School of Pharmacy  
Required Course Syllabus  
Course # PHAR 6474 / Track: ISBP / P3 Fall  
ISBP IIA1 – Integrated Systems Based Pharmacotherapy  
(IPPE = 0 hrs/IPE = 0 hrs)  
August 26th - October 19th, 2019  
Campbell Building Room # 214

Course Coordinator  
Jennifer M. Hartman, PharmD, BCPS, BCCCP  
Clinical Assistant Professor  
Campbell Building #508  
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Office Hours: TWR 3-4 pm & by appt

Course Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Hartman</td>
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<td><a href="mailto:jmhartman2@utep.edu">jmhartman2@utep.edu</a></td>
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<td>747-8530</td>
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<td>747-8184</td>
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<td>747-5675</td>
</tr>
</tbody>
</table>

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  
Integrated Systems-based Pharmacotherapy IIA1 (PHAR 6474) is a continuation of the ISBP course series that begins in the P2 year focusing on providing essentials for integrating foundational knowledge with practice and care. Faculty from Pharmaceutical Sciences and Clinical Sciences worked together to design a comprehensive, integrated approach to pharmacotherapy, which includes a practical application lab (PHAR 6168) and an integrated lab (PHAR 6164). Issues related to the provision of pharmacotherapy in special populations, e.g., pediatrics, geriatrics, will be integrated into this course as appropriate. The topics for this semester include advanced nephrology, gastroenterology, endocrinology, cardiology, and vascular disease. ISBP IIA1 will focus primarily on the ASSESSment, PLAN development, IMPLEMENTation, and FOLLOW-UP components of the Pharmacists’ Patient Care Process.
**Course Meetings & Location**

ISBP IIIA will meet Monday through Thursday from 1-2:50 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.

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**Course Learning Objectives**

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

<table>
<thead>
<tr>
<th>Objective</th>
<th>CAPE</th>
<th>PCOA</th>
<th>NAPLEX</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Apply the basic anatomy and physiology concepts necessary to understand the cellular and molecular organization of the system</td>
<td>1.1</td>
<td>4.2.1</td>
<td>2.2.3</td>
<td>Exam</td>
</tr>
<tr>
<td>2. Describe the pathophysiology responsible for all disease states covered.</td>
<td>1.1</td>
<td>4.2.1</td>
<td>2.2.3</td>
<td>Exam</td>
</tr>
<tr>
<td>3. Classify the structure-activity relationships (SARs) to drug receptor/target interactions.</td>
<td>1.1</td>
<td>2.1.4</td>
<td>1.2.4</td>
<td>Exam</td>
</tr>
<tr>
<td>4. Identify SARs with regard to characteristic pharmacophores and drug-receptor interactions for specific drugs and drug classes.</td>
<td>1.1</td>
<td>2.1.3</td>
<td>1.2.4</td>
<td>Exam</td>
</tr>
<tr>
<td>5. Illustrate the mechanism of pharmacological action (including toxicology, adverse effects, and drug-drug interactions) of specific drugs and drug classes in affecting/treating a targeted disease state.</td>
<td>1.1</td>
<td>2.2.1</td>
<td>1.2.4</td>
<td>Exam</td>
</tr>
<tr>
<td>6. Apply the general principles of drug pharmacokinetics/pharmacodynamics and pharmacogenomics into the drug therapy plan.</td>
<td>1.1</td>
<td>2.2.2</td>
<td>1.2.11</td>
<td>Exam</td>
</tr>
<tr>
<td>7. Integrate pathophysiology concepts and basic principles of pharmaceutical sciences into the therapeutic decision-making process.</td>
<td>1.1</td>
<td>4.2.1</td>
<td>2.2.3</td>
<td>Exam</td>
</tr>
<tr>
<td>8. Describe the etiology, incidence, and prognosis associated with disease states covered, including toxicological conditions.</td>
<td>1.1</td>
<td>4.1.5</td>
<td>1.1.4</td>
<td>Exam</td>
</tr>
<tr>
<td>9. Recognize the major signs, symptoms, and clinical findings associated with each disease state, including toxicological conditions.</td>
<td>1.1</td>
<td>4.1.5</td>
<td>1.1.4</td>
<td>Exam</td>
</tr>
<tr>
<td>10. Identify usual medication doses, dosage forms, adverse drug reactions, and monitoring parameters of drug classes.</td>
<td>1.1</td>
<td>4.3.2</td>
<td>1.1.4</td>
<td>Exam</td>
</tr>
<tr>
<td>11. Formulate a comprehensive drug therapy plan that incorporates non-pharmacologic and pharmacologic approaches including: first-line therapy, alternative therapies, monitoring parameters and diagnostic interpretations, desired therapeutic goals/outcomes, and considerations for special populations (e.g. pediatrics, geriatrics, multiple disease states)</td>
<td>2.1</td>
<td>4.1.4</td>
<td>1.2.2</td>
<td>Exam</td>
</tr>
</tbody>
</table>
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® (or CORE ELMS®). Students are responsible for creating their online login within the first week of class. It is the student’s responsibility to maintain access to a reliable internet connection (with the rare exception of when UTEP’s systems are down).

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

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

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>2</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>2</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>3.1 Problem Solving (Problem Solver)</td>
<td>2</td>
</tr>
<tr>
<td>Identify problems; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution.</td>
<td></td>
</tr>
</tbody>
</table>

PCOA

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

<table>
<thead>
<tr>
<th>PCOA Outcome</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.3 Fundamental pharmacophores for drugs used to treat diseases</td>
<td>2</td>
</tr>
<tr>
<td>2.1.4 Structure-activity relationships in relation to drug-target interactions</td>
<td>2</td>
</tr>
<tr>
<td>2.1.6 Applicability to making drug therapy decisions</td>
<td>2</td>
</tr>
<tr>
<td>2.2.1 Mechanisms of action of drugs of various categories including biologics</td>
<td>2</td>
</tr>
<tr>
<td>2.2.2 Pharmacodynamics of drug binding and response</td>
<td>2</td>
</tr>
<tr>
<td>2.2.3 Adverse effects and side effects of drugs</td>
<td>2</td>
</tr>
<tr>
<td>2.2.4 Mechanisms of drug-drug interactions</td>
<td>2</td>
</tr>
<tr>
<td>2.2.6 Acute and chronic toxic effect of xenobiotics, including drug and chemical overdose and antidotes</td>
<td>2</td>
</tr>
<tr>
<td>4.1.4 Interpret guidelines as they apply in a clinical setting</td>
<td>2</td>
</tr>
<tr>
<td>4.1.5 Utilize core scientific and systems-based knowledge in the patient care decision-making process</td>
<td>2</td>
</tr>
<tr>
<td>4.2.1 Apply concepts of pathophysiology to clinical decision making</td>
<td>2</td>
</tr>
</tbody>
</table>
4.3.1 Utilize pharmacokinetics to calculate, evaluate, and individualize drug therapy 2
4.3.2 Interpret clinical pharmacokinetics of commonly used and low-therapeutic-index drugs 2
4.4.1 Utilize pharmacogenomics to calculate, evaluate, and individualize drug therapy 2
4.5.1 Recognize the proper use of non-pharmacologic therapies, including complementary and alternative medicines 2
4.7.1 Make therapy recommendations based on