

CHHA Academic Integrity-November 2021

CHHA defines academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic groups/associations to translate ideals into action.

Academic integrity provides the foundation for learning, teaching, research, and service at CHHA. Its 5 fundamental values enable Mentors and Students to contribute to a community of knowledge dedicated to the freedom of inquiry and open exchange of ideas that characterizes the educational environment of the CHHA.

Any behaviour that compromises these values is considered a departure from academic integrity and may be subject to the remedies and sanctions as established by the CHHA Education Team and Administration.

Departure from Academic Integrity

A departure from academic integrity is any form of academic dishonesty that could result in a student gaining an unearned advantage. It compromises and violates CHHA's core values of academic integrity. If you aren't sure whether something is acceptable or not, always ask your Mentor. Here are some examples of departures from academic integrity – this is not an exhaustive list:

- **Plagiarism**
Presenting another's ideas or phrasings as one's own without proper acknowledgement
- **Use of unauthorized materials**
- **Forgery**
Submitting counterfeit documents or statements
- **Falsification**
Misrepresentation of oneself, one's work or one's relation to the CHHA

Students Receiving Notice

When a Mentor sees evidence in your work that suggests that a departure from academic integrity may have taken place, it is the Mentor's responsibility to document and investigate the situation.

- 1. You will receive a written notice of the potential departure from academic integrity.**
- 2. You will have the opportunity to respond to the Notice of Investigation.**
- 3. A decision will be made on the case.**
- 4. Your Mentor along with the Education Team, will determine a remedy or sanction.**
- 5. Your Mentor will refer the remedy or sanction associated with a finding or departure from academic integrity to Administration.**
- 6. The Executive Director will inform you in writing of the decision and remedy (or sanction).**

Academic Integrity Policies and Practices of CHHA

Academic integrity is a concept used to support learning, teaching, research, and service throughout the CHHA and at a wide range of learning institutions across Canada.

EVS Leadership Program-Guidelines to Source Properly

1. Copied material must appear in quotation marks
2. List the name of the source (Document or website)
3. Where the sourced/copied material can be found in document or website

Examples:

In the body of the assignment

“Cleaning is the removal of foreign material (e.g., dust, soil, organic material such as blood, secretions, excretions and microorganisms) from a surface or object.

” PIDAC April 2018 Section 1.3 pg. 27

OR

At the end of the assignment

“Cleaning is the removal of foreign material (e.g., dust, soil, organic material such as blood, secretions, excretions and microorganisms) from a surface or object.” (1)

“These wipes should be stored near the point-of-care in a sealed container and should not be used if dry.” (2)

1. PIDAC April 2018 Section 1.3 pg. 27
2. PIDAC April 2018 Section 1.3.2.3 pg. 31

CHHA EVS Leadership Student Success Guidelines

Ensuring Quality Learning Experiences

- This course is considered to be self-guided but you will be assigned a mentor to grade your assignments and provide feedback if needed.
- Ensure you fully read all documents you receive regarding the course you have enrolled in.
- If you are unclear of the course expectation, please contact your Mentor or CHHA Executive Director. Contact information is provided to you at time of enrollment and payment.
- If you are having technical difficulties, contact our IT department.
- IT can be reached through the CHHA member website.
- The EVS Leadership course is a full course that has a significant amount of work to complete. Completion time is based on a steady weekly work commitment.
- If you fail to meet your expected completion date you may be subject to additional fees.

