



**School of Pharmacy - Required Syllabus  
Spring P2**

**PHAR 6267 (2 hrs) / Track: ISBP**

**Practical Application Laboratory IIB**

Thursdays 1-3:50 pm, Jan 21-May 8, 2020 / Finals: May 11-15, 2020  
Campbell Building – Basement Class (203, B-32)

**IPE: 0 / IPPE: 6 hours (2 SIM and 4 hours Site)**

Primary Course Coordinator & Faculty	Course Faculty
Jeri Sias, PharmD, MPH, Clin Prof Office Rm 714 Office: 915-747-8599 / <a href="mailto:jsias@utep.edu">jsias@utep.edu</a> <b>Office Hrs: Mon/Thu 11-11:50 am, Wed 8:30-9 am</b> Or by appointment	Margie E. Padilla, PharmD, CDE, BCACP, Clin Assoc Prof Office Rm 702 Office: 915-747-8532 / <a href="mailto:meperez@utep.edu">meperez@utep.edu</a> <b>Office Hours: TBD</b> Or by appointment

Additional Faculty	Title	Contact	Office Hours
Vickie Howe, PharmD, BCPS	IPPE Coordinator	<a href="mailto:vlhowe@utep.edu">vlhowe@utep.edu</a> / 915-747-8270 CABL 705	By appointment

TEACHING Assistants	Title	Office	Contact
David Cereceres, PharmD	Clinical Instructor PGY1 Community-Based Resident	CABL 517	<a href="mailto:dcereceres3@utep.edu">dcereceres3@utep.edu</a>
Paola Quijano, PharmD	Clinical Instructor PGY1 Community-Based Resident	CABL 517	<a href="mailto:pquijano@utep.edu">pquijano@utep.edu</a>

**Course Sequencing**

This course builds on the Fall P2 course PHAR 6266 Practical Application Lab IIA.

**Course Description**

The Practical Applications Lab is a 2-semester credit course for P2 pharmacy students. It is comprised of a 3-hour laboratory session each week (based on 1.5 lab hours per credit hour) that builds on material from the PHAR 6266. This course aligns with the pharmacotherapy course content while integrating nonprescription medication, complementary and integrative health, patient assessment skills, and point-of-care devices. Through written and practical exams, students will demonstrate a knowledge of anatomy, physiology and common patient examination techniques while providing recommendations for common self-care/OTC and complementary alternative/integrative medicine (CAIM) therapies.



**Pharmacists' Patient Care Process (PPCP):** This course will help students utilize the concepts of communication, pathophysiology, pharmacology, and therapeutics to be able to **collect and assess** patient information using safe and effective assessment skills (e.g., 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.

Pharmacists' Patient Care Process  
<http://pharmacylibrary.com/doi/book/10.21019/9781582122564>

The course coordinator may adapt the syllabus/course calendar to support student and course success.

