Course Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office, Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liliana Lunares</td>
<td>Clinical Assistant Professor</td>
<td>CAMP 703, <a href="mailto:llunares@utep.edu">llunares@utep.edu</a></td>
<td>747-8188</td>
</tr>
<tr>
<td>Mary Chavez</td>
<td>Clinical Associate Professor</td>
<td>CAMP 105, <a href="mailto:mlchavez@utep.edu">mlchavez@utep.edu</a></td>
<td>747-8242</td>
</tr>
<tr>
<td>Jennifer Hartman</td>
<td>Clinical Assistant Professor</td>
<td>CAMP 508, <a href="mailto:jmhartman2@utep.edu">jmhartman2@utep.edu</a></td>
<td>747-5842</td>
</tr>
</tbody>
</table>

Biographical sketches of faculty can be found on the following website(s): http://www.utep.edu/pharmacy/people/faculty.html

Office Hours

Questions related to the course in general should be directed to the facilitator, whereas content/topic-specific questions should be directed to the instructor.

Students are strongly encouraged to initially post course questions related to content/topics to the Blackboard site for this course. Faculty Instructors will monitor and respond to these questions. Further assistance with course related materials or for all other issues, please see the information below to attend or schedule an in-person appointment during office hours.

Guest lecturers will provide office hours based on appointments. Students can request an appointment in person or via e-mail. All appointments should be made at least 48 hours in advance.

Course Description

This course will review health information retrieval and evaluation including critical analysis and application of relevant health sciences literature and other information resources to answer specific patient-care and/or drug-related questions. Utilization of appropriate drug information resources will provide the foundation for evidence-based therapeutic recommendations to healthcare providers and/or the public. This course also introduces students to effective and secure design and use of technology-based systems, including electronic health records. Appropriate utilization of electronic and technology-based systems will assist in capturing, storing, retrieving, and analyzing data for use in patient care. Additionally, students will review the state and federal legal requirements related to confidentiality when accessing, sharing, utilizing, and/or storing health-related information. The outcomes in this course will provide a foundation for future course work in ISBP, Law, Capstone, Evidence-Based Medicine, and IPPE/APPE rotations. Work within this course will incorporate aspects of the Pharmacist Patient Care Process with an emphasis on collection, assessment, plan, and implementation.
Course Meetings & Location
Pharmacy Informatics and Drug Information will meet on Thursday’s from 1-2:20 pm in Campbell 234.

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.

Course Learning Objectives

A. Course: at the conclusion of this course, students shall be expected to:

1. Identify and utilize drug information resources to provide evidence-based recommendations to patient-specific or general drug information questions
2. Organize and develop effective responses both verbally and in writing to convey evidence-based recommendations to any drug information question
3. Utilize systematic, evidence-based approach to conduct analysis and appraisal of literature and literature sources
4. Recognize health-technology systems utilized in various aspects of patient care
5. Demonstrate a process for constructing evidence-based recommendations for implementation into technology systems to improve patient care

B. Law: this course has an additional law component. Please see separate Law IIA syllabus for law objectives.

C. IPPE: hours and activities have been assigned to this course. Students will be responsible to complete a total of 15 hours as part of this course at UMC El Paso’s Emergency Department. Site assignments will be coordinated by the Office of Experiential Education under the guidance of Dr. Vicki Howe. At the complete of the IPPE activity, students should be able to:

1. Complete a medication history
2. Identify potential adherence/drug related problems
3. Work efficiently with interdisciplinary professionals during the medication history process

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 6243. 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” the student is ultimately responsible to ensure that his/her 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®. Students are responsible for creating their online login within the first week of class. If you cannot access your online account, please contact Dr. Jessica Shenberger (jmshenberger@utep.edu) to resolve this issue. Students are responsible for ensuring they have access to the online assessment system. 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).

CAPE Educational Outcomes
The Center for the Advancement of Pharmacy Education (CAPE) has defined educational outcomes to guide the PharmD curriculum (see AACP CAPE Outcomes weblink). The content of this course will cover the following CAPE educational outcomes.