Setting your Learning Expectations

- Starting an online learning experience is different than attending in class sessions or scheduled taught classes.
- Your mentor will not be teaching you the course but will provide you feedback to assist you if needed.
- In order to complete this course successfully and on time you must understand that this will require a personal commitment of at least 4-6 hrs. per week
- Do not procrastinate!
- The following points may help you to be successful in completing your assignments and the course.
 - Read all module content fully.
 - Read all assignments fully.
 - Make sure you understand the assignment.
 - If you are not sure what the assignment requires, contact your mentor
 - Follow the CHHA Rubric for assignment marking expectations
 - Read through your assignment prior to submitting checking for the following
 - Spelling errors
 - Grammar errors
 - Sentence and paragraph structure
 - Resourced material in assignment is properly sourced (CHHA guideline provided at enrollment)
 - Assignment is in your own words (except small amount of sourced material)
 - Assignment is completed fully and, in the format, requested
 - Refer to the CHHA Rubric for marking expectation clarification if needed

CHHA EVS Leadership Student Success Guidelines

Self-Direction

- Self-direction is vital to your success in the CHHA EVS Leadership Course.
- Your success will depend directly on how well you are able to keep yourself focused and invested in learning.
- It is **YOUR** responsibility to stay on track and complete the course in your allotted time frame.
- Assignments or assignment update may be submitted directly to your Mentor through their CHHA email (provided at enrollment)
- Your Mentor will **NOT** send a receipt or verification that the assignment was received.
- It is **YOUR** responsibility to follow up with your Mentor if assignments have been left unmarked.
- Technical issues do happen. It is good practice to keep a copy of all your assignments that you submitted for marking to your Mentor.
- It is your responsibility to stay on top of all emails from your Mentor or from CHHA support. At times emails get miss directed and go to junk mail or promotions---you will be responsible to check all your email boxes.
- Your mentor will be **NOT** be held responsible for any misplaced emails or assignments.

Your Mentor

- Your mentor may provide you feedback as to what improvements or what focus you should be taking for an assignment. What you do with this feedback is entirely at your discretion.
- Not all assignments will receive feedback from your mentor.
- If you are looking for specific feedback or have questions it is your responsibility to reach out to your mentor.
- It is **NOT** your Mentor's responsibility to keep you on track to complete the course in your allotted time frame.
- Your mentor will **NOT** provide you reminders to complete or update an assignment
- If updates have not been sent to Mentor within 2 weeks of feedback being given, the assignment will be marked according to original assignment submission
- Your mentor will only accept updated assignments in their entirety. Fragmented assignments will **NOT** be marked.
- Your Mentor may refuse to mark or accept assignments that have not met the CHHA Academic Integrity Policy.

CHHA EVS Leadership Student Success Guidelines

- Your mentor has a 2-week marking guideline. If you have submitted more than 5 assignments at a time this 2-week marking time frame may be extended at the discretion of the Mentor and the CHHA Executive Director
- Mentors are **NOT** required to keep copies of student assignments.
- Your Mentor will be **NOT** be held responsible for any misplaced emails or assignments
- Your Mentor is eager to help you be successful in the CHHA EVS Leadership Course. Your Mentor will not know you are struggling unless you communicate that to them.
- If you feel you are not experiencing a positive relationship with your Mentor you may address the situation with the CHHA Executive Director

Knowledge Understanding

- ✓ All content requirements of assignment are addressed
- ✓ All assignment content is Canadian content
- ✓ All external resources if used are from Canadian Healthcare sources
 - **Pinterest is not an acceptable resource**
- ✓ Acceptable resources include
 - PIDAC (all provinces)
 - CSA Standards
 - Ministry of Health
 - Ministry of Labour
 - Ministry of the Environment
 - IPAC/PHO
 - C4 Guidelines

Assignment Presentation

All assignments are to be presented in the format expressed by the assignment.

All assignments that are considered to be “working” documents must be presented in a manner that would be used by Leaders or frontline staff in the workplace.

Checklist: (samples are provided throughout course)

- ✓ **Include a “box” to check**
- ✓ **Title**
- ✓ **Date**
- ✓ **Name of employees/Leaders involved in checklist**
- ✓ **Facility letterhead**

Policies/Procedures/SOP/Guidelines

Should be submitted to mentor in the format in which it would be presented to staff and management in your organization.

Essay Assignments

HHA EVS Leadership Course Rubric Guide

All essay format assignments must include the following

- ✓ Full sentence structure
- ✓ Proper grammar and syntax
- ✓ Bullet points must be in full sentences
 - If bullet points are used in body of essay, they must include an opening and closing statement

Charts

All assignments requesting a chart or a graph must be in the correct format.

