

Department of Practical Nurse and Health Care Aide

COURSE OUTLINE – Spring 2026

NP2350: Transition to Professional Practice – 1 (4-0-0) Online over 4 weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR:
Madison Lovsin

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OFFICE: TIB137

OFFICE HOURS:
By Appointment

CALENDAR DESCRIPTION:

Introduction to career planning and preparation for graduate practice. The focus is on resume writing, job interview preparation, registration requirements, and developing a study plan for the licensure examination.

Note: Available only to Practical Nursing Students

PREREQUISITE(S): None

COREQUISITE(S): NP2330

REQUIRED MATERIALS:

Canadian Council for Practical Nurse Regulators [CCPNR} (2013). Code of ethics for Licensed Practical Nurses in Canada. Retrieved from CLPNA.

[CCPNR Code of Ethics LPNs-ID-104895.pdf](#)

CCPNR entry-level competencies for LPNs. (2025, December 18).

CLHA.<https://www.clha.com/lpn/lpn-knowledge-hub/ccpnr-entry-levelcompetencies-for-lpns/>

Standards of practice for licensed practical nurses in Canada. (2025, December 18).

CLHA.<https://www.clha.com/lpn/lpn-knowledge-hub/standards-of-practice-forlicensed-practical-nurses-in-canada/>

DELIVERY MODE(S): Asynchronous online course

LEARNING OUTCOMES:

Upon successful completion of NP2350, learners will be able to:

1. Assess your proficiency in the Entry-Level Competencies for Licensed Practical Nurses (2019) by identifying strengths and areas for improvement in your practice.
2. Recognize and apply the Standards of Practice for Licensed Practical Nurses in Canada (2013), ensuring ethical and professional guidelines adherence.
3. Evaluate your own practice to identify specific learning needs and areas for professional growth based on reflection, feedback, and performance assessment.
4. Develop a targeted learning plan that addresses identified learning needs, including measurable goals and strategies for achieving them.
5. Implement strategies to support a smooth transition into professional practice, such as time management, effective communication, and ongoing professional development.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

** For courses with alpha (letter) grading, a grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.

EVALUATIONS:

Assignment	Weight	Date	Related Course Learning Outcome
Learning Needs Assessment and Plan	25%	July 24, 2026	1,2,3,4,5
Cover Letter & Resume	25%	July 31, 2026	1,2,3,5
Interview Prep	25%	August 5, 2026	1,2,3,5
Reflection	25%	August 7, 2026	1,2,3,5

1.) Learning Needs Assessment and Plan

This component involves identifying areas where further education or practice is needed in your professional role. By assessing your current practice, you can identify specific learning needs and create a plan to address them. This proactive approach ensures continuous improvement and professional development. Students are required to identify at least two learning needs specific to their practice based on the CLPNA Standards of Practice. They will then develop a plan using SMART learning goals and objectives to outline how they will meet these needs. Additionally, students will create an evaluation plan to assess the effectiveness of these strategies. The goal of this assignment is to prepare you for completing your required annual continuing competencies when you enter the workforce.

2.) Cover Letter and Resume

Students will create a cover letter and resume that they can provide to potential employers as they enter the workforce. They should highlight your qualifications, experience and what makes you a strong candidate for the role.

3.) Interview Preparation

Interview preparation involves practicing responses to potential interview questions, understanding the role or the organization, your scope of practice

and role as a Practical Nurse. This assignment aims to help you prepare and gain confidence for the interview process.

4.) Reflection

This one-page reflective assignment provides students with the opportunity to examine their transition from student nurse to Licensed Practical Nurse entering professional practice. Students will explore their readiness for the workforce, identify areas of confidence and areas for continued growth, and consider strategies to support a successful transition into their first months of employment. Emphasis is placed on professional accountability, selfawareness, and readiness to meet expectations for practice as outlined by the College of Licensed Practical Nurses of Alberta (CLPNA).

GRADING CRITERIA

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100		C+	2.3	67-69
A	4.0	85-94		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic
Week 1	Assessing Your Learning Needs
Week 2	Developing a Learning Plan
Week 3	Cover Letter and Resume
Week 4	Interview Prep, Preceptorship Prep

STUDENT RESPONSIBILITIES:

As a student at NWP, you have rights and responsibilities. It is your responsibility to be familiar with the information contained in this Course Outline and the PN student handbook and to clarify any areas of concern with the instructor. It is also your responsibility to be familiar with NWP policies. Please take the time to familiarize yourself with the policies that might impact you while you are here:

- [NWP Department of Practical Nurse & Health Care Aide: Practical Nurse Handbook](#)

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available <https://www.nwpolytech.ca/about/polytechnicleadership/policies-directory>.

****Note:** all Academic and Administrative policies are available on the same page.

Additional Information:

LATE ASSIGNMENT POLICY:

To obtain credit in the course ALL assignments, examinations, and quizzes must be completed. Students are expected to make every effort to complete assignments on time. Assignment submissions are expected on the date determined by faculty. If extensions are necessary, they may be requested up to 48 hours prior to the assignment due date and should be submitted in writing to the faculty member involved. Not all extensions will be granted. In exceptional situations, extension requests within the 48-hour period may be considered. Late assignments will have 5% of total marks (or one letter grade) for the assignment deducted for each day/partial day (including weekend days) beyond the due time.

For example, a paper marked at B+ would receive an adjusted grade of B if handed in one day late. After 5 days, a grade of 0 will be awarded to the assignment. If the late penalty places the grade below the necessary pass grade, students will be unsuccessful in the course. When submitting assignments electronically, it is the student's responsibility to ensure the assignment has been received.

Papers/assignments may not be rewritten for a higher grade. Concerns regarding grading are to be discussed with the faculty member involved.

TURNITIN DISCLOSURE:

As part of NWP's commitment to academic integrity, all written assignments submitted by students will be reviewed using Turnitin software, an online plagiarism detection tool, to verify originality and ensure academic integrity. Turnitin compares student work to a vast database of academic sources, publications and previously submitted assignments to identify potential instances of plagiarism or improper citation(s). By enrolling in this course, students acknowledge and consent to the use of Turnitin for assignment submissions.