School of Pharmacy
Required Course Syllabus
PHAR #6160 (1 hour) / Track: ISBP / P1 Fall
Integrated Skills Laboratory IA and IB
(IPPE = 0 hrs/ IPE = 0 hrs)
August 28th – December 7th 2017

Course Facilitator
Jennifer Hartman, Pharm.D., BCPS, BCCCP
Office: Campbell Building #510
Phone: 915-747-5842
Email: jmhartman2@utep.edu

Course and Guest Faculty

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Sweta Andrews, Pharm.D., MBA, BCACP</th>
<th>Harvey Castellano Jr.</th>
<th>Jongwha Chang, Ph.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>Campbell 713</td>
<td>UTEP Library 213</td>
<td>Campbell 716</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:sandrews@utep.edu">sandrews@utep.edu</a></td>
<td><a href="mailto:hcastell@utep.edu">hcastell@utep.edu</a></td>
<td><a href="mailto:jchang@utep.edu">jchang@utep.edu</a></td>
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</tbody>
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<thead>
<tr>
<th>Faculty</th>
<th>Emily Christenberry, Pharm.D., BCPS</th>
<th>Amanda Loya, Pharm.D., BCPS</th>
<th>Jeri Sias, Pharm.D., MPH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>Campbell 515</td>
<td>Campbell 710</td>
<td>Campbell 714</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:ejchristenberry@utep.edu">ejchristenberry@utep.edu</a></td>
<td><a href="mailto:Amloya1@utep.edu">Amloya1@utep.edu</a></td>
<td><a href="mailto:jjsias@utep.edu">jjsias@utep.edu</a></td>
</tr>
</tbody>
</table>

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

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 email. All appointments should be made at least 48 hours in advance.

Course Description

Students will combine concepts from across all curriculum tracks in this course. Materials from pharmaceutics, medicinal chemistry, and pharmacology will be utilized to explore medications, develop drug monographs, and learn the top 200 drugs with emphasis on mechanism of action, drug class, and indication. Basic communication and team work skills will be employed through case examples, presentations, and group discussions. This course will also introduce students to the library services and creating searches for research support in courses like Capstone. Introducitory learning of all aspects of the Pharmacist Patient Care Process (PPCP) will be combined with concepts from GHC/PCPI tracks.

Course Meetings & Location

This course will be held in UTEP’s Campbell Building Room 237 on Tuesdays from 1-2:30 pm.
In the event of a major disruption (e.g., H1N1 epidemic, subzero weather), be prepared to maintain course progress online (i.e. Blackboard, Skype, etc) and check your email (especially your UTEP miners account) regularly.

**Online Platform/Blackboard:**

Accessing Course Content on Blackboard: All lectures, quizzes, 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 6160. 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.

**Course Learning Objectives**

At the conclusion of this course, students shall be expected to:

1. **Classify the top 200 drugs according to drug class and indication**
2. **Recognize specified mechanisms of action and/or structure for medications listed within the top 200 drugs**
3. **Develop and generate a library search for specified research materials**
4. **Recognize elements of a drug monograph and compose an abbreviated scientific and patient drug monograph**
5. **Breakdown elements of the Pharmacist Patient Care Process and apply concepts related to the “collect” portion of this process**
6. **Employ communication skills and develop medical terminology vocabulary through case discussions and/or presentations**
7. **Examine health literacy and socio-economic factors as they relate to patient care**

*Please note: There are no additional hours allocated within or in connection to this course for law, IPE, or IPPE.*

**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>1.1 Learner (Learner) 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>1</td>
</tr>
<tr>
<td>3.1 Problem Solving (Problem Solver) Identify problems; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution.</td>
<td>1</td>
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<tr>
<td>3.6 Communication (Communicator) Effectively communicate verbally and nonverbally when interacting with an individual, group, or organization.</td>
<td>1</td>
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</tbody>
</table>

**Pharmacy Curriculum Outcomes Assessment (PCOA)**

**Level of Assessment:** 1 – Introduce  2 – Reinforce  3 – Apply
<table>
<thead>
<tr>
<th>Assessment</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2.1 Mechanism of action of drugs of various categories including biologics</td>
<td>1</td>
</tr>
<tr>
<td>3.1.4 Public Health and Wellness: chronic disease prevention, health promotion, infectious disease control, demographics, physical, social, and environmental factors leading to disease, comparing and contrasting public health with individual medical care</td>
<td>1</td>
</tr>
<tr>
<td>3.8.3 Assertiveness and problem-solving techniques in relationship to difficult social and professional conflicts and situations</td>
<td>1</td>
</tr>
<tr>
<td>3.8.4 Measurement and use of health literacy in pharmacy communications</td>
<td>1</td>
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<tr>
<td>4.1.1 Interpret and evaluate drug information</td>
<td>1</td>
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<tr>
<td>4.6.1 Describe techniques for obtaining a comprehensive medication history</td>
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**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 will be achieved via:

