School of Pharmacy--Required Syllabus
Fall P3 Course #6046 (0 hr) / Track: PCPI
IPE = 0 hrs/IPPE = 0 hrs
Professional Innovations, Leadership, and Life Skills (PILLS) IIA
August 29, 2019 – December 13, 2019
Campbell Room #214

Course Coordinators:
Jennifer Hartman, Pharm.D., BCPS, BCCCP
Office 508
Office: 915-747-5842
Fax: 915-747-8521
Jmhartman2@utep.edu
Office Hours: TWR 3-4 pm & by appt

Additional Course Faculty:
Experiential Education Coordinator: Vicki Howe, Pharm.D., BCPS in Camp 706 (vlhowe@utep.edu)
Clinical Associate Professor: Margie Padilla, Pharm.D., CDE, BCACP in CAMP 702 (meperez@utep.edu)

Course Description
PHAR 6046 continues the longitudinal PILRs 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 PILRs 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 class sessions will focus on professionalism development, leadership development, career planning, and life skill planning & decision-making.

Pharmacists’ Patient Care Process (PPCP): This course will help students utilize the concepts 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. To communicate and collaborate with others.

Office Hours
Questions related to the course in general should be directed to the course coordinator, 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 214 on Thursdays from 3-3:50 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 6046. 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 may require the use of ExamSoft® (or CORE ELMS®). Students are responsible for creating their online login within the first week of class. It is the student’s responsibility to maintain access to a reliable internet connection (with the rare exception of when UTEP’s systems are down).

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

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

CORE ELMS Online Assessment Requirements:

This course requires the use of CORE ELMS and Blackboard. Students are responsible for ensuring they have access to CORE ELMS before the beginning of the IPPE/APPE. If you cannot access your online CORE ELMS account, please contact Alma Dominguez (arsaldana2@utep.edu) to resolve this issue. Assessments (e.g., assignments, quizzes, and exams) may be disseminated before the due date. This requirement necessitates 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>Level of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 <strong>Self-awareness (Self-aware)</strong> – Examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth.</td>
<td>1,2</td>
</tr>
<tr>
<td>4.2 <strong>Leadership (Leader)</strong> - Demonstrate responsibility for creating and achieving shared goals, regardless of position</td>
<td>2</td>
</tr>
<tr>
<td>4.3 <strong>Innovation and Entrepreneurship (Innovator)</strong> - Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals.</td>
<td>1</td>
</tr>
<tr>
<td>4.4 <strong>Professionalism (Professional)</strong> Exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.</td>
<td>2</td>
</tr>
</tbody>
</table>

**PCOA Outcomes**

| 3.8.2 Communication abilities with other health care providers | 1                   |
| 3.8.3 Assertiveness and problem-solving techniques in relation to difficult social and professional conflicts and situations | 1                   |

## 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>
<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>
</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.

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 once in the P3 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:** watching lectures/videos via blackboard, responding to colleague’s postings via blackboard, preparing assignments for formal presentation, review, and/or grading
2. **In-class Lecture:** To Introduce and reinforce concepts related to co-curriculum
3. **Team Assignment/Activity:** Discuss, design, and critique assignments related to co-curriculum
4. **Case Discussions / SOAP Notes/Documentation** – provides practice opportunities for course ability outcomes and allows students to practice evaluating and assessing patient cases, make therapeutic recommendations, and document patient interactions.
5. **Written Assignments:** demonstrates the course ability outcomes and permits instructors to provide necessary feedback
6. **Exams/Quizzes:** demonstrates 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:**


*(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). 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. Calculators should not be used during an examination without instructor permission or instruction.

**Additional:**

This course may require original writing assignments. 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 may require 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.

**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>Pass (≥ 70 pts)/Fail (≤ 69 pts)</td>
</tr>
<tr>
<td>RX Pro Plus Reflections, Financial Literacy Assignment, CV Assignment, Professional Interview, Career Expertise Panel, &amp; EDGE</td>
<td>600 (100 pts each)</td>
<td>Pass (≥ 420 pts)/Fail (≤ 419 pts)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>700</strong></td>
<td><strong>Pass (≥ 490 pts)/Fail (≤ 489 pts)</strong></td>
</tr>
</tbody>
</table>

**Assignment of grades:**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numeric Grade</th>
<th>Pass/Fail Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
<td>PASS</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89%</td>
<td>PASS</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79%</td>
<td>PASS</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>FAIL</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60%</td>
<td>FAIL</td>
</tr>
</tbody>
</table>

**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: Integrative Learning, IPAS (Interprofessional Attitudes Scale) and IPE event assessments. All Assessments will be administered via QuestionPro®, unless noted otherwise. These assessments will occur at least once in the P3 Fall Semester and continue 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 quiz/exam/assignment may not be feasible, and an alternative assignment designated by the course coordinator will be made available. In-class participation will not be permitted for make-up for students who miss class due to tardiness for class. Students should consult the UTEP School of Pharmacy Student Handbook for definitions and examples of excused absences.

The course coordinator MUST be notified on the day of the exam for the student to be excused from that exam for an emergency. In the case of religious holidays, the student MUST notify the course coordinator 10 business days prior to the exam. Students should not assume that they can miss an exam for vacation or other personal conflicts. Any excused absence from an exam for health reasons must be documented with a note from an appropriate health professional. The course coordinator will determine the time and date for a make-up exam, which will occur before the final exam period. If the student is unable to attend either the original exam or the make-up exam, the course coordinator is not required to provide additional opportunities for the student make-up exam. The format of the make-up examination is at the
discretion of the course coordinator, and may include any question type including, but not limited to, open-ended questions, an essay examination, or oral examinations.

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 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.

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.

Remediation Policies:

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

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 at lectures is not mandatory in that attendance may not be taken at each lecture. However, attendance and punctuality at lectures are strongly recommended and expected as a sign of professional behavior. If large numbers of students are absent, the course faculty and/or coordinator reserves the right to give unannounced quizzes. Missing class for work is NOT a valid reason for your absence. 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 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 Office of Student Affairs. To secure approval for an absence related to travel for professional meetings or for events that fall outside of the criteria outlined please refer to the Student Handbook for more information regarding required documentation for submission to the Office of Student Affairs.

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

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 for professionalism to the progression committee. Subsequent repeat violations will result in a zero for that day’s assignment 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 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 area 15 minutes ahead of examination. Students are not permitted to be in the examination room prior to assigned seating. If the student arrives after the examination has started without proper justification, it will result in a 20% deduction form the student’s earned exam score. No additional time will be provided for the examination. If another student has already completed his/her exam and left the exam room when an unexcused late student arrival occurs, the late arrival will not be permitted to sit for the exam and will receive a grade of zero.

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 [example 10% deduction]. Repeated instances (> 1 time) of not downloading electronic exams will result in a referral for professionalism to the SOP Progression Committee and may result in a 10% deduction from a student’s earned exam score. See Missed Quizzes/Exam/Assignment Policy for additional information.

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.

---

**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)*.

---

**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/](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.

---

**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.

**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]