



**School of Pharmacy Required Course Syllabus: Spring – P3**  
**PHAR 6169 / Track: ISBP Practical Application Laboratory IIIB**

**Jan 21 – May 15, 2020**  
**Campbell Rm 203; UTEP SIM Lab**  
**IPPE hours: 7 SIM hours**

<p><b>Course Coordinator:</b> Jeri J. Sias, PharmD, MPH Clinical Professor Office: Campbell Rm 714 Phone: 915-747-8599 <a href="mailto:jjσίας@utep.edu">jjσίας@utep.edu</a></p> <p><b>Office Hours:</b> Mon/Thu 11 am-12 pm /Wed 8:30-9 am Or by appointment</p>	<p><b>Course IPPE Coordinator:</b> Jacqueline Navarrete, PharmD, BCACP Clinical Assistant Professor Office: CABL 706 Phone: (915) 747-8520 <a href="mailto:jnavarrete@utep.edu">jnavarrete@utep.edu</a></p> <p><b>Office Hours: By Appointment</b></p>
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Faculty Name	Title	Office	Contact	Office Hours
Mary Chavez, PharmD	Professor	CABL 110	<a href="mailto:mlchavez11@utep.edu">mlchavez11@utep.edu</a>	By appointment
Jennifer Hartman, PharmD, BCPS, BCCCP	Clinical Asst Professor	CABL 510	<a href="mailto:jmhartman2@utep.edu">jmhartman2@utep.edu</a> (915)747-5842	By appointment
Vicki Howe, PharmD, BCPS	Clinical Coordinator	CABL 705	<a href="mailto:vlhowe@utep.edu">vlhowe@utep.edu</a>	By appointment
Liliana Lunares, PharmD, BCACP	Guest Faculty	---	Provided during lecture	By appointment
Margie Padilla, PharmD, BCACP, CDE	Clinical Assoc Professor	CABL 702	<a href="mailto:meperez@utep.edu">meperez@utep.edu</a> 915-747-8534	By appointment
Denise I. Pinal, PharmD, BCPP	Clinical Asst Professor	CABL 718	<a href="mailto:dipinal@utep.edu">dipinal@utep.edu</a>	By appointment
Sebastian Perez, PharmD	Clinical Asst Professor	CABL 712	<a href="mailto:sebperez@utep.edu">sebperez@utep.edu</a>	

**Course Description**

The Practical Applications Lab is a 1-semester credit course for P3 pharmacy students. It is comprised of an 80-minute laboratory session each week. This course aligns with the pharmacotherapy course content while considering therapeutic concepts in acute care and specialized settings. Through written and practical exams, students will demonstrate knowledge of anatomy, physiology and common patient examination techniques. Students are also applying knowledge and skills for pharmacokinetics, pharmacogenomics, point-of-care, and other practical skills used by the contemporary pharmacist in a specialized or acute care setting.



**Pharmacists’ Patient Care Process (PPCP):** This course will help students utilize the concepts of pathophysiology, pharmacology, and therapeutics to be able to **collect and assess** patient information using safe and effective assessment skills (Past medical history, Current medications, Physical assessment, Point-of-Care) of various disease states. Further students will work with patients to plan and implement a **self-care plan**. Students will be able to use the PPCP to **communicate** information about assessment findings and self-care education to patients. The course coordinator may adapt the syllabus/course calendar to support student and course success.