**Level of Assessment:** 1 – Introduce  2 – Reinforce  3 – Apply

<table>
<thead>
<tr>
<th>CAPE Outcomes</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Learner (Learner)</td>
<td>1</td>
</tr>
<tr>
<td>Develop, integrate, and apply knowledge from the foundational sciences (i.e., pharmaceutical, social/behavioral/administrative, and clinical sciences) to evaluate the scientific literature, explain drug action, solve therapeutic problems, and advance population health and patient centered care.</td>
<td></td>
</tr>
<tr>
<td>2.1 Patient-centered care (Caregiver)</td>
<td>1</td>
</tr>
<tr>
<td>Provide patient-centered care as the medication expert (collect and interpret evidence, prioritize, formulate assessments and recommendations, implement, monitor and adjust plans, and document activities).</td>
<td></td>
</tr>
<tr>
<td>2.2 Medication use systems management (Manager)</td>
<td>1</td>
</tr>
<tr>
<td>Manage patient healthcare needs using human, financial, technological, and physical resources to optimize the safety and efficacy of medication use systems.</td>
<td></td>
</tr>
<tr>
<td>2.4 Population-based care (Provider)</td>
<td>1</td>
</tr>
<tr>
<td>Describe how population-based care influences patient centered care and influences the development of practice guidelines and evidence-based best practices.</td>
<td></td>
</tr>
<tr>
<td>3.6 Communication (Communicator)</td>
<td>2</td>
</tr>
<tr>
<td>Effectively communicate verbally and nonverbally when interacting with an individual, group, or organization.</td>
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</tr>
</tbody>
</table>

**PCOA Educational Outcomes**

**Level of Assessment:** 1 – Introduce  2 – Reinforce  3 – Apply

<table>
<thead>
<tr>
<th>Educational Outcome</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.8.1 Communication abilities (appropriate verbal, nonverbal, visual, and written) with patient and caregivers, including empathetic communication</td>
<td>2</td>
</tr>
<tr>
<td>3.8.4 Measurement and use of health literacy in pharmacy communications</td>
<td>2</td>
</tr>
<tr>
<td>3.10.2 Role of automation technology; pharmacy informatics, information management</td>
<td>1</td>
</tr>
<tr>
<td>3.10.3 Continuous quality improvement programs or protocols in the medication-use process, including identification and prevention of medication errors, and establishment of error reduction programs</td>
<td>1</td>
</tr>
<tr>
<td>4.1.1 Interpret and evaluate drug information</td>
<td>1</td>
</tr>
<tr>
<td>4.1.2 Apply drug information skills for the delivery of medication therapy management</td>
<td>1</td>
</tr>
<tr>
<td>4.1.3 Evaluate the reliability of various sources of information</td>
<td>2</td>
</tr>
<tr>
<td>4.1.7 Evaluate clinical trials that validate clinical appropriateness</td>
<td>1</td>
</tr>
</tbody>
</table>

**Expectations of Students During Course**

Activities in this course may align with work in another course(s), and students may be expected to bring in materials from these other courses for assistance in completing tasks. Students will receive notification in advance for when other materials are necessary.

**Methods of Instruction/Learning**

The learning outcomes in this course may be achieved via:

1. **Outside Preparation** – develop understanding of course content by reading and/or reviewing lectures, responding to colleagues’ postings via blackboard, preparing assignments for formal presentation and/or grading
2. **In-class Lectures** – reinforce materials provided via blackboard and/or in the textbook, allows opportunities to answer questions and provide feedback on progress/goals of assigned tasks and/or examination
3. **Team Assignment/Activity** – offers opportunities to discuss, design, and critique assignments and/or course material
4. **Case Discussions / SOAP Notes/Documentation** -- provides practice opportunities for application of course outcomes and allows students to practice evaluating and assessing patient cases, making therapeutic recommendations, and documenting patient interactions.

5. **Live Patient Interview** -- provides practice in communication and counseling skills as well as practice in integrating clinical information.

6. **Written Assignments:** --provides an application for the process of delivering basic research and drug information materials in written form.

7. **Exams/Quizzes** -- allows students to demonstrate the course ability outcomes and for instructors to provide necessary feedback.

8. **IPPE:** Observational and experiential learning at designated pharmacy practice site

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**Required Course Technology/Tools/Needs**

**Required Textbooks:**


   *This textbook is available online through UTEP library in the AccessPharmacy Database*

3. Please note the Law IIA syllabus for the required texts for the law portion of this course

**Recommended Textbooks (If any, optional):**

- Any basic grammar handbook

**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). Materials, including a computer, brought into a class or exam room are subject to inspection and permission of the assigned or guest faculty. Computers used for exam purposes should be free of any writing, stickers, etc. that could be deemed as supporting potential academic dishonesty.

**Calculator**

- Students are expected to bring a non-programmable calculator to class and to all assessment activities.

**Additional:**

- This course requires a substantial amount of writing. Students who require additional assistance with writing are encouraged to utilize office hours for support. Additionally, UTEP resources, like the reading and writing center, are highly encouraged as well.

