respond to urgent sonographic findings.
- 2.2i Accept responsibility for decisions and actions.
- 2.3a Maintain professional appearance and manner.
- 2.3f Provide and receive feedback in a professional manner.
- 2.3g Manage time and workload efficiently.
- 2.3h Demonstrate reliability.
- 2.3i Demonstrate adaptability.
- 3.1h Perform examination in a timely manner.
- 4.1b Determine and select correct pre-set values.
- 4.1c Input patient data.
- 4.2a Orient and manipulate transducer.
- 4.2f Record patient position and plane of section on images, as required.
- 5.1a Interpret history, signs & symptoms and other relevant information.
- 5.1b Assess medical history and health status.
- 5.1c Modify scope of examination based on clinical history.
- 5.1d Formulate sonographic scanning strategies.
- 5.1e Integrate knowledge of anatomy and disease processes.
- 5.3a Select optimal acoustic window.
- 5.3b Optimize patient position.
- 5.3c Employ breathing techniques.
- 5.3d Interrogate anatomy in required planes of section.
- 5.3e Evaluate images for orientation, identification, and labeling.
- 5.3f Evaluate images for quality.
- 5.3g Recognize sonographic appearance of normal structures.
- 5.3j Recognize and investigate abnormal findings.
- 5.3k Modify examination based on sonographic evidence, clinical information, resource implications and other contextual factors.
- 5.3l Ensure all applicable components of examination are complete.
- 5.3m Recognize equipment limitations.
- 5.3n Recognize technical limitations.
- 5.4a Produce diagnostic data documenting sonographic findings.
- 5.4b Formulate impression based on findings.
- 5.4d Use spatial reasoning to interpret images.
- 5.4e Identify and prioritize differential findings.
- 5.4f Document limitations to exam quality and completeness.
- 6.1a Maintain clean and orderly work area.
- 6.2b Practice ergonomic techniques.
- 6.2c Engage in practices to promote own physical and environmental safety.

Appendix B: Abdomen	1 - Abdominal aorta	15 - Gallbladder
	3 - Adrenal Glands	16 - Common hepatic duct
	4 - Celiac trunk	17 - Common bile duct

	6 - Common iliac arteries	18 - Cystic duct
	7 - Common iliac veins	19 - Intrahepatic ducts
	8 - Inferior vena cava	20 - Appendix
	9 - Liver	21 - Small bowel
	10 - Pancreas	22 - Large bowel
	11 - Peritoneal, retroperitoneal cavities / spaces	23 - Stomach
	12 - Spleen	24 - Kidneys
	13 - Splenic vein	27 - Ureters
	14 - Superior mesenteric artery	28 - Urinary bladder

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Kawamura, D. M., & Nolan, T. D. (2023). Abdomen and superficial structures (5th ed.). Philadelphia, PA: LWW.

Kawamura, D. M., & Nolan, T. D. (2023). Workbook for diagnostic medical sonography: a guide to clinical practice, abdomen and superficial structures (5th ed.). Philadelphia, PA: LWW.

STUDENT EVALUATION

DESCRIPTION	WEIGHTING
Skill Assessment 1	10%
Skill Assessment 2	10%
Skill Assessment 3	10%
Skill Assessment 4	10%
Lab Assignment	17%
SonoSim Assignments	8%
Final Skills Assessment	35%
	TOTAL
	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](#) policy for more information.

Students must pass all Critical Criteria in the Professional Performance section, and achieve at least 65% on the Interrogation and Image Quality section of each Skills Assessment.

Students must achieve a minimum of 65% for their final grade to pass the course and to use this course as a pre or co-requisite.

All assignments are to be completed and submitted by the due date. Assignments that are not submitted by the due date will receive a grade of zero (0) and the assignment will not be marked.

Note: this also includes the submission of any documents requiring submission relating to skills assessments.