Image:  
<http://pharmacylibrary.com/doi/book/10.21019/9781582122564>



**Course Learning Objectives (Mapped to National Pharmacy Education Outcomes):**

OBJECTIVE	CAPE OUTCOMES	PCOA	NAPLEX	LEARNING ACTIVITIES	ASSESSMENT	Level of Assessment (I) Introduce (R) Reinforce (A) Apply
<i>At the conclusion of this course, students will be expected to:</i>						
Demonstrate the patient care process and its role in assessment	2.1, 2.3, 3.2	4.6.1	1.1.0 Obtain, interpret, assess, and/or evaluate...	Readings, online simulation, live simulation and application, cases, drug information questions	<ul style="list-style-type: none"> <li>Written exam</li> <li>Practical exam</li> <li>Weekly assignments for topics covered</li> </ul>	R,A
Differentiate normal from abnormal physical findings for body systems covered in class	3.6	4.6.2; 4.6.3	1.1.3 Results from instruments and screening strategies used to assess patients 1.1.4 Laboratory and diagnostic findings 1.1.5 Signs and symptoms associated with diseases and medical conditions 1.1.6 Patients' need for medical referral			R,A
Describe the normal physiology of the major body systems covered in class	3.6	4.6.2; 4.6.3				R,A
Demonstrate the skills needed to perform patient assessment in the clinical environment	3.2, 2.6, 4.4	4.6.1, 4.6.2, 4.6.3, 4.6.4, 4.6.5, 4.6.6	1.2.0 Develop and implement individual treatment plans, taking into consideration... 1.2.1 Specific uses and indications and dosing for drugs 1.2.2 Purported uses and indications for dietary supplements and alternative medicine 1.2.3 lifestyle and self-care therapy			R,A
Demonstrate skills needed to performance patient assessment utilizing point of care devices						R,A
Utilize pharmacokinetics mathematics to perform accurate medication calculations	1.1	2.5.1, 2.5.2, 2.5.3				R,A
Calculate dosage conversions relevant to medications and diseases discussed in class	1.1	2.7.3	1.2.4 pharmacologic classes and characteristics of drugs			R,A
Apply pharmacodynamic skills for understanding medication use in pregnancy and lactation.	1.1	2.7.3	1.2.11 Pharmacodynamic, pharmacokinetics, and pharmacogenomic principles 1.2.12 Pharmacokinetic data to determine equivalence among drug products 1.2.14 Routes and methods of administration, dosage forms, and delivery systems			R,A
Apply knowledge of pharmacogenomics including phenotypes and genotypes in management of drug therapy	1.1	2.6.2	2.3.0 Review, dispense, and administer drugs and drug products, considering... 2.3.2 Commercial availability, identification, and ingredients of prescription and non-prescription drug			R,A



### Questions Related to the Course and Grading/Exams

In general, questions related to the overall course should be directed to the coordinator. **Content/topic-specific questions** should be directed to the content instructor within **five (5) business days** of the material being presented.

Any questions concerning **assignments/exam grades** should be discussed with the **course coordinator within five (5) business days** after the grades have been posted.

### Additional / Detailed Course Meetings & Location: Campbell Room #203; UTEP Simulation Lab

In a major disruption (e.g., H1N1 epidemic, subzero weather), be prepared to maintain course progress via other means (e.g., Internet, our Blackboard course shell, etc.) and check your email (especially your UTEP miners account) regularly.

### Online Platform/Blackboard:

Accessing Course Content on Blackboard: All lectures, handouts, and course material will be located in Blackboard. Log into My UTEP.edu and click on the Blackboard link to access the online course for PHAR 6168. The course is individualized, and students may access lectures/handouts as they are made available by course instructors. Except in cases of a UTEP network being “down” or “offline” you are ultimately responsible to ensure that your computer is connected to the internet and that any issues are addressed prior to class and/or assessments.

### Online Assessment Requirements:

This course requires the use of ExamSoft® (or CORE ELMS®). Students are responsible for creating their online login within the first week of class. It is the student’s responsibility to maintain access to a reliable internet connection (with the rare exception of when UTEP’s systems are down).

If students cannot access your online account, please contact **Adrian Enriquez ([aealonso@utep.edu](mailto:aealonso@utep.edu))**, to resolve this issue **within five (5) business days of the first day of class**. Students are responsible for ensuring they have access to the online assessment system. Mr. Enriquez is **NOT available** for questions or laptop failures/requests **after business hours or on weekends**.