- This course requires a substantial amount of library retrieval and resource utilization. Students who require additional assistance are encouraged to utilized office hours for support. Additionally, UTEP resources, like library staff, are highly encouraged as well.

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**Evaluation and Grading Policy**
**Please note that 75% of this course grade will be comprised of Drug Information and Pharmacy Informatics. The remaining 25% of this course grade will be comprised of Law IIA materials and assessments; please see separate Law IIA syllabus (PHAR 6243) listed in Appendix A of this syllabus for details. **

**Final note: Students must pass each course component, the 25% Law IIA component AND the 75% of the drug information/informatics, individually to progress to the next semester. **

Course point distribution will be as follows:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Total Points</th>
<th>% Per Course Component</th>
<th>% Total Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm</td>
<td>100</td>
<td>20</td>
<td>75%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Literature Appraisals (x3)</td>
<td>300</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Short DI Responses (x4)</td>
<td>400</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Group Journal Club Presentation</td>
<td>100</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Group Journal Club Write-Up</td>
<td>100</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Total Drug Info/Informatics</td>
<td>1100</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Law</td>
<td>100</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Total Law</td>
<td>100</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>IPPE</td>
<td>Pass/Fail</td>
<td>Pass/Fail</td>
<td></td>
</tr>
<tr>
<td>IPPE Total</td>
<td>Pass/Fail</td>
<td>Pass/Fail</td>
<td></td>
</tr>
</tbody>
</table>

**Assignment of grades:**

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

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

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:** Exam I (Midterm) is worth 20% of the total course grade for Drug Info/Informatics and covers topics from weeks 1-6 of the course related to DI and literature evaluation. Exam II (Final Exam) is worth 20% of the course grade and is cumulative for materials covered in Drug Info/Informatics.

**Literature Appraisals:** There will be 3 literature appraisals focused on specified learning outcomes (i.e. initial literature assessment, methods: study design, methods: enrollment, methods: statistics, etc.). Each appraisal will be an individually or team composed formal written response of 250-500 words. Formatting guidance includes Times New Roman, 12 pt font, double spaced, 1 inch margins, and AMA citations. Rubric evaluation will address content related to the assignment as well as elements of rhetoric and composition (i.e. grammar, spelling, sentence structure, transitions, organization, etc.). Each literature appraisal is worth 5% of the overall course grade for Drug Info/Informatics

**Short DI Responses:** There will be 4 individually or team composed, short-answer DI responses focused on specified learning outcomes (i.e. selecting the correct source, evaluating the level of evidence for source material, apply source material to a case-based questions, composing an evidence-based supportive response to the case-based questions, etc.). Each response will be 250-300 words. Formatting guidance includes Times New Roman, 12 pt font, double spaced, 1 inch margins, and AMA citations. Rubric evaluation will address content related to the assignment as well as elements of rhetoric
and composition (i.e. grammar, spelling, sentence structure, transitions, organization, etc.). Each short DI Response is worth 5% of the total course grade for the Drug Info/Informatics section.

Team Assignments:
Grading may be based on the individual and/or team performance as specified in the grading rubric for each assignment. There will be no credit given to students who miss the team assignment or do not contribute to the team assignment. ATTENDANCE AND PARTICIPATION IS MANDATORY FOR TEAM ASSIGNMENTS!

Journal Club Presentation: The journal club presentation is developed and presented as a group on an assigned drug trial or study. Presentations should be developed and presented in PowerPoint®. There is 10 minutes permitted for each presentation delivery and 2 minutes for post-presentation question & answers. Students may be required to submit individual assessments of group performance and outcomes. The journal club presentation is worth 15% of the total course grade for the Drug Info/Informatics section.

Journal Club Write-Up: The journal club write-up is composed as a group and serves as a formal written assessment of the assigned drug trial or study delivered in the above Journal Club Presentation. The group journal club write-up will be 3-5 pages excluding the reference page. Formatting guidance includes Times New Roman, 12 pt font, double spaced, 1 inch margins, and AMA citations. The journal club write-up is permitted in written paragraph or chart/table formatting. Rubric evaluation will address content related to the assignment as well as elements of rhetoric and composition (i.e. grammar, spelling, sentence structure, transitions, organization, etc.). Students may be required to submit individual assessments of group performance and outcomes. The journal club write-up is worth 10% of the total course grade for the Drug Info/Informatics section.

Other Course Work: Interactive clicker-based responses may be utilized in the classes. These assessments are for information reinforcement and student self-assessment. The clicker-responses are mandatory but are not incorporated into the course grade. Active Learning group activities will be provided in class to facilitate applied learning of course objectives; participation in these activities is mandatory but is not incorporated into the overall course grade.