Extensions to assignment due dates may be granted on a case-by-case basis for significant, or unforeseen circumstances. Extensions will only be considered if adequate notice is received *prior* to the due date.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK	DATE RANGE	LESSON	ONLINE	LEARNING OUTCOMES	LEARNING OBJECTIVES	SONOGRAPHY CANADA COMPETENCY
1	Tues. May 02	Lesson 1: <ul style="list-style-type: none"> • Introduction to course • Review course outline • Lab orientation, policies • Maintaining a clean/orderly work area • Infection prevention and control in the lab setting 		b	1.0-1.2	2.1c, 2.3a, 6.1a
	Thurs. May 04	Lesson 2: <ul style="list-style-type: none"> • Ergonomics for Sonography • Patient Simulation Lab: communication (pre, during and post exam) and patient-based scenarios • Writing ultrasound reports 			2.0-2.13	1.1e, 1.1f, 1.1g, 1.2a, 1.2b, 2.2a, 2.2b, 2.2c, 2.2d, 2.2e, 2.2f, 2.2i, 6.2b, 6.2c
2	Tues. May 09	Lesson 3: <ul style="list-style-type: none"> • Knobology • Abdominal Vasculature 	SonoSim Assignment #1 (Due: Tuesday @8:00AM)	a, b, c, d, e	3.0-3.4	Appendix B: 1,4, 6, 8, 14
	Thurs. May 11					
3	Tues. May 16	Lesson 4: <ul style="list-style-type: none"> • Abdominal Vasculature 		a, b, c, d, e	4.0-4.4	Appendix B: 1,4, 6, 8, 14
	Thurs. May 18	Lesson 5: Mock Skills Assessment 1: Aorta, Inferior Vena Cava, CAX, SMA & Iliac Arteries		a, b, c, d, e	5.0-5.41	2.1c, , 2.2d, 2.2e, 2.2f, 2.2g, 2.2h, 2.2i, 2.3a, 2.3f, 2.3g, 2.3h, 2.3i, 3.1h, 4.1b, 4.1c, 4.2a, 4.2f, 5.1d, 5.1e, 5.3a, 5.3b, 5.3c, 5.3d, 5.3e, 5.3f, 5.3g, 5.3i, 5.3j, 5.3k, 5.3l, 5.3m, 5.3n, 5.4a, 5.4d, 6.1a, 6.2b, 6.2c

