

## DEPARTMENT Nursing Education

### COURSE OUTLINE – WINTER 2026

#### NS3230: Community Nursing Through the Lifespan – 6(2-0-2- 24C)

144 Clinical Hours, 168 Total Course Hours for 6 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.

|                     |                                                                                                                                                                                                 |                                                                    |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <b>Instructors:</b> | <b>Alise Rombs</b><br>MSN, RN<br><i>Course Lead</i>                                                                                                                                             | <b>Miranda Retzler</b><br>BScN, RN                                 |
| <b>Classes:</b>     | <b><u>Lecture (B3):</u></b><br>HEC 204<br>Monday 08:30-10:20<br><b><u>Clinical (BC1):</u></b><br>Tues, Wed, Thurs<br>(8-hour shifts)<br><b><u>Lab (L3):</u></b><br>HEC 211<br>Monday 11:30-1:20 | <b><u>Clinical (BC2):</u></b> Tues, Wed, Thurs<br>(8-hour shifts)  |
| <b>Phone:</b>       | (780) 539-2897                                                                                                                                                                                  | 780-539-2729                                                       |
| <b>Office Hours</b> | Please Email for Appointment                                                                                                                                                                    |                                                                    |
| <b>Email:</b>       | <a href="mailto:ARombs@NWPolytech.ca">ARombs@NWPolytech.ca</a>                                                                                                                                  | <a href="mailto:MRetzler@NWPolytech.ca">MRetzler@NWPolytech.ca</a> |

#### CALENDAR DESCRIPTION:

The course covers theories, ethics, and evidence-informed approaches to community health nursing including primary health care, population health, health maintenance and promotion, and disease and injury prevention. It includes exploration of concepts of community-based assessment, planning, intervention, and evaluation with community-as-client. The practicum portion of the course includes a variety of community settings. Nursing practice will include health assessment and interventions for clients throughout the lifespan and care continuum. Note: Available only to nursing students in the Collaborative Nursing Program.

**PREREQUISITE(S)/COREQUISITE:**

NS2160, NS2240 and NS2250

**REQUIRED TEXT/RESOURCE MATERIALS:**

Dosani, A., Etowa, J. & van Daalen-Smith, C. (2025). *Stamler & Yiu's community health nursing: A Canadian perspective* (6th ed.). Pearson Canada Inc.

**Previously Required/Purchased resources:**

Elsevier Adaptive Quizzing (EAQ) Subscription (*Course Code for NS 3230 section on myClass page*)

Potter, P. A., Perry, A. G., Stockert, P. A., Hall, A. M., Astle, B. J., & Duggleby, W. (2018). *Canadian fundamentals of nursing* (6th ed.). Elsevier Canada.

Pagana, K., Pagana, T., Pike-MacDonald, S. (2018). *Mosby's Canadian manual of diagnostics and laboratory tests* (2nd ed.). Elsevier Canada.

Vallerand, A. H., Sanoski, C. A., & In Quiring, C. (2020). *Davis' drug guide for nurses*. (17th ed.).

Or NWP's free subscription to: *CPS: The Canadian standard for drug and therapeutic content*. <https://www.myrxctx.ca/search>

American Psychological Association. (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th ed.)

**Recommended Textbook:**

Pollard, C. L., Jakubec, S. L., & Jordan Halter, M. (2023). *Varcarolis's Canadian psychiatric mental health nursing: A clinical approach* (3rd ed.). Elsevier Canada.

**DELIVERY MODE(S):**

Attend on Campus, In-person (Lecture, Lab, & Clinical)

**LEARNING OUTCOMES:**

1. Explore, apply, and integrate theory, ethics, and evidence informed approaches for community health nursing.
2. Identify, integrate, and practice primary health care, population health, health promotion and maintenance, and illness and injury prevention approaches with the community as the client.
3. Explore and practice the nursing process in a community context and setting.
4. Practice and integrate health assessment and nursing interventions for clients throughout the lifespan and care continuum within a community context.
5. Articulate and perform, as appropriate, the role of the community health nurse in promoting the health of individuals, families, groups, communities, and populations.

**TRANSFERABILITY:**

Consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferralberta.alberta.ca>.

**\*\* 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:

All Course components must be completed to pass NS 3230. Students must receive an overall minimum of C- in the Graded components, as well as a PASS in the clinical portion to receive credit for NS 3230.

