School of Pharmacy
Required Syllabus
Fall P1
Course #6142 (1 credit hour) / Track: PCPI
(IPE=0; IPPE=0)
Professional Innovations, Leadership, and Life Skills (PILLS) IA
August 28, 2017 – December 15, 2017
Fridays 11 a.m. to 12 p.m. Campbell Building Room 237

Course Coordinators:
Jennifer Hartman, Pharm.D., BCPS, BCCCP
Office 510
Office: 915-747-5842
Fax: 915-747-8521
Jmhartman2@utep.edu

Co-Coordinator:
Margie Padilla, Pharm.D., BCACP, CDE
Office 702
Office: 915-747-8532
Fax: 915-747-8521
meperez@utep.edu

Course Faculty Facilitators:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Claudia Dominguez, M.A.</th>
<th>Donna Ekal, Ph.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>Career Center Union W103</td>
<td>Mike Loya 223</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:cpdominguez@utep.edu">cpdominguez@utep.edu</a></td>
<td><a href="mailto:Dekal@utep.edu">Dekal@utep.edu</a></td>
</tr>
</tbody>
</table>

Biographical sketches of course faculty can be found on the following UTEP websites:
http://www.utep.edu/pharmacy/people/faculty.html
http://www.provost.utep.edu/index.php/component/content/article/20-demo/pages/111-donna-ekal
http://sa.utep.edu/careers/about-us/

Course Description
The PHA #6142 PILLS course is part of a longitudinal series of classes that meaningfully align and integrate co-curriculum with the personal and professional development of the PharmD graduate. The course is designed to provide oversight of student professional development through mentoring throughout the course and pharmacy curriculum. Experiences in this course will support student exploration of personal and professional development through Brown’s Taxonomy’s three domains of: Connection (Interpersonal Compatibility), Character (Personal Reliability), and Competence (Professional Capability). The longitudinal PILLS course employs a series of seminars, team-based workshops, and co-curricular learning experiences to inculcate students into the School of Pharmacy and profession of pharmacy. During this semester, students will undertake a strengths assessment and inventory, explore career options through a guest lecture series, learn and practice aspects of professional etiquette, create a curriculum vitae, establish early financial literacy skills, develop time management skills, focus on self-awareness and self-reflection, learn leadership qualities, and assess traits of successful life-long learners. Pharmacists’ Patient Care Process (PPCP): This course will help students utilize the concept of the PPCP model, Collect, Assess, Plan, Follow-up, and Evaluate, when practicing effective communication strategies and components of life skills when working in teams and with patient populations during co-curricular and extracurricular experiences. The student will use the PPCP to communicate and collaborate with others.
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 Meetings & Location

This course will be held in UTEP’s Campbell Building Room 237 on Fridays from 11-12 pm.

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 6142. 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.

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>Level of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Self-awareness (Self-aware) – Examine and reflect on personal knowledge,</td>
<td>1</td>
</tr>
<tr>
<td>skills, abilities, beliefs, biases, motivation, and emotions that could</td>
<td></td>
</tr>
<tr>
<td>enhance or limit personal and professional growth.</td>
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<td>4.2 Leadership (Leader) - Demonstrate responsibility for creating and</td>
<td>1</td>
</tr>
<tr>
<td>achieving shared goals, regardless of position</td>
<td></td>
</tr>
<tr>
<td>4.3 Innovation and Entrepreneurship (Innovator) - Engage in innovative</td>
<td>1</td>
</tr>
<tr>
<td>activities by using creative thinking to envision better ways of</td>
<td></td>
</tr>
<tr>
<td>accomplishing professional goals.</td>
<td></td>
</tr>
<tr>
<td>4.4 Professionalism (Professional)</td>
<td>1</td>
</tr>
<tr>
<td>Exhibit behaviors and values that are consistent with the trust given to</td>
<td></td>
</tr>
<tr>
<td>the profession by patients, other healthcare providers, and society.</td>
<td></td>
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<table>
<thead>
<tr>
<th>PCOA Outcomes</th>
<th>Level of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.8.2 Communication abilities with other health care providers</td>
<td>1</td>
</tr>
<tr>
<td>3.8.3 Assertiveness and problem-solving techniques in relation to difficult</td>
<td>1</td>
</tr>
<tr>
<td>social and professional conflicts and situations</td>
<td></td>
</tr>
</tbody>
</table>
Course Learning Objectives