WEEK	DATE RANGE	LESSON	ONLINE	LEARNING OUTCOMES	LEARNING OBJECTIVES	SONOGRAPHY CANADA COMPETENCY
						<i>Appendix B: 1,4, 6, 8, 14</i>
4	Tues. May 23	Lesson 6: Skills Assessment 1: Aorta, Inferior Vena Cava, CAX, SMA & Iliac Arteries		a, b, c, d, e	6.0-6.60	1.1e, 1.1f, 1.1g, 1.2a, 1.2b, 1.2c, 1.2d, 1.2e, 2.1c, 2.1e, 2.1f, 2.2a, 2.2b, 2.2c, 2.2d, 2.2e, 2.2f, 2.2g, 2.2h, 2.2i, 2.3a, 2.3f, 2.3g, 2.3h, 2.3i, 3.1h, 4.1b, 4.1c, 4.2a, 4.2f, 5.1a, 5.1b, 5.1c, 5.1d, 5.1e, 5.3a, 5.3b, 5.3c, 5.3d, 5.3e, 5.3f, 5.3g, 5.3j, 5.3k, 5.3l, 5.3m, 5.3n, 5.4a, 5.4b, 5.4d, 5.4e, 5.4f, 6.1a, 6.2b, 6.2c <i>Appendix B: 1,4, 6, 8, 14</i>
	Thurs. May 25	Lesson 7: • The Liver	SonoSim Assignment #2 (Due: Thursday @8:00AM)	a, b, c, d, e	7.0-7.1	<i>Appendix B: 9, 19</i>
5	Tues. May 30	Lesson 8: • The Liver		a, b, c, d, e	8.0-8.1	<i>Appendix B: 9, 19</i>
	Thurs. June 01	Lesson 9: • The Biliary System	SonoSim Assignment #3 (Due: Thursday @8:00AM)	a, b, c, d, e	9.0-9.3	<i>Appendix B: 15, 16, 17, 18</i>
6	Tues. June 06	Lesson 10: • The Biliary System		a, b, c, d, e	10.0-10.3	<i>Appendix B: 15, 16, 17, 18</i>
	Thurs. June 08	Lesson 11: Mock Skills Assessment 2: Liver & Biliary		a, b, c, d, e	11.0-11.42	2.1c, , 2.2d, 2.2e, 2.2f, 2.2g, 2.2h, 2.2i, 2.3a, 2.3f, 2.3g, 2.3h, 2.3i, 3.1h, 4.1b, 4.1c, 4.2a, 4.2f, 5.1d, 5.1e, 5.3a, 5.3b, 5.3c, 5.3d, 5.3e, 5.3f, 5.3g, 5.3i, 5.3j, 5.3k, 5.3l, 5.3m, 5.3n, 5.4a, 5.4d, 6.1a, 6.2b, 6.2c <i>Appendix B: 9, 15, 16, 17, 18, 19</i>
7	Tues. June 13	Lesson 12: Skills Assessment 2: Liver & Biliary		a, b, c, d, e	12.0-12.61	1.1e, 1.1f, 1.1g, 1.2a, 1.2b, 1.2c, 1.2d, 1.2e, 2.1c, 2.1e, 2.1f, 2.2a, 2.2b, 2.2c, 2.2d, 2.2e, 2.2f, 2.2g, 2.2h, 2.2i, 2.3a, 2.3f, 2.3g, 2.3h, 2.3i, 3.1h, 4.1b, 4.1c, 4.2a, 4.2f, 5.1a, 5.1b, 5.1c, 5.1d, 5.1e, 5.3a, 5.3b, 5.3c, 5.3d, 5.3e, 5.3f, 5.3g, 5.3i, 5.3j, 5.3k, 5.3l, 5.3m, 5.3n, 5.4a, 5.4b, 5.4d, 5.4e, 5.4f, 6.1a, 6.2b, 6.2c

WEEK	DATE RANGE	LESSON	ONLINE	LEARNING OUTCOMES	LEARNING OBJECTIVES	SONOGRAPHY CANADA COMPETENCY
						Appendix B: 9, 15, 16, 17, 18, 19
	Thurs. June 15	Lesson 13: • The Pancreas	SonoSim Assignment #4 (Due: Thursday @8:00AM)	a, b, c, d, e	13.0-13.1	Appendix B: 10, 13
	Tues. June 20	Lesson 14: • The Spleen	SonoSim Assignment #5 (Due: Tuesday @8:00AM)	a, b, c, d, e	14.0-14.1	Appendix B: 12, 13
8	Thurs. June 22	Lesson 15: Mock Skills Assessment 3: Pancreas & Spleen		a, b, c, d, e	15.0-15.39	2.1c, 2.2d, 2.2e, 2.2f, 2.2g, 2.2h, 2.2i, 2.3a, 2.3f, 2.3g, 2.3h, 2.3i, 3.1h, 4.1b, 4.1c, 4.2a, 4.2f, 5.1d, 5.1e, 5.3a, 5.3b, 5.3c, 5.3d, 5.3e, 5.3f, 5.3g, 5.3i, 5.3j, 5.3k, 5.3l, 5.3m, 5.3n, 5.4a, 5.4d, 6.1a, 6.2b, 6.2c Appendix B: 10, 12, 13
9	Tues. June 27	Lesson 16: Skills Assessment 3: Pancreas & Spleen		a, b, c, d, e	16.0-16.59	1.1e, 1.1f, 1.1g, 1.2a, 1.2b, 1.2c, 1.2d, 1.2e, 2.1c, 2.1e, 2.1f, 2.2a, 2.2b, 2.2c, 2.2d, 2.2e, 2.2f, 2.2g, 2.2h, 2.2i, 2.3a, 2.3f, 2.3g, 2.3h, 2.3i, 3.1h, 4.1b, 4.1c, 4.2a, 4.2f, 5.1a, 5.1b, 5.1c, 5.1d, 5.1e, 5.3a, 5.3b, 5.3c, 5.3d, 5.3e, 5.3f, 5.3g, 5.3i, 5.3j, 5.3k, 5.3l, 5.3m, 5.3n, 5.4a, 5.4b, 5.4d, 5.4e, 5.4f, 6.1a, 6.2b, 6.2c Appendix B: 10, 12, 13, 17
	Thurs. June 29	Lesson 17: • The Upper Urinary System (Kidneys & Ureters)	SonoSim Assignment #6 (Due: Thursday @8:00AM)	a, b, c, d, e	17.0-17.1	Appendix B: 24, 27
10	Tues. July 04	Lesson 18: • The Upper Urinary System (Kidneys & Ureters)		a, b, c, d, e	18.0-18.1	Appendix B: 24, 27
	Thurs. July 06	Lesson 19: • The Lower Urinary System (Bladder & Ureters)	SonoSim Assignment #7 (Due: Thursday @8:00AM)	a, b, c, d, e	19.0-19.1	Appendix B: 27, 28