This course is connected to one or more of the following areas: GHC (intro to stats/epidemiology, applied biostatistics, etc.), PCPI (law, ECHO pharm, etc.), and ISBP (pharmacotherapy, integrated skills labs, practical skills lab, etc.)

Experiential IPPE:
The IPPE hours and activities have been assigned to this course. Students will be responsible to complete a total of 15 hours as part of this course (15 site, 0 Simulation). 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 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 will select IPPE slot preferences through CORE ELMS. Please refer to CORE ELMS for specific dates from which they may select to schedule IPPE hours.

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 Programs Director.

If a student fails to pass the IPPE hours of this course, a grade of “Incomplete” will be allocated until such time as remediation can be scheduled and successfully passed. In the event remediation of IPPE hours results in a failing grade, the student will maintain an “Incomplete” grade in this course and will be forwarded to the Progression Subcommittee for
further determination. A final grade cannot be awarded for this class without successfully passing the required IPPE component.

This course is connected to one or more of the following areas: GHC, ISBP, and PCPI

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**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; in some cases, the same quiz/exam/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. A student will be required to provide documentation to the Office of Student Affairs for any excused absence in this course.

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, for any reason, will also result in a 10% deduction of the overall course grade.

Excessive tardiness (> 2 instances) will be reported to the Office of Student Affairs for professional conduct review. Any missed work due to tardiness to class 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), and the minimum grade penalty for tardiness is a 5% deduction.

Late assignment, defined as any assignment attempted for submission after the established date/time deadline, may not be accepted resulting in a grade of zero. Late assignments, if accepted, may be subject to a grade penalty/deduction at the discretion of the assigned course or guest faculty.

Failure to arrive to an exam *without* a computer for an examination/quiz/assignment will result in a 10% grade deduction for that activity. Computer malfunctions preventing execution of an electronic examination/quiz/assignment may result in a 10% grade deduction for that activity. Failure to download an electronic examination/quiz/activity prior to the established date/time deadline will result in a 10% grade penalty deduction for that activity. Arriving to any electronic examination/quiz/assignment without the necessary materials, including the exam itself downloaded, and without prior notification to the assigned course faculty for that day will result in a 10% grade deduction for that activity. Repeated violations of arriving to an exam/quiz/assignment without a computer, a malfunctioning computer, or lack of necessary materials to complete the exam/quiz/assignment will result in a 5% deduction of the total course grade for each violation that occurs at the first, initial instance.

Disruption of class activity due to electronic devices may result in a 10% penalty for that day’s assigned exam/quiz/assignment. Repeated violations may result in a 5% deduction of the total course grade for each violation that occurs at the first, initial instance.

Missed IPPE rotation time will be handled at the discretion of the OEE and in accordance with the policies contained in the OEE handbook.

**Remediation Policies:**

Please refer to the Student Handbook for end-of-course remediation policies and timelines (*see Table of Contents for End of Course Remediation*).
Technical Assistance

If you are off campus, you may need to set up a Virtual Private Network (VPN) in your computer to access UTEP resources for this class (i.e. Library). The link below provides information for you to set up a VPN connection depending on your operating system. You can contact the Help Desk for assistance (See Technical Assistance information).

If you are experiencing technical problems with the course, please contact the UTEP Helpdesk during: M - F: 8AM – 5PM. Calling within UTEP: 915.747.4357. Calling outside UTEP: 915.747.5257. For more information, please visit http://helpdesk.utep.edu.

You can also visit an on-campus lab such as the ATLAS lab located within the Undergraduate Learning Center (UGLC building) for additional technical assistance. So that UTEP can continue to provide a stable learning environment, 12:00-6:00am Mountain time on Thursdays is 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, Course Development and Technology Support will confer with Student and Faculty Services to provide appropriate notifications to those affected including faculty, staff and students.

Attendance and Classroom 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 and arriving to class on time prepared for the day’s lesson(s). Entry into the classroom after session has started may result in a grade deduction or an unexcused absence; please see missed quizzes/exams/assignments policy in this syllabus for more detailed information.

Attendance will be taken at the beginning of each class at the discretion of the assigned or guest faculty (e.g. traditional roll call, via a polling quiz, distribution of a class roster, etc.). See missed quizzes/exams/assignments policy in this syllabus for grade deductions related to tardiness, excused, and unexcused absences. Falsifying attendance (i.e. by signing for another student, etc.) is considered scholastic dishonesty and will be dealt with accordingly; please see the academic integrity section of this syllabus for further information. Students are expected to contact the course instructor upon entering a classroom late and prior to starting any class activities. Not checking in with the course instructor upon entering the classroom may result in an increased grade deduction or documentation of an unexcused absence. Students are responsible for all material covered in class regardless of attendance.