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>CAPE OUTCOMES</th>
<th>PCOA NAPLEX</th>
<th>LEARNING ACTIVITIES</th>
<th>ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop a plan for personal and professional development (Career RX)</td>
<td>4.1, 4.3</td>
<td>3.8.3</td>
<td>Readings, videos, reflections, pod-cast, and scavenger hunts</td>
<td>Written exam, reflections, online quizzes</td>
</tr>
<tr>
<td>Create and engage in innovative practices, experiences, and modalities that build on professional/leadership skill set based on Brown’s Revised Taxonomy (RX Pro Plus)</td>
<td>4.2, 4.3, 4.4</td>
<td>3.8.2</td>
<td>Readings, videos, reflections, pod-cast, and scavenger hunts</td>
<td>Written exam, reflections, online quizzes</td>
</tr>
<tr>
<td>Utilize knowledge of self to assist with an innovative career development and planning strategy</td>
<td>4.1</td>
<td>3.8.3</td>
<td>Readings, videos, reflections, pod-cast, and scavenger hunts</td>
<td>Written exam, reflections, online quizzes</td>
</tr>
<tr>
<td>Evaluate and prioritize personal qualities, skills, competencies and self-awareness aspects essential to leadership and life skills</td>
<td>4.1, 4.2, 4.4</td>
<td>3.8.3</td>
<td>Readings, videos, reflections, pod-cast, and scavenger hunts</td>
<td>Written exam, reflections, online quizzes</td>
</tr>
<tr>
<td>Evaluate, understand, demonstrate, and prioritize personal qualities, skills, competencies, and self-awareness aspects essential to leadership and life skills management.</td>
<td>4.2</td>
<td>3.8.3</td>
<td>Readings, videos, reflections, pod-cast, and scavenger hunts</td>
<td>Written exam, reflections, online quizzes</td>
</tr>
</tbody>
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Expectations of Students During Course

Student participation in class discussion is an essential component of the learning process. Students are expected to complete all assignments before class to be sufficiently prepared to make a meaningful contribution to the class dialogue. The content covered in this course provides the foundation needed to be successful. To achieve the learning outcomes for this course, student must come to class prepared, be on time, be engaged and attentive and spend adequate time working through assignments. All students involved in group work and interdisciplinary instruction are expected to equally contribute and provide professional courtesy to their classmates regarding timelines and communication. As part of the course requirements, students will meet with their faculty advisor twice in the P1 Fall semester.

Methods of Instruction/Learning

Provide a list of the methods of instruction and/or learning used in the course. Use the following as an example.

The learning outcomes in this course will be achieved via:

1. **Outside Preparation**: watch course lectures/videos via blackboard, respond to colleague’s postings via blackboard, prepare assignment for formal presentation, review, and/or grading
2. **In-class Lecture**: Introduces and reinforces concepts related to co-curriculum
3. **Team Assignment/Activity**: discuss, design, and critique assignments related to co-curriculum
4. **Case Discussions / SOAP Notes/Documentation** – provide practice opportunities for course ability outcomes and allows students to practice evaluating and assessing patient cases, make therapeutic recommendations and document patient interactions.
5. **Written Assignments**: demonstrate the course ability outcomes and permit instructors to provide necessary feedback
6. **Exams/Quizzes**: demonstrate the course ability outcomes and permit instructors to provide necessary feedback
Required Course Technology/Tools/Needs

Required Textbooks:

Church T and Ulbrich T.  *The Seven Figure Pharmacist*. 2017.

Recommended Textbooks:

Boyle CJ, Beardsley RS, and Matzke GR.  *Leadership and Advocacy for Pharmacy*. 2nd ed. APhA. Jan 2014. *(please note this book can be found in the PharmacyLibrary database at the UTEP 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). Refer to laptop policies

### Evaluation and Grading Policy

Course point distribution will be as follows:

<table>
<thead>
<tr>
<th>Type of Assessment</th>
<th>Total Points</th>
<th>% Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessments/Evaluations</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Participation/Professionalism</td>
<td>400</td>
<td>25%</td>
</tr>
<tr>
<td>RX Pro Plus Reflections with Faculty Advisor</td>
<td>100</td>
<td>25%</td>
</tr>
<tr>
<td>Financial Literacy Assignment</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>CV Assignment</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Etiquette Assignment</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Career Assignment</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Assignment of grades:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60%</td>
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**Co-Curricular:** The PILLS course will be the home for the Co-Curricular RXPROPLUS Plan reflections and co-curricular assessments. The primary assessment mechanism will be through faculty evaluation and feedback of the students’ CareerRX Professional Portfolio, which will document co-curricular activities and applicable self-reflections.

Assessment mechanisms include: AAC&U VALUE Rubrics (Foundations and Skills for Lifelong Learning, Integrative Learning) and PAT (Professionalism Assessment Tool), and IPAS (Interprofessional Attitudes Scale). All Assessments will be administered via Qualtrics®, unless noted otherwise. These assessments will occur twice in the P1 Fall Semester and then annually thereafter 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.
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 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.

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.

Failure to complete the necessary assessments and/or schedule a meeting with the designated faculty advisor may result in an incomplete for the course.

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), and the minimum grade penalty for tardiness is a 5% deduction. If class does not include an assignment (i.e. guest lecture series, etiquette exercise, etc.) 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.

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

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 Help Desk for assistance (See Technical Assistance information).

If technical problems are experienced with the course, students should contact the UTEP Helpdesk 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: http://admin.utep.edu/Default.aspx?tabid=74094

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 http://admin.utep.edu/Default.aspx?tabid=74174.

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**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 by either traditional roll call, via a polling quiz, or distribution of a class roster. 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 course coordinator(s) and 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 zero for the day’s participation/professionalism grade; a subsequent repeat violation will result in a zero for that day’s participation/professionalism grade and a 5% total course grade deduction per incident.

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 exam room may not be allowed to sit for the exam, and may receive a score of zero. Please review the missed quizzes/exams/assignment policy in this syllabus regarding missed exams.

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/)

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://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).

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/
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.

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) and may be dismissed from class for blatant or sustained disruptive behavior

Cell Phone Policy (Optional for Faculty to adapt or not)
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

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]