## Course Learning Objectives mapped to National Pharmacy Education Outcomes

Course Objectives	CAPE Outcomes	PCOA	NAPLEX	Learning Activities	Assessment Measures	Level of Assessment (I) Introduce (R) Reinforce (A) Apply
<p><b><i>By the end of the semester, students should be able to...</i></b></p> <p>Apply the patient care process (collect, assess, plan, implement and follow-up) to patient assessment &amp; self-care</p>	<p>2.1 Patient-centered care (Caregiver)</p>	<p>4.5.1 Recognize the proper use of nonpharmacologic therapies, including complementary and alternative medicines</p> <p>4.6.4 Interpret common clinical laboratory values and <u>diagnostic tests</u> relevant to Self-Care</p>	<p>1.1.0 Obtain, interpret, assess, and/or evaluate...</p> <p>1.1.3 Results from instruments and screening strategies used to assess patients</p> <p>1.1.4 Laboratory and diagnostic findings</p> <p>1.1.5 Signs and symptoms associated with diseases and medical conditions</p> <p>1.1.6 Patients' need for medical referral</p>	<ul style="list-style-type: none"> <li>• Weekly Readings and/or Powerpoints</li> <li>• Online simulation, Live simulation and application,</li> <li>• Video clips</li> </ul>	<p>Online quizzes Shadow Health Written / practical exam</p>	I,R
<p>Demonstrate the patient care process and its role in assessment</p>	<p>2.1 Patient-centered care (Caregiver)</p> <p>2.3 Health and wellness (Promoter)</p> <p>3.2 Educator (Educator)</p>	<p>4.6.1 Describe techniques for obtaining a comprehensive patient history</p> <p>4.6.2 Describe how to perform patient physical assessments: inspection, palpation, percussion, auscultation</p> <p>4.6.5 Perform calculations related to patient assessment (e.g., A1c – Blood glucose)</p> <p>4.6.6. Describe the use of OTC point-of-care testing devices: glucometers, pregnancy tests, home testing for HbA1c, drug screening</p>	<p>1.2.0 Develop and implement individual treatment plans, taking into consideration....</p> <p>1.2.1 Specific uses and indications and dosing for drugs</p> <p>1.2.2 Purported uses and indications for dietary supplements and alternative medicine</p> <p>1.2.3 lifestyle and self-care therapy</p> <p>1.2.4 pharmacologic classes and characteristics of drugs</p> <p>1.2.14 Routes and methods of administration, dosage forms, and delivery systems</p>	<ul style="list-style-type: none"> <li>• Weekly Readings and/or Powerpoints</li> <li>• Online simulation, Live simulation and application,</li> <li>• Video clips</li> </ul>	<p><i>Exercise, Mid-Term &amp; Final</i></p>	R, A
<p>Differentiate normal from abnormal physical findings for body systems covered in class</p>	<p>3.6 Communication (Communicator)</p>	<p>4.6.3 Differentiate between normal physical assessment findings and modifications caused by common disease states &amp; drug therapy</p>	<p>2.3.0 Review, dispense, and administer drugs and drug products, considering...</p> <p>2.3.2 Commercial availability, identification, and ingredients of prescription and non-prescription drug</p> <p>2.3.4 Specific instructions and techniques for administration</p>	<ul style="list-style-type: none"> <li>• Weekly Readings and/or Powerpoints</li> <li>• Online simulation, Live simulation and application,</li> <li>• Video clips</li> </ul>	<p><i>Quizzes, Written or Practical Exams</i></p>	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 Building Classroom # B-32/ Thursdays, 1-3:50pm** (note: alternative schedules to accommodate IPPEs and IPE experiences will be posted in course calendar or via CORE ELMS® at least 2 weeks in advance when possible).

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 6267]**. 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)**, 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**.

Electronic exams need to be **downloaded at a minimum of 2 hours prior to the examination to avoid a 10% grade penalty** deduction. Repeated instances (> 1 time) of not downloading electronic exams will result in a referral to the professionalism committee on the **SOP Progression Committee and additional 10% grade penalty** deduction from the student’s earned exam score.

### 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**) 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 a **total of 6 hours as part of this course (4 hrs site, 2 hrs simulation)**. IPPEs must be recorded and approved by the date established by the Office of Experience Education (OEE) which is usually “Dead Day”. Any IPPE hours offered during finals week must be documented immediately after the final. The IPPE requirements of the course (e.g. site assignments) will be coordinated by Dr. Vicki Howe with guidance from the Office of Experiential Education.

To guide this experience, students may 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.

## Methods of Instruction/Learning

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

1. **Outside preparation and Pre-Lab On-line Quiz:** Assignments may be posted to complete in advance of each lab. Advance preparation will help students to review and take advantage of time during lab to learn/retain material.
2. **Short lectures:** Short in-class/online lectures or slides may occur to present / provide orientation to material
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. **Written/Practical Exams:** Allows students to demonstrate the course ability outcomes.
5. **Open Lab:** As appropriate, open lab times may be available to allow students time to review materials/concepts.