### CORE ELMS Online Assessment Requirements:

This course requires the use of CORE ELMS and Blackboard. Students are responsible for ensuring they have access to CORE ELMS before the beginning of the IPPE/APPE. If you cannot access your online CORE ELMS account, please contact Alma Dominguez ([arsaldana2@utep.edu](mailto:arsaldana2@utep.edu)) to resolve this issue. Assessments (e.g., assignments, quizzes, and exams) may be disseminated before the due date. This requires students to download the assessment using an internet connection. It is the student’s responsibility to maintain access to a reliable internet connection (with the rare exception of when UTEP’s systems are down).

### Introductory Pharmacy Practice Experience (IPPE)

IPPE hours and activities have been assigned to this course. Students will be responsible to complete **seven (7) hours (SIMULATION) as part of this course**. The IPPE requirements of the course will be coordinated by **Dr. JP Navarrete** with guidance from the Office of Experiential Education.

To guide this experience, students will complete a checklist/activity documenting the achievement of each learning objective. Specific information regarding these elements will be available to students in the Blackboard Course and CORE ELMS as appropriate.



During the semester, students may be able to select IPPE slot preferences through CORE ELMS. Please refer to CORE ELMS for specific dates from which they may select to schedule IPPE hours. Experiential education experiences generally occur outside of class time, including evenings, weekends, and holidays. Additionally, IPPEs may be scheduled at other times of the day.

At all times during the IPPE, students are expected to follow OEE policies, including the dress policy, and maintain professionalism. Refer to the OEE handbook for details. Additionally, while at IPPEs, students are always expected to carry with them their Texas State Board Trainee Letter/Intern Card. Students must always have readily available electronically on CORE ELMS® the following: Unexpired BLS CPR Card, HIPAA Training Certificate, Bloodborne Pathogen, etc. Refer to OEE Handbook for a complete list. Failure to exhibit credentials will result in the student being asked to leave the pharmacy site. Eligibility to return to site is determined by the preceptor and the Experiential Program Director.

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### Methods of Instruction/Learning

*The learning outcomes in this course will be achieved via:*

1. **Outside preparation**
2. **In-class lectures**
3. **In-class worksheets, labs, and activities**: provides opportunities to review baseline knowledge and develop/practice self-care, point of care, and patient assessment skills.
4. **Case Discussions / Calculations/ Drug Information Questions / Documentation** – provides practice opportunities for course ability outcomes and allows students to practice evaluating and assessing patient cases, make therapeutic recommendations and document patient interactions.
5. **(OSCE) Observed Structure Clinical Examination** – allows students to demonstrate the course ability outcomes
6. **Exams/Quizzes** – allows students to demonstrate the course ability outcomes and instructors to provide necessary feedback.

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### Required Course Technology/Tools/Needs

#### Required Textbooks/Online Resources:

- Jones, Rhonda M. Patient Assessment in Pharmacy Practice. 3<sup>rd</sup> ed. Wolters Kluwer. 2015.
- Calculator (Exams may required approved calculator)
- Diagnostic/Screening tool Apps
- Students will be provided additional course material as needed throughout course
- Online Drug Information Library

#### Laptop Computer

- Students are expected to bring laptop computers to the class each day for participation in on-line exercises or assessments. It is the responsibility of the students to make sure that the laptops are in working condition and meets the University and School of Pharmacy IT requirements (See SOP Student Handbook).

#### Calculator

- Students are expected to bring a non-programmable calculator to class and to all assessment activities. (Exams may required approved calculator)



### Evaluation and Grading\*

Course point distribution will be as follows:

Type of Assessment	Total Points	% Course Grade
Weekly Case Assignments/Quiz/Activity (approx. 20-30 pts each)	300	75%
Midterm Open-Book Exam	100	25%
<b>Triple Jump Examination</b>		
OSCE/Open Book #1 (Graded)	Pass/Fail**	Pass/Fail**
OSCE/Open Book #2 (Graded)	Pass/ Fail**	Pass/Fail**
Closed Book Exam (Graded)	Pass/Fail**	Pass/Fail**
IPPE (4 hours SIM Hospital Day – Documented in Core ELMS®)	Pass/Fail	Pass/Fail
IPPE SIM - Documented in Core ELMS® 2 hours in-class SIM; 1 hour assigned to Triple Jump Exam)	Pass/ Fail	Pass/Fail
<b>Total</b>	<b>400</b>	<b>100%</b>

Assignment of grades at the end of the course is based on Weekly Assessments and the Midterm Exam.