1. **Outside Preparation:** watch course lectures via blackboard, respond to colleagues postings via blackboard, prepare assignments for formal presentation and/or grading
2. **In-class Lectures:** reinforce materials provided via blackboard and provide feedback on progress/goals of assigned tasks
3. **Team-Based Assignment/Activity:** discuss, design, and critique assignments related to case presentations, library resource utilization, drug monographs, and understanding of the top 200 drugs
4. **Case Discussions / SOAP Notes /Documentation:** provide introductory concepts of the Pharmacist Patient Care Process, health literacy, and health disparities
5. **Written Assignments:** develop a process for delivering basic research and drug information materials in written form
6. **Exams/Quizzes:** demonstrate the course ability outcomes and permit instructors to provide necessary feedback

**Required Course Technology/Tools/Needs**

**Required Textbooks:**
- None

**Recommended Textbooks (If any, optional):**
- The Top 200 drugs can be found within the AccessMedicine database housed within the UTEP library
- This course will utilize the active learning exercises located within the UTEP library PharmacyLibrary database

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

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

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>Quizzes #1-3</td>
<td>300</td>
<td>25%</td>
</tr>
<tr>
<td>Quiz #4--Cumulative</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Drug Monograph (1)</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Active Learning Sessions (7)</td>
<td>700</td>
<td>25%</td>
</tr>
<tr>
<td>Team-Based Activity (2)</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>Library Project (1)</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Case Discussions (2)</td>
<td>200</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1800</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Assignment of grades:

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

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.

**Quizzes:** There are 4 quizzes in this course covering aspects of the top 200 drugs. Quizzes 1-3 are worth 100 pts and quiz 4 is cumulative and worth 200 pts. The total of the 4 quizzes will comprise 25% of the course grade. Quizzes will be scheduled in advance, and no make-up quizzes will be permitted.

**Team-Based Activities:** Grading for team-based activities is at the discretion of the assigned course or guest faculty and will be provided to students in advance. Grades may include 1 or more of the following: an individual grade, a team grade, a pre- or post- assignment grade. There will be no credit given to students who miss the team assignment or who do not prepare or turn in the required elements of an assignment. There are two team-based activities worth 20% of the course grade. **ATTENDANCE AND PARTICIPATION IS MANDATORY FOR TEAM-BASED ACTIVITIES!**

**Case Discussions:** Grading for case discussions is at the discretion of the assigned course or guest faculty and will be provided to students in advance. Grades may include 1 or more of the following: an individual grade, a team grade, a pre- or post- assignment grade. There will be no credit given to students who miss case discussion or who do not prepare or turn in the required elements of an assignment. There are two case discussion worth 10% of the course grade. **ATTENDANCE AND PARTICIPATION IS MANDATORY FOR CASE DISCUSSION!**

**Other Assignments:** (1) The group library project grade may include 1 or more of the following: an individual grade, a team grade, a pre- or post- assignment grade. Students will be provided with the grading breakdown in advance. The library project is worth 10% of the course grade. (2) A written drug monograph is completed individually. The monograph accounts
for 10% of the course grade. (3) Active learning sessions may be assigned individually or as a group. Grading for active learning sessions is at the discretion of the assigned course or guest faculty and will be provided to students in advance. Grades may include 1 or more of the following: an individual grade, a team grade, a pre- or post-assignment grade. There will be no credit given to students who miss an active learning session or who do not prepare or turn in the required elements of an assignment.

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

**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.

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.

Excessive tardiness (> 2 instances) will be reported to the Office of Student Affairs. Any missed worked 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. Late assignments may not be accepted for grading.

**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)*. There is no in-class remediation for this course.

**Technical Assistance**

Checking computer requirements and ensuring that all software are 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](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 10% grade deduction on that day’s assignment. Subsequent repeat violation will result in a zero for that day’s assignment and a 5% total course grade deduction per incident.

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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 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 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 (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.

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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/)

**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).

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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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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
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]