If a student has an excused absence, they should immediately notify the Office of Student Affairs, course coordinator(s), and assigned class instructor(s). 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.

Unique Dress Policy for Course: Lab coats and professional attire should be worn for all class activities.

Professional attire includes the following
- Clean white lab jacket with nametag
- Men: full length slacks, dress shirt with tie or polo shirt (shirts must have collars)
- Women: pants or skirts with blouses or dress shirts or dresses
• No scrubs, shorts, jeans, sneakers, athletic shoes, flip-flops, caps or hats, or visible undergarments will be permitted.

Students are required to wear their white lab coats upon entering the classroom. Failure to wear a white coat and professional attire, as well as other violations of professional classroom decorum, will result in a 10% grade deduction on that day’s assignment and possible referral to Student Affairs for professionalism conduct review. Subsequent repeat violations will result in a zero for that day’s assignment and a 5% total course grade deduction per incident.

For dress code criteria specific for IPPE rotation, please refer to the OEE handbook.

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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 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 except as noted under the syllabus section titled: Missed Quizzes/Exam/Assignments Policy. The student must contact the course coordinator for confirmation of any missed exam prior to the exam. If permission is granted to delay the exam; it is the student’s responsibility to contact the course coordinator within 3 business days 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 (e.g. oral, written, increased weighting on the final, etc.). An unexcused absence from an exam will result in a grade of "zero" for that exam and will result in an extra 10% deduction of the total overall course as noted in the syllabus section title: Missed Quizzes/Exam/Assignment Policy.

**Student expectations prior and during examination**

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

**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 late to the examination a grade penalty can occur as stipulated by the syllabus. 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**
Electronic exams need to be downloaded at a minimum 2 hours prior to the examination to avoid a grade penalty as dictated in the syllabus. Repeated instances (> 1 time) of not downloading electronic exams will result in a referral to the professionalism committee on the SOP Progression Committee.

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

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 bathrooms 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.

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**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, 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: [http://sa.utep.edu/osccr/academic-integrity/](http://sa.utep.edu/osccr/academic-integrity/))

**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 Student Handbook and as per UTEP’s student conduct policies (see [http://sa.utep.edu/osccr/student-conduct/](http://sa.utep.edu/osccr/student-conduct/) & [http://admin.utep.edu/Default.aspx?tabid=73922](http://admin.utep.edu/Default.aspx?tabid=73922) 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).

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**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 or go by their office in Union Building East (Room 106). For additional information, visit the CASS website at http://sa.utep.edu/cass/

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**General Statement About Course Policy**

The course coordinator may adapt the syllabus/course calendar to support student and course success. 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 your responsibility to review the syllabus periodically for updates.

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**University Writing Center**

UTEP’s University Writing Center (UWC) is available to assist all UTEP students with writing for all of their classes. The undergraduate and graduate writing consultants at the UWC can help students from any discipline, at all stages of the writing process, from understanding an assignment and brainstorming, to final formatting and citations. The UWC’s services are free to all UTEP students, and you can walk in and work with a consultant whenever you are ready, or you can make an appointment either through our website (uwc.utep.edu) or by calling us at 915-747-5112. In addition to face-to-face assistance, the UWC offers online synchronous assistance through our Writing Help Online Center (WHO) and is available to students enrolled in the growing number of online courses, degrees, and certificate programs at UTEP. There are also numerous resources available on our website 24/7 for self-help through the writing process. The University Writing Center is located in the UTEP Library room 227.

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**Additional Information**

**Campus Concealed Carry:**
Effective August 1, 2016.
http://sa.utep.edu/campuscarry/

**Civility Statement:**
You are expected to follow basic standards of courtesy ([http://admin.utep.edu/Default.aspx?tabid=73922](http://admin.utep.edu/Default.aspx?tabid=73922)) and may be dismissed from class for blatant or sustained disruptive behavior.

**Cell Phone Policy**

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 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.

**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): 747-5302, which after-hours goes to a crisis line
- Mental Health Crisis Line: 779-1800
- National Suicide Prevention Hotline: 1-800-273-8255
- Veterans Crisis Line: 1-800-273-8255
- NAMI (National Alliance Against Mental Illness) of El Paso: 534-5478
- [http://caringeducators.tumblr.com/survival](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 http://admin.utep.edu/Default.aspx?tabid=68750]