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 - 69%
- F = < 60%

*\*Grades may be curved*

All assessments will be administered via ExamSoft®, unless noted otherwise.

**\*\*Students MUST pass the Triple Jump Examination to pass the course AND to progress to APPEs.**

**Students MUST pass the associated course IPPEs to pass the course.**

It is the responsibility of the **student** to monitor his/her progress during the course and see that he/she is maintaining the required competency level. Students should seek advice and assistance from the course facilitator as soon as he/she encounters any difficulty in the course.

Exams: The Midterm Exam will be open book and include all material prior to exam. Students MUST come to class with materials available on their laptop or in writing.

- **Students will NOT be able to borrow information from classmates during the exam.**
- Students **will not be allowed** to communicate with each other in any format (for example – email, Dropbox®, Google® docs, or other shared data repository, smart watches)

**Triple Jump Examination:** There are three elements to the Triple Jump Examination (TJE): 1) OSCE/Open Book Exam #1; 2) OSCE/Open Book Exam #2; 3) Closed-Book Exam. Each portion will be administered on three different days during Finals Week. These exams are considered cumulative material across the entire curriculum (P1-P3) year. Details regarding the Triple Jump will be provided by the School of Pharmacy via this course.



Quizzes/Assignments/Case studies: If lab is missed, students will not be allowed to make-up quizzes/assignments/case studies. Depending on the nature of some labs, it is possible that students may not be able to “re-take” a lab even in the event of an excused absence.

Other Assignments (OSCE): OSCE will be graded using a rubric that is provided during class session. This will make up 25% of course grade. Final OSCE is cumulative and will incorporate two physical assessment exams.

This course is connected to one or more of the following areas:

**Experiential LINK (IPPE):**

Four (4) hours of simulated IPPE will be attained through activities associated with Hospital Day SIM located at the SoN Building on UTEP main campus. Dress requirements will be dictated per the IPPE instructor.

Three (3) hours of simulated IPPE will be attained through in-class activities associated with physical assessment, triple jump, and other course experiences that meet simulated IPPE criteria. Dress requirements will be dictated per instructor.

**Attendance**

The attendance policy for the School of Pharmacy is outlined in the Student Handbook. It is expected that students should demonstrate their commitment to the profession and respect for faculty, guest speakers, and colleagues by attending all classes and arriving to class on time prepared for the day’s lesson(s).

**Attendance is required for all laboratory sessions.** The lab coordinator will record student attendance for the laboratory sections. If student is late (>10 minutes), the student will be counted absent. Students, regardless of the reason for absence, are still responsible for the material covered and must complete all examinations as scheduled.

If a student has an excused absence, they should immediately notify the course coordinator(s) and instructor(s) (*or preceptor and Director of Experiential Education if this course is experiential*). To secure approval for an absence related to travel for professional meetings or for events that fall outside of the criteria outlined in the Student Handbook, please refer to the Handbook for more information regarding required documentation for submission to the Office of Student Affairs.

**Classroom Behavior**

Students are expected to be professionals and will be treated as such unless circumstances deem otherwise. Any behavior that impairs student ability to learn will not be tolerated (e.g., side conversation, cell phone use, electronic device use for activities not related to coursework). Laptops may be used during class for taking notes. Using laptops for other activities than taking notes causes a disruption to the class around you.

**Expectations of Students During Course**

It is the responsibility of the **student** to monitor his/her progress during the course. Students should seek advice and assistance from the course facilitator as soon as he/she encounters any difficulty in the course.