Students who are seeking academic accommodations in the course are required to contact and register with Accessibility Services in advance.

| Course Components                                                                                                                                                                                                                                                                                                   | 2026 Due dates                                                                                                                                                                         | Weight    | Course Objectives no. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------|
| 1) Safe Medicate Exam                                                                                                                                                                                                                                                                                               | ONLY required for those students who did not complete in Winter I                                                                                                                      | PASS/FAIL | 1, 2                  |
| 2) Knowledge Checks<br>(5 total worth 3 % each)<br><i>Due Sundays</i>                                                                                                                                                                                                                                               | March 1 <sup>st</sup> by 2359<br>March 8 <sup>th</sup> by 2359<br>March 15 <sup>th</sup> by 2359<br>March 22 <sup>nd</sup> by 2359<br>April 5 <sup>th</sup> by 2359                    | 15%       | 1, 2                  |
| 3) Assignments:<br><br><b>Part A:</b> Orientation and Preparing for Clinical –5 %<br><br><b>Part B:</b> Weekly Field Notes – 40 %<br>(8% x 5 Weeks) <i>Due Saturdays</i><br><br><b>Part C:</b> Community Health Assessment – 25 % total<br><ul style="list-style-type: none"> <li>Part 1</li> <li>Part 2</li> </ul> | Sat. Feb. 28 <sup>th</sup> by 2359<br><br>Sat. March 7, 14, 21, 28 and April 4, 2026 by 2359<br><br>Part 1: March 15 <sup>th</sup> by 23:59<br>Part 2: March 29 <sup>th</sup> by 23:59 | 70%       | 1-5                   |
| 4) Clinical Assessment Tool (CAT)                                                                                                                                                                                                                                                                                   | <u>Midterm:</u> March 21 <sup>st</sup> by 2359<br>&<br><u>Final:</u> April 6 <sup>th</sup> by 2359                                                                                     | PASS/FAIL | 1-5                   |

|                                     |                               |     |      |
|-------------------------------------|-------------------------------|-----|------|
| 5) Elsevier Adaptive Quizzing (EAQ) | April 9 <sup>th</sup> by 2359 | 10% | 1, 2 |
| 6) Class Participation              | All lecture and lab classes   | 5%  | 1, 2 |

## 1.Safe Medicate Exam:

Year 3 students enrolled in NS 3230 (who did not complete in Winter I) will be tested on the following in adult and child:

- Essential Skills
- Body Surface
- IV Therapy

Students who do not achieve 90% in any of the tested modules will be required to re-write the exam for that module. Students will have three opportunities to achieve 90% on all Safemedicate module exams. If a student is not able to achieve 90% in the third attempt, they will not be able to attend the clinical course and will be asked to withdraw from the program. If a student returns to the nursing program after a program interruption, and a different medication calculation program has been instituted, the student will be responsible for purchasing the new program and writing the medication math calculation exam that is currently being used.

## 2.Weekly Knowledge Checks:

Students will complete timed, open-book questions on myClass prior to Monday lecture classes. Material includes content from weekly assigned chapters, resource materials, as well as important lab values and/or pharmacology in preparation for lecture and lab classes.

## 3.Assignments:

This 3-part assignment bridges learning from the beginning to the end of the course.

### Part A: Orientation and Preparing for Clinical:

- Each clinical site has specific proficiencies the student needs to prepare for to be successful and safe within their clinical setting. Students will complete evidence of preparation for clinical placements, as well as set SMART goals specific to their community placement. Template provided and to be submitted to drop-box.

### Part B: Weekly Field Notes:

- These purposeful notes are evidence of learning and application experienced throughout the week while in the clinical setting. Using the Clinical evaluation tool (CAT), as well as the identified SMART goals, students will reflect on their clinical experiences; pulling in learning from their lectures, labs, field guides, and/or clinical resources to ensure they are meeting the course objectives. Template provided and to be submitted weekly to the drop-box.

### Part C: Community Health Assessment: (Divided into two sections Part 1 & 2)

- The purpose of a windshield survey is to perform an environmental scan that is the most preliminary and fundamental assessment of the community (Stamler & Yiu, 2020). It is a subjective assessment observed

while driving (or walking) through a neighborhood. Students will conduct a community assessment of their clinical placement area and identify specific health promotion recommendations. There will also be a component incorporating the TRC: Calls to Action with nursing-specific recommendations. Template and rubric posted on myClass page.