Acceptable formats include,

- ✓ Line graphs
- ✓ Bar chart
- ✓ Pie charts
- ✓ Tables

All chart formatting must be present when assignment is submitted. If it is a table chart----the table needs to be visible.

Mathematical Calculations

Any assignments requiring a mathematical equation must show all mathematical work.

Proposals

All proposals must include the following,

- ✓ Cover letter
- ✓ Facility/department letterhead
- ✓ Evidence of the research to support your request

Letters

All letters must include the following,

- ✓ Letterhead of facility/department
- ✓ Date letter written
- ✓ Full sentence structure in letter body
- ✓ Cc appropriate departments and management

Resource Content Sourcing

All external resources used for the assignments **MUST** be sourced according to HHA protocol.

Spelling and Grammar

Spelling and grammar count towards your overall mark. Marks will be deducted for incorrect spelling and grammar. Check prior to submitting your assignment. Watch out for typos and auto correct.

“Cut and pasting”

Cut and pasting articles or information from any sourced material or the module content is plagiarism if not properly sourced. Copied material should not be presented as the bulk of the assignment. Refer to the CHHA guidelines for proper sourcing and the CHHA guidelines for academic integrity sent to you when you registered for the course.

Upgrading Assignment

If students receive a grade lower than 75%, they **may** be given the opportunity to upgrade the assignment at the discretion of their mentor. To update the assignment student must follow the below protocol

- ✓ Send an email to your mentor requesting the opportunity to update an assignment. State the assignment you are requesting to update.
- ✓ Wait for a response from mentor before submitting updated assignment
- ✓ Assignments must be re-submitted in their entirety with updates highlighted.
- ✓ Assignments are only eligible to be resubmitted up to 2 weeks after first grade has been assigned.
- ✓ All updated assignments are subject to a 4-week marking turnaround.

HHA EVS Leadership Course Rubric Guide

NOTE: Not all assignments will be approved for upgrade. This will be at the discretion of your mentor.

Assignments are worth 75% of your final mark.

Final exam is worth 25% of your final mark.

You must achieve 80% to pass the course successfully.

Word count is a guideline to indicate the amount of detail and thought put into your assignment. It should be followed as much as possible.

Mentor's responsibility to Students

To mark assignments within the allotted time frame (2 weeks).

To mark assignments using the CHHA Rubric (2021).

Mentors will identify to students when they will be on vacation.

Mentors will respond to emails and/or requests for clarification or additional information within a 48 – 72-hour timeframe.



CHHA EVS Leadership Course RUBRIC

Criteria	5 points	Range of 1-4 points*	0 points	
Knowledge Understanding	Components of answer meet all requirements indicated in instructions. Assignment is address thoroughly.	Response is missing components and/or does not fully meet requirements in assignment. Some parts of the assignment are not addressed.	Response excludes essentials components and/or does not address the requirements indicated in the instructions	/5
Assignment Presentation	Answer is presented as instructed in assignment.	Assignment is mostly presented as requested by assignment instructions.	Answer is not presented as requested in assignment	/5
Communication	Writing is clear and organized. Thoughts are logical and coherent. Less than five spelling, grammar and syntax errors. All assignment is completed in the student's own words, copied content is sourced appropriately and supports assignment content.	Writing is clear and organized. Thoughts may stray. Minimal to several spelling, grammar and syntax errors.	Writing is unclear and disorganized. Thought's ramble. Many spelling, grammar and syntax errors. Majority of assignment is copied from other sources and not sourced appropriately	/5
Application	Answer shows strong evidence of thought regarding core module content.	Answer shows evidence of thought regarding core module content but missing a few key components of answer.	Answer shows no evidence of thought regarding core module content.	/5
				/20

* Range defined as **1**=minimal content identified **2**=a few points identified **3**=several correct points identified **4**=almost all correct responses identified