WEEK	DATE RANGE	LESSON	ONLINE	LEARNING OUTCOMES	LEARNING OBJECTIVES	SONOGRAPHY CANADA COMPETENCY
11	Tues. July 11	Lesson 20: • The Adrenal Glands	SonoSim Assignment #8 (Due: Tuesday @8:00AM)	a, b, c, d, e	20.0-	Appendix B: 3
	Thurs July 13	Lesson 21: Mock Skills Assessment 4: Kidneys		a, b, c, d, e	21.0-21.37	2.1c, , 2.2d, 2.2e, 2.2f, 2.2g, 2.2h, 2.2i, 2.3a, 2.3f, 2.3g, 2.3h, 2.3i, 3.1h, 4.1b, 4.1c, 4.2a, 4.2f, 5.1d, 5.1e, 5.3a, 5.3b, 5.3c, 5.3d, 5.3e, 5.3f, 5.3g, 5.3i, 5.3j, 5.3k, 5.3l, 5.3m, 5.3n, 5.4a, 5.4d, 6.1a, 6.2b, 6.2c Appendix B: 24
12	Tues. July 18	Lesson 22: Skills Assessment 4: Kidneys		a, b, c, d, e	22.0-22.56	1.1e, 1.1f, 1.1g, 1.2a, 1.2b, 1.2c, 1.2d, 1.2e, 2.1c, 2.1e, 2.1f, 2.2a, 2.2b, 2.2c, 2.2d, 2.2e, 2.2f, 2.2g, 2.2h, 2.2i, 2.3a, 2.3f, 2.3g, 2.3h, 2.3i, 3.1h, 4.1b, 4.1c, 4.2a, 4.2f, 5.1a, 5.1b, 5.1c, 5.1d, 5.1e, 5.3a, 5.3b, 5.3c, 5.3d, 5.3e, 5.3f, 5.3g, 5.3i, 5.3j, 5.3k, 5.3l, 5.3m, 5.3n, 5.4a, 5.4b, 5.4d, 5.4e, 5.4f, 6.1a, 6.2b, 6.2c Appendix B: 24
	Thurs. July 20	Lesson 23: • GI Tract, Appendix		a, b, c, d, e	23.0-23.3	Appendix B: 20, 21, 22, 23
13	Tues. July 25	Lab Assignment (Due Wed July 26 @ 8:00AM) & Extra Practice				
	Thurs. July 27	Lesson 24: • Potential Spaces Retroperitoneum & Peritoneum		a, b, c, d, e	24.0	Appendix B: 11
14	Tues. Aug 01	Lesson 25: Mock Final Skills Assessment: Full Abdominal Assessment		a, b, c, d, e	25.0-25.1	2.1c, , 2.2d, 2.2e, 2.2f, 2.2g, 2.2h, 2.2i, 2.3a, 2.3f, 2.3g, 2.3h, 2.3i, 3.1h, 4.1b, 4.1c, 4.2a, 4.2f, 5.1d, 5.1e, 5.3a, 5.3b, 5.3c, 5.3d, 5.3e, 5.3f, 5.3g, 5.3i, 5.3j, 5.3k, 5.3l, 5.3m, 5.3n, 5.4a, 5.4d, 6.1a, 6.2b, 6.2c Appendix B: 1, 4, 6, 8, 9, 10, 12, 13, 14, 15, 16, 17, 18, 19, 24