## Unique Dress Policy for Course

For physical assessment-based labs, students are required to attend lab in the following attire: conservative tank top (a button or zippered shirt may be worn over the tank top during times not being examined), long shorts/work-out clothing, and easy to remove shoes/flip flops. Sweat pants and long-sleeve shirts may be worn when you are not being examined. **Failure to present to lab in the correct attire may result in a zero (0) for the day's activity.** Students who are not able to meet dress code **must request in writing to the instructor** for consideration for the duration of the course. This request **must be presented to the course coordinator prior to the first laboratory session.**

Students will also be required to bring stethoscope and professional demeanor to each class/OSCE. During OSCEs, professional dress and white lab coat must be worn.

**For Hospital SIM Labs**, the content coordinator will provide details regarding appropriate attire.

In general, attire recommended by School of Pharmacy for courses will be expected for all other labs.

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## Exam Day Policy

Students must arrive on time for examinations. Students arriving after any student(s) has/have completed the exam and have left the classroom/examination room may not be allowed to sit for the exam, and may receive a score of zero. No allowances will be made for an exam being missed, other than documented illness or emergency. The student must contact the course coordinator for confirmation prior to the exam. If permission is granted to delay the exam; it is the student's responsibility to contact the course coordinator to arrange for an alternative exam time. In this event, the nature of the make-up will be at the discretion of the course coordinator (oral, written, increased weighting on the final, etc.). An unexcused absence from an exam may result in a grade of "zero" for that exam and will result in an extra 5% deduction of the total overall course.

## Student Expectations Prior and During Examination

Seating: Randomized assigned seating will be utilized for each examination.

Room: Students must arrive to the room area a minimum of 15-minutes prior to examination. Students are not permitted to be in the examination room prior to assigned seating. No additional time will be provided for the examination. If another student has already completed his/her exam and left the exam room when an unexcused late student arrival occurs, the late arrival will not be permitted to sit for the exam and will receive a grade of zero.

### Exams:

Students are responsible for having a computer for electronic exams. Computers are available to check-out as a loan for exams from the ILC, and students should make early arrangements for securing computers. Students who show up without a computer to take an electronic exam will (1) be provided a paper exam, (2) may receive a grade deduction as stipulated in the course syllabus, and (3) will receive a professionalism referral to the SOP Progression Committee.

### Availability of items during exam

By default, faculty will provide scratch paper for examinations, unless faculty determines scratch paper is not necessary in which case students will receive advance notice that scratch paper will not be



provided. Only faculty will provide scratch paper, and only scratch paper provided by the School of Pharmacy can be used during the examination. Any scratch paper utilized during an examination must have the student's name on every page and all pages must be turned in at the completion of the examination. Any exemption will be noted accordingly in the syllabus.

- No backpacks, purses, hats, large coats, and/or other bulky clothing permitted; these items need to be left outside the examination room or in an area in the exam room designated by the faculty/proctor.
- No food or drink allowed during an exam.
- No electronic devices (for example: watches, phones, calculators, etc.) are permitted on the student during an examination unless approved by the instructor prior to the examination or inspected upon entry into the exam room for approval. A specific model for calculators may be specified in the course syllabus or provided in advance of the examination to students.
- Disruption of examination time due to an electronic device can result in a grade penalty as stipulated in the syllabus.
- Bathroom break: No bathroom breaks permitted during examinations unless a prior accommodation is made. Faculty maintain discretion over the permissibility of bathroom breaks; students should expect that a proctor will accompany them to the restroom and will wait outside the restroom if permission for restroom use is granted. No additional time will be provided for examinations when restroom breaks occur.

#### **Missed Quizzes / Exams / Assignments – Excused/Unexcused Absences**

Only students who miss an exam, quiz or an assignment due date as a result of an *excused absence* will be allowed to make-up the missed assignment or assessment. Students should consult the UTEP School of Pharmacy Student Handbook for definitions and examples of excused absences.

- The course coordinator **MUST** be notified on the day of the exam for the student to be excused from that exam for an emergency.
- In the case of religious holidays, the student **MUST** notify the course coordinator 10 business days prior to the exam. Students should not assume that they can miss an exam for vacation or other personal conflicts.
- Any excused absence from an exam for health reasons must be documented with a note from an appropriate health professional.
- Any unexcused absence from an exam will result in a grade of zero for that exam.