- Part 1 is due March 15<sup>th</sup> by 23:59h and Part 2 is due March 29<sup>th</sup> by 23:59h. See myClass page for further instructions.

#### 4. Clinical Assessment Tool (CAT):

A formative assessment of nursing practice will be completed by the student and instructor midway through the course, as well as at the end of the course. This will be accomplished through observation, assessment, and evaluation of the student in various activities. Feedback may be supplemented with input from peers, the staff of the clinical site, and the clients. The instructor will provide the student with a formative verbal or written evaluation at the midpoint of the course and a summative written final evaluation at the end of the course.

- At “midterm” students who receive an “At Risk” in any of the indicators on the Clinical Assessment Tool will develop a Learning Support Plan in collaboration with their Clinical Instructor. Students must successfully meet the requirements of the Learning Support Plan by the agreed-upon date. Under the ‘*Professionalism*’ category, students must meet these objectives at a level of ‘*Independence*’ to receive a “PASS” in the course. Failure of this objective may result in being unsuccessful at any time during the rotation.

#### 5. Elsevier Adaptive Quizzing (EAQ):

Adaptive quizzes using the Elsevier platform are utilized throughout the BScN Program. Modules specific to Community health have been assigned at the *Intermediate Mastery* level. This is to increase knowledge, identify gaps in knowledge, and become adept at this testing method which is used to access professional registration post-graduation. Students must complete the modules by the end of the course to receive a grade for this component. The course code to register for the class modules is posted on myClass and will open on the Course start date.

**Requirements for marks towards the final EAQ grade are as follows:**

|                |                                                                                                                                                |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1 Marks</b> | Attempted minimum of 25 questions in each subtopic (4 subtopics), did not reach Mastery in any.                                                |
| <b>2 Marks</b> | Attempted minimum of 25 questions in each subtopic (4 subtopics)                                                                               |
| <b>4 Marks</b> | Attempted minimum of 25 questions in each subtopic (4 subtopics) <b>and</b> achieved Mastery level ‘Intermediate’ in <b>1</b> of the Subtopics |
| <b>6 Marks</b> | Attempted minimum of 25 questions in each subtopic (4 subtopics) <b>and</b> achieved Mastery level ‘Intermediate’ in <b>2</b> of the Subtopics |
| <b>8 Marks</b> | Attempted minimum of 25 questions in each subtopic (4 subtopics) <b>and</b>                                                                    |

|                                        |                                                                                                                                                       |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                        | achieved Mastery level 'Intermediate' in <b>3</b> of the Subtopics                                                                                    |
| <b>10 Marks</b><br><b>(Full Marks)</b> | Attempted minimum of 25 questions in each subtopic (4 subtopics) <b>and</b><br>achieved Mastery level 'Intermediate' in ALL <b>4</b> of the Subtopics |

## 6. Class Participation and Professionalism:

Active participation and professional conduct are essential components of learning. Students are expected to actively participate in class and demonstrate professional behaviour consistent with third-year nursing practice. This includes being prepared, engaging respectfully with peers and instructors, contributing thoughtfully to discussions, and using technology appropriately. Professionalism also requires maintaining confidentiality, communicating respectfully, and upholding the values of integrity, cultural humility, and accountability. Students experiencing challenges that may impact participation should notify the instructor promptly. Participation and professionalism will be assessed through observable behaviours such as engagement in discussions, preparedness, collaboration, timeliness, and adherence to course and program standards. Students who experience challenges affecting their participation are encouraged to communicate with the instructor as early as possible.

## GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

### Grading Chart for courses with Alpha Grading:

| Alpha Grade | 4-point<br>Equivalent | Percentage<br>Guidelines |  | Alpha<br>Grade | 4-point<br>Equivalent | Percentage<br>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:

\*Subject to change with little or no notice. Any changes will be announced on myClass for approval.

| Date                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| February 23-March 1, 2026             | <ul style="list-style-type: none"> <li><b>Course Orientation/Clinical Orientation Week</b></li> </ul> <p><u>This will include:</u></p> <ul style="list-style-type: none"> <li>Connect Care (TBD), Course orientation, Safe Medicate Exam (if not completed in Winter I), Clinical Orientation, Prep and Applicable Modules to complete (site specific). <b><u>Mandatory Monday to Thursday attendance</u></b> of activities (different for each clinical placement).</li> <li>Assignment: Part A: Orientation &amp; Preparing for Clinical</li> <li>Knowledge Check #1 opens and due before lecture class</li> </ul> |
| March 2-8, 2026                       | <ul style="list-style-type: none"> <li><b>Lecture &amp; Lab</b></li> <li>Assignment: Part B Weekly Field Notes #1</li> <li>Knowledge Check #2 opens and due before next lecture class</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| March 9-15 <sup>th</sup> , 2026       | <ul style="list-style-type: none"> <li><b>Lecture &amp; Lab</b></li> <li>Assignment Part B: Weekly Field Notes #2</li> <li>Assignment: Part C: Community Health Assessment Due (Part 1 Due)</li> <li>Knowledge Check #3 opens and due before next lecture class</li> </ul>                                                                                                                                                                                                                                                                                                                                           |
| March 16-22 <sup>nd</sup> , 2026      | <ul style="list-style-type: none"> <li><b>Lecture &amp; Lab</b></li> <li>Assignment: Part B: Weekly Field Notes #3</li> <li>Knowledge Check #4 opens and due before next lecture class</li> <li>Midterm CAT Due</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                           |
| March 23-29 <sup>th</sup> , 2026      | <ul style="list-style-type: none"> <li><b>Lecture &amp; Lab</b></li> <li>Assignment: Part B: Weekly Field Notes #4 Due</li> <li>Assignment: Part C: Community Health Assessment Due (Part 2 Due)</li> <li>SIM preparation quiz due prior to attending</li> </ul>                                                                                                                                                                                                                                                                                                                                                     |
| March 30-April 5 <sup>th</sup> , 2026 | <ul style="list-style-type: none"> <li><b>Lecture &amp; Lab: Simulation March 30<sup>th</sup>-see myClass page for details</b></li> <li>Assignment: Part B: Weekly Field Notes #5 Due</li> <li>Knowledge Check #5 opens and due by next lecture class</li> </ul>                                                                                                                                                                                                                                                                                                                                                     |
| April 6-12 <sup>th</sup> , 2026       | <ul style="list-style-type: none"> <li><b>Lecture</b></li> <li>Final CAT</li> <li>EAQ Due</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## 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 BScN 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 Students Rights & Responsibilities Policy:

<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

NWP Department of Nursing Education & Health Studies Handbook:

<https://docs.google.com/document/d/1eT5ZtjnsFn8oGk9jdu-Rh2eZoRKs-x6-s3Edy0lFQqU/edit?usp=sharing>

**\*\*Note:** All Academic and Administrative policies and procedures are available on the same page.

<https://www.nwpolytech.ca/leadership/policies>

## ATTENDANCE:

**Attendance for all Orientation days, Lectures, Labs, and Clinical is mandatory.** Absences will jeopardize overall clinical performance and academic success in the course and may result in a Failure. Please refer to the NWP student Handbook “Attendance” section for more details.

## LATE ASSIGNMENT POLICY:

To obtain credit in the course ALL assignments, examinations, and quizzes weighted 10% or greater must be completed to obtain credit in the course and permitted to write the final examination if applicable. Students are expected to make every effort to complete assignments on time. Assignment submissions are expected on the date determined by the 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 requested 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 members involved.

## 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 at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

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

## REQUIRED CLINICAL EXPERIENCES

Students will be placed in a community placement in or around the Grande Prairie and Rural surrounding area. This is based on availability of placement sites (within Tues-Fri 8 hr shifts). Please refer to the NWP BScN Nursing Student Handbook “Clinical Placements” section for more information.

<https://docs.google.com/document/d/1eT5ZtjnsFn8oGk9jdu-Rh2eZoRKs-x6-s3Edy0lFQqU/edit?usp=sharing>

## CLINICAL PRACTICE PREPARATION:

Professional responsibility for nursing students includes clinical practice preparation related to evidence-informed practice and patient safety. Preparation includes appropriate understanding, synthesis, and integration of relevant knowledge. To be adequately prepared for clinical experiences, students will participate in activities outside of their scheduled clinical course hours. Activities can include specific clinical patient preparation, clinical site orientation, and review of the textbook and relevant articles. Clinical practice preparation is required in addition to direct course hours. Students who are not adequately prepared to provide safe and competent patient care will not participate in clinical activities. Being unprepared for clinical practice demonstrates unprofessional behavior and will be reflected in the student’s clinical assessment.