## Required Course Technology/Tools/Needs

Required Textbooks/Online Resources:

- Eds. Krinsky DL, Ferreri SP. **Handbook of Nonprescription Drugs, 19<sup>th</sup> edition (online)**. UTEP Library. American Pharmacists Association. 2017.
- Jones, Rhonda M. **Patient Assessment in Pharmacy Practice. 3<sup>rd</sup> ed.** Wolters Kluwer. 2015.
- Calculators
- Diagnostic/Screening tool Apps (free)

### Shadow Health Technical Support:

Contact Shadow Health with any questions or technical issues regarding Shadow Health before contacting your instructor. Support is available at <http://support.shadowhealth.com>

#### Advanced Technical Support Hours

Mon - Fri 9:00 AM - 9:00 PM ET

Sat - Sun 12:00 PM - 9:00 PM ET

Call or Email assistance:

- Toll Free:800-860-3241
- [support@shadowhealth.com](mailto:support@shadowhealth.com)

Login page: <http://app.shadowhealth.com>

**Technical requirements**

1. Review requirements: <http://link.shadowhealth.com/Minimum-System-Specifications>
  1. Tablets and mobile devices are currently not supported.

**Optional Textbooks:**

- Bickley, L. Bates' Guide to Physical Examination and History Taking, 12th ed., Philadelphia: J.B. Lippincott, 2016.
- Bates' Pocket Guide to Physical Examination and History Taking
- Bates' Visual Guide to Physical Examination

**Required Equipment:**

- 3M Littmann Master Classic II 27" Stethoscope or Classic III™ 27" Stethoscope

**Optional Equipment:**

- Blood pressure cuff, Pen lights, Reflex hammer

**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)

**Course Competency, Evaluation and Grading**

Students will build on concepts from PHAR 6266 Practical Application IIA. While there will may not be dedicated class time for review, students will be expected to know proper technique for Blood Pressure, Heart Rate, and Respirations. Course Faculty will be available to provide guidance and review of concepts. Open labs will be scheduled to provide students with an opportunity to work with materials for review.

Course point distribution will be as follows:

Type of Assessment	Total Points	% Course Grade
<b>NON-EXAM BASED GRADES</b>		
Pre-Lab Weekly Quizzes (Approximately 10 points x 12 labs)	120	20%
Weekly IN-Class Submission or Assessment (Approximately 5 points x 12 labs)	60	10%
IPPE Class-Assignment(s)	60	10%
<b>EXAM-BASED GRADES</b>		
Midterm Written & Practical Exam (50:50)	180	30%
Final Written & Practical Exam (50:50)	180	30%
Site IPPE Time with worksheet	Pass/Fail	Pass/Fail
<b>Total</b>	<b>600</b>	<b>100%</b>
<b>Extra Credit options (toward NON-Exam points)</b>	<b>+15</b>	<b>+2.5%</b>

\*Students should earn at least 70% on the PRACTICAL portion of the mid-term and final exams to pass the course.

**Assignment of grades\*:**

- A = 90 – 100%**
- B = 80 – 89.99%**
- C = 70 – 79.99%**
- D = 60-69.99%**
- F = < 60%**

*\*Point earned/percentage may not be rounded-up. However, faculty may curve overall course grade.*

All written exams will be administered via ExamSoft®, unless noted otherwise. Portions of the practical exams may be conducted in a simulated pharmacy/clinic setting where students are expected to dress professionally and wear white lab coats.

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.

**WEEKLY ASSIGNMENTS /QUIZZES:**

Students will be expected to complete weekly assignments to assist in preparation and/or formative assessment of the written/practical exams. Weekly assignments will be in one of the following formats:

- 1) **PRE-LAB QUIZZES (~ 10 points each x 12 labs):** Due at **11:59 pm** usually on Wednesdays (the evening prior to class) via Blackboard® (unless otherwise indicated).
  - a. Students will have the opportunity to use notes and re-take the quiz one time. The work on the quiz must represent the students' own work.
  - b. Generally, weekly quizzes will cover material from the previous week and for the upcoming week. Student will be able to use readings, class notes, rubrics, powerpoints, videos to assist in completion of the quiz. Students are expected to complete their own work .
- 2) **IN-CLASS Submission/Assessments (Approximately 5 points each x 12 labs):** During each class, students may be assessed for knowledge and/or skills developed. Students may be assessed in the following ways:
  - a. In-class counseling on devices or medications based on material covered during the lab
  - b. Be re-assessed (randomly or announced) for skills related to checking vitals (e.g., Blood pressure). These rubrics are available on every physical assessment-based lab and will be available in Blackboard® as well.
  - c. In-class calculation or quiz
  - d. Submission of pre-class and/or in-class worksheets
  - e. Other assessments appropriate to the lab/activity for the class