WEEK	DATE RANGE	LESSON	ONLINE	LEARNING OUTCOMES	LEARNING OBJECTIVES	SONOGRAPHY CANADA COMPETENCY
	Thurs. Aug 03	Lesson 26: Final Skills Assessment: Full Abdominal Assessment		<i>a, b, c, d, e</i>	26.0-26.70	1.1e, 1.1f, 1.1g, 1.2a, 1.2b, 1.2c, 1.2d, 1.2e, 2.1c, 2.1e, 2.1f, 2.2a, 2.2b, 2.2c, 2.2d, 2.2e, 2.2f, 2.2g, 2.2h, 2.2i, 2.3a, 2.3f, 2.3g, 2.3h, 2.3i, 3.1h, 4.1b, 4.1c, 4.2a, 4.2f, 5.1a, 5.1b, 5.1c, 5.1d, 5.1e, 5.3a, 5.3b, 5.3c, 5.3d, 5.3e, 5.3f, 5.3g, 5.3i, 5.3j, 5.3k, 5.3l, 5.3m, 5.3n, 5.4a, 5.4b, 5.4d, 5.4e, 5.4f, 6.1a, 6.2b, 6.2c Appendix B: 1, 4, 6, 8, 9, 10, 12, 13, 14, 15, 16, 17, 18, 19, 24
15	N/A	Exam Week – N/A				

CLASS GUIDELINES & EXPECTATIONS

Refer to the [Diagnostic Medical Sonography \(SONO\) Program Handbook](#) for classroom and lab etiquette as well as professional behaviour expectations.

SCHOOL OR DEPARTMENTAL INFORMATION

Health & Human Services Student Handbook: <http://camosun.ca/learn/school/health-human-services/student-info/index.html>

General Practicum Information: <http://camosun.ca/learn/school/health-human-services/student-info/practicum-info.html>

Allied Health & Technologies Department Handbooks:

- Certified Medical Laboratory Assistant: <http://camosun.ca/learn/school/health-human-services/student-info/program-info/cmla.html>
- Diagnostic Medical Sonography: <http://camosun.ca/learn/school/health-human-services/student-info/program-info/sono.html>
- Medical Radiography: <http://camosun.ca/learn/school/health-human-services/student-info/program-info/mrad.html>

Students enrolled in Allied Health & Technologies Programs must achieve a minimum of 65% or a “COM” in each of their courses in order to use their course as a pre-requisite and progress in their program.

Students enrolled in Allied Health & Technologies Programs must participate in learning activities that include intimate and direct personal contact with their classmates during supervised practice. Students are training to perform the duties of a healthcare professional. These duties usually require constant, close physical contact with patients and clients. Students may be required to simulate and perform these activities on one another during this course. Students may also be required to use special hygiene practices and protective gear to protect themselves from the transmission of communicable diseases (like COVID-19). Risks associated with learning and performing the physical duties of a healthcare profession cannot be entirely eliminated by any amount of caution or protection. Students who refuse, or are incapable of participating and performing these activities due to personal or medical limitations, may only continue to participate in their course work when supported by officially registered accommodations or temporary medical advisory.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: <http://camosun.ca/services/accessible-learning/>

Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit

<http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.