Professional responsibility for nursing students also includes clinical shifts. **All clinical absences must be reported to their clinical instructor AND the clinical agency prior to the commencement of the clinical shift.**

**Students are responsible to consult with their clinical instructor to make up for missed clinical shifts.**

Unexplained clinical absences demonstrate unprofessional behavior and will be reflected in the student’s clinical assessment and may put the student at risk for failure.

## CLINICAL PRACTICE:

Clinical practice will take place in agencies dealing with mental health and/or addiction issues in acute care psychiatric settings. In the event of an **unavoidable absence**, students are **required to notify the clinical instructor and clinical site as soon as possible**.

## ADDITIONAL INFORMATION:

### Important Dates:

Students are to refer to the 2025-2026 *Important Dates* at

<https://www.nwpolytech.ca/leadership/registrar/important-dates> for important academic and program-specific dates and deadlines for the upcoming academic year.

### Nursing Program Policies:

Students are to refer to the 2025-2026 *Northwestern Polytechnic Academic Calendar* at

<https://www.nwpolytech.ca/programs/academic-calendar#/content/67c08c95ec4a8de317429896> and the *University of Alberta Collaborative Baccalaureate Nursing Program with Northwestern Polytechnic Student Handbook* at <https://docs.google.com/document/d/1eT5ZtjnsFn8oGk9jdu-Rh2eZoRKs-x6-s3Edy0lFQqU/edit?tab=t.0#heading=h.mg635bag4vv> for specific nursing program policies that may pertain to the course.

## Course Material and Announcements:

The NWP Faculty of Nursing creates a myClass site for all undergraduate nursing courses. Students are expected to access and become familiar with their myClass site at the beginning of each course and to access their myClass site regularly throughout the course. Failure to do so may result in students missing important course-related information, resources, instructor feedback, and announcements. General NWP Faculty of Nursing (FON) and course announcements will be made on myClass.

## Fitness to Practice:

As students studying in the health profession, it is important to assess your fitness to practice before and during each clinical day as part of your professional responsibility. Please review the CRNA Requisite Skill List from pages 5 to 9 and the Faculty of Nursing Fitness to Practice: Implications for Undergraduate Nursing Students document as posted on the NS 3270 myClass site or at this website: <https://www.ualberta.ca/nursing/media-library/fitness-to-practice-and-requisite-skills-and-abilities-uofa-undergraduate-nursing-may-2021.pdf> to identify if any circumstances may limit you from performing care for patients/clients. If you have concerns about your fitness to practice, contact the NS3270 course leader and your clinical instructor.

## Specialized Support and Disability Services:

Students who require accommodations in this course due to disability affecting mobility, vision, hearing, learning, or mental or physical health are advised to discuss their needs with NWP's Student Services and the course instructor.

## 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.

## AI Use Disclosure:

The use of Artificial Intelligence (AI) tools are not encouraged for completing any assignments within this course, including weekly critical reflections. Students who choose to use AI tools **must** disclose and reference their use appropriately. AI tools may be used **only** for supportive purposes (e.g., checking grammar, APA formatting) if needed. AI tools **MUST NOT** be used for generating ideas, analysis, or original written content. Students who use AI tools must include the following:

- An Appendix at the end of the assignment titled "AI Use Disclosure."
- Include the exact prompts entered into the AI tool.



- Include the full or summarized AI-generated responses used.
- Briefly explain how the tool was used (e.g., “used to check APA formatting”).
- An in-text acknowledgment at the end of the assignment:
  - “[AI tool name] was used for [purpose]. All outputs were reviewed prior to assignment submission. Prompts and outputs are provided in the Appendix.”
  - *For example:*
    - OpenAI’s ChatGPT 4o was used for APA formatting. All outputs were reviewed prior to assignment submission. Prompts and outputs are provided in the Appendix.

Failure to disclose AI use may be considered academic misconduct under Northwestern Polytechnic’s Academic Integrity Policy. Failure to uphold your assigned obligations will result in a grade of zero of any assignment.