The course coordinator will determine the time and date for a make-up exam, which will occur before the final exam period. If the student is unable to attend either the original exam or the make-up exam, the course coordinator is not required to provide additional opportunities for the student make-up exam. The format of the make-up examination is at the discretion of the course coordinator, and may include any question type including, but not limited to, open-ended questions, an essay examination, or oral examinations.

#### **Remediation Policy**

Students must participate fully in the course to be eligible for remediation. Please refer to the Student Handbook for end-of-course remediation policies and timelines (*see Table of Contents for End of Course Remediation*).





### **General Statement about Course Policy**

The syllabus is subject to change to meet course needs, especially if there are unexpected disruptions or changes in class size, resources, etc. The most updated syllabus can be found on the course Blackboard shell. It is the student's responsibility to review the syllabus periodically for updates.

### **UTEP and SOP Policy for Academic Integrity**

Any student who commits an act of academic dishonesty is subject to discipline. The instructor is required to report all suspected academic dishonesty to the UTEP Office of Student Conduct and Conflict Resolution. Please refer to the Student Handbook for SOP guidance on academic integrity (*see Table of Contents for Curriculum and Classroom Policies: Academic Integrity*).

Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such acts.

Proven violations of the detailed regulations, as printed in the Handbook of Operating Procedures (HOP), and available in the Office of the Dean of Students and on the homepage of the Dean of Students at [www.utep.edu/dos](http://www.utep.edu/dos), may result in sanctions ranging from disciplinary probation, to a failing grade on the work in question, to a failing grade in the course, to suspension or dismissal, among others. (For more information, see: <https://www.utep.edu/student-affairs/osccr/student-conduct/academic-integrity.html>)

### **Professionalism and Professional Conduct**

While enrolled at the University, a student neither loses the rights nor escapes the responsibilities of citizenship. Thus, UTEP and the SOP value professionalism and expect all students to not only acquire but also maintain the highest standards of professional attitudes and behaviors in their interactions with their fellow classmates, staff, faculty, colleagues and their patients, as described in the **UTEP School of Pharmacy Student Handbook** and as per UTEP's student conduct policies (see <https://www.utep.edu/student-affairs/osccr/student-conduct/index.html> / for further information). Any student who engages in conduct that is prohibited by the Board of Regents' Rules and Regulations, University or SOP rules or by federal, state, or local law is subject to discipline whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct. Please refer to the Student Handbook for specific expectations regarding professional conduct in the SOP (*see Table of Contents for Academic Progression: Good Standing: Professional*).

### **Cell Phones**

Students should carry cell phones, but keep the phone on the vibrate mode in the event students need to be notified by the emergency alert system. Cell phone use for the purpose of texting, email or social media is not permitted. This use is disruptive to fellow classmates, faculty and the learning environment. The use of a cell phone or the ringing of the phone in class is considered unprofessional behavior. No cellphones, calculators, laptops or other items may be used during an assessment (e.g., exam or a quiz) unless specifically as part of that assessment and approved by the faculty member/instructor.

### **Technical Assistance**

Checking computer requirements and ensuring that all software up to date is essential for students to access course content. **Supported browsers include –**

- 1) **For a PC:** FireFox, Internet Explorer (Do NOT use IE7), and Chrome
- 2) **For a Mac:** Safari, Firefox, and Chrome



To enhance browser performance, students should clear the browser cache and allow pop-ups. In addition to testing the web browser, check to ensure that the computer has an updated version of **Java** (go to <http://java.com>, click on “Do I have Java”, click on “Verify Java Version,” update Java if needed). Additional browser plug-ins may also be needed to view some content that your instructor may share on the learning management system. Common plug-ins include: **Adobe Reader, Flash Player, Windows Media Player, QuickTime**. When creating documents, slide presentations, spreadsheets, etc., be sure to use Microsoft Office or a compatible program (see 10 Free MS Word Alternatives). The UTEP Technology Support Services (3rd floor, UTEP Library) can also provide students with any applications, compatibility packs, patches, and updates that may be needed.