**IPPE ASSIGNMENTS:**

- 1) There will be a total of 2 site IPPEs (approximately 2 hours each to total 4 hours).
- 2) Students will complete at least one (1) graded IPPE assignment to reinforce material related to Self-Care, OTC products, CAIM, Point-of-Care assessments, and/or Assistive devices often used in pharmacies. While details to the assignment will be provided to students at least 2 weeks in advance, the primary activities include pre-/during-/and post-preparation (see calendar outline for timeframe):
  - a. **OTC/Self-Care formulary** for common agents
  - b. **Point-of-Care/Assistive Devices formulary** of common devices
- 3) Students will be assigned to a health-care site for the IPPEs associated with the course
- 4) Students will be able to select (as coordinated by Dr. Howe) for additional site-based IPPE hours via CORE ELMS.

### **WRITTEN/PRACTICAL EXAMS:**

- 1) See “Exam Day” further in syllabus.
- 2) The Practical and Written exams will be offered **in the same afternoon in the CAMPBELL Building**. Students should plan to reserve the afternoon for the exam (12:30-5:00 pm). The practical portion of the exam will take approximately 15-20 minutes. The written portion of the exam will take an estimated 90-120 minutes.

### **Attendance and Classroom/Lab Behavior**

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/labs and arriving to class/lab on time prepared for the day’s lesson(s).

**Attendance will be recorded with each session.** Students will be responsible for the information which may be included on exams.

If students have an excused absence, they should immediately notify the course coordinator and instructor. The doctor’s note or any other form in support of the excused absence should be provided to the course coordinator as soon as possible. There will be one review session before midterm and before final to provide an opportunity for make-up, review, question and answer.

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 for relevant IPPE*). 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.

As a required course in a professional curriculum, attendance is required for all lecture and laboratory sessions. Lab instructors will record student attendance for the laboratory sections. Students, regardless of the reason for absence, are still responsible for the material covered and must complete all examinations as scheduled.

### **Classroom Behavior**

Students will be periodically placed in assigned seats. 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**

As outlined in the syllabus, each week students are expected to review relevant anatomy and physiology, read assignments prior to class, complete quizzes and online virtual simulation activities, and engage professionally in class / laboratory activities while abiding to professional and academic conduct consistent with a Doctor of Pharmacy. The mandatory laboratory sessions are to be utilized to develop skills for recommending over-the-counter and complementary products while practicing techniques for assessment and point-of-care use.

## Unique Dress Policy for Course

Students are required to attend **DESIGNATED labs (per course calendar)** in the following attire: conservative tank top, 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 **will be treated as an unexcused absence**. Students who are not able to meet dress code must request in writing to the instructor for consideration for the duration of the course. **Requests /concerns about dress, privacy, in class testing, content material must be discussed with the course coordinator by Wednesday, 5 pm prior to the 2<sup>nd</sup> day of class.** Students will also be required to **bring stethoscope and professional demeanor** to each class/exam. During exams (unless otherwise noted prior to exam), professional dress and white lab coat must be worn. During combined written/practical exams and IPPEs professional dress and white lab coat must be worn.

## Exam Day Policy

Successful completion of PHR 6267 includes 2 equally weighted examinations. Each exam will have both a written and practical portion. The combined written/practical exam will occur during the regularly scheduled lecture time.

Students must arrive on time for examinations. Students arriving after any student(s) has/have completed the exam and have left the ILC 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.

Any excused absence from an exam for health reasons must be documented with a note from an appropriate health professional. A make-up exam should be given within 5 business days of the students return to school. **Make-up for Written/Practical Examination may occur by verbal examination (even if excused absence).** Failure to take the make-up exam will result in a grade of zero for that exam. Failure to take the final exam will result in a grade of F for the course.

## Student Expectations Prior and During Examination

Updates to Examination Procedures will be posted to Blackboard® approximately 5 business days in advance of the exam. **Due to the cumulative nature of the course, material regarding vitals (Heart rate, Respiratory Rate, and Blood Pressures) may be tested at any examination.** The final written exam may include material from approximately 20% of the mid-term exam material. The final practical exam is cumulative.