Students working off campus may need to set up a **Virtual Private Network (VPN)** on their computer to access UTEP resources for this class (i.e., Library). The link below provides information in setting up a VPN connection depending on the operating system. Students may contact the UTEP Help Desk (915-747-HELP) for assistance (or [https://www.utep.edu/technologysupport/ServiceCatalog/NET\\_VPNGlobalProtect.html](https://www.utep.edu/technologysupport/ServiceCatalog/NET_VPNGlobalProtect.html)).

If technical problems are experienced with the course, students should contact the **UTEP Help Desk** during: Monday– Friday: 8AM – 5PM. If calling within UTEP: 915.747.4357. If calling from outside UTEP: 915.747.5257. For more information, please visit <http://helpdesk.utep.edu>. For help with **Blackboard**: [https://www.utep.edu/technologysupport/ServiceCatalog/BB\\_Students.html](https://www.utep.edu/technologysupport/ServiceCatalog/BB_Students.html)

In order for UTEP to provide a stable learning environment, Thursdays from 12:00-6:00am MST are reserved for minor preventive maintenance. This maintenance window is scheduled during the lowest usage time for the system. Blackboard may or may not be available during this time, depending on whether maintenance is necessary. Whenever possible, this time will be utilized to perform all minor maintenance. Unscheduled outages occur rarely, but they do happen. In the event of an unscheduled outage, Technology Support Services will confer with appropriate student and faculty networks to provide appropriate notifications to those affected.

Students can also visit an on-campus lab such as the ATLAS lab located within the Undergraduate Learning Center (UGLC building) for additional technical assistance. In addition to the various campus computer labs (ATLAS in UGLC or LACIT in Liberal Arts for example), Technology Support Services provides workstations for student use. To learn more, please visit: [https://www.utep.edu/technologysupport/ServiceCatalog/BB\\_Students.html](https://www.utep.edu/technologysupport/ServiceCatalog/BB_Students.html)

#### **UTEP and SOP Policy for Special Accommodations (ADA)**

“If you have or suspect a disability and need classroom accommodations, you should contact the Center for Accommodations and Support Services (CASS) at 747-5148.” You can also e-mail the office at [cass@utep.edu](mailto:cass@utep.edu) or go by their office in Union Building East (Room 106). For additional information, visit the CASS website at <http://sa.utep.edu/cass/>

#### **Additional Information**

##### **Campus Concealed Carry:**

Effective August 1, 2016. <https://www.utep.edu/campuscarry/>



### **Civility Statement:**

Students are expected to follow basic standards of courtesy (<https://www.utep.edu/student-affairs/dean-of-students-office/community-of-care/index.html>) and may be dismissed from class for blatant or sustained disruptive behavior.

### **Student Support:**

UTEP provides a variety of resources for those in need (e.g., if you feel overwhelmed, stressed or dealing with a crisis):

- UTEP's Counseling Center (free counseling to all students): **915-747-5302**, which after-hours goes to a crisis line
- Mental Health Crisis Line: 915-779-1800
- National Suicide Prevention Hotline: 1-800-273-8255 / [suicidepreventionlifeline.org](https://suicidepreventionlifeline.org)
- **Veterans Crisis Line: 1-800-273-8255 / [www.veteranscrisisline.net](http://www.veteranscrisisline.net)**
- NAMI (National Alliance on Mental Illness) of El Paso: 915-534-5478 / <https://namiep.org>
- <http://caringeducators.tumblr.com/survival>

### **Title IX:**

Title IX of the Education Amendments of 1972 (Title IX), prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual coercion, stalking, and relationship violence. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

In accordance with Title IX of the Education Amendments of 1972, UTEP does not discriminate on the basis of sex in the operation of its educational programs and activities. This commitment to non-discrimination applies to both employment in and admission to such programs and activities. [Link to full text at <https://www.utep.edu/titleix/>]