### Combined

1. Seating: Randomized assigned seating will be utilized for each examination unless otherwise arranged.
2. Room: Students must arrive to **room 15 minutes** ahead of examination. Students are not permitted to be in the examination room prior to assigned seating. If the student arrives after



the examination has started without proper justification, it will result in a 10% deduction from the student's earned exam score. 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.

3. Exams:

- a. Electronic exams should be downloaded at a **minimum 2 hours prior to the examination to avoid grade penalty of 10% deduction. Repeated instances (> 1 time)** of not downloading electronic exams will result in a **referral to the professionalism committee** on the SOP Progression Committee and **may result in a 10% deduction** from a student's earned exam score.
- b. 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.
- c. If ExamSoft® is not used, then specific instructions for examination will be provided to the students approximately 1 week prior to the exam.

4. Availability of items during exam

- a. 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.
- b. 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.
- c. No food or drink allowed during an exam.
- d. 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.
- e. Disruption of examination time due to an electronic device can result in a grade penalty as stipulated in the syllabus.
- f. 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 Policy:**

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.

**Written/Practical Examination may occur by verbal examination (even if excused absence).** In some cases, the same exam, quiz, and/or assignment may not be feasible and an alternative assignment designated by the course coordinator will be made available. **In-class pop-quizzes** will not be allowed to be made up for students who miss class either for an excused or unexcused absence or who are tardy for class. Students should consult the UTEP School of Pharmacy Student Handbook for definitions and examples of excused absences. **However, generally, students should contact the course coordinator and Mrs. Carmen Ramos, Director of Student Affairs, prior to class to request an excused absence.**

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.

## **Course Extra Credit and Deductions:**

### **Extra Credit ASSIGNMENTS:**

- 1) Students will be offered the opportunity to earn **up to 2.5%** of the non-Exam portion of their grade via extra credit assignments. Examples include Shadow Health assignments related to semester lessons (e.g., Musculoskeletal and Mental Health). Student scores would be based on percent obtained on each Shadow Health assessment. More information will be available during the course.
- 2) Other extra credit assignments.

These assignments must be completed by **Wednesday, 11:59 pm of Week 14.**

Course **DEDUCTIONS** may occur for the following:

- **DRESS CODE:** Failure to abide with dress code for each activity can result in 10% deduction for course for the day (reflected on weekly quiz)
- **UNEXCUSED ABSENCES:** Students with unexcused absences will not be permitted to make up any exam, quiz, or assignment(s) and will receive a grade of zero. Any unexcused absence will also result in a 10% deduction of the overall course grade.
- **TARDINESS:** Excessive tardiness (> 2 instances) will be reported to the Office of Student Affairs. Any missed work due to tardiness will not be permitted for make-up.

Grade deductions proportionate to the time tardy for class will be applied to assignments (i.e., 10% class time missed due to tardiness = 10% grade deduction on the assignment). If class does not include an assignment entry into the classroom after the session has started will be recorded as an unexcused absence for the day; see the above policy for grade reduction related to unexcused absences. Tardiness greater than 15-minutes or an unexcused absence will be counted as a “zero” for the pre-lab quiz for the day missed.

- **ASSIGNMENTS:** Assignments with a scheduled due date and time with submission passed the established date/time requirements will received a **grade penalty of 10% for that assignment**. *Example: Assignment #2 is due Mar 12 at 11:59pm, starting at 12:00 am on Mar 13 a 10% grade penalty will be recorded; on Mar 14 at 12:00 am, a 2<sup>nd</sup> 10% grade penalty will be applied and so forth until zero is reached.*
- **PROFESSIONALISM / ACADEMIC MISCONDUCT:** Any failures to meet professional or academic conduct will be addressed as found in Student Handbook. Failure to complete the necessary assessments and/or schedule a meeting with the designated faculty advisor may result in an incomplete for the course.

### Regrade Request

Students who would like to have an exam (practical or written) regrade request should make a request in writing to the course coordinator within 5 business days of receipt of the grade. **The request should include** (but is not limited to) student name, date of exam, date of request, question number, and a rationale that is provided with a citation/reference.

### 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:**

You 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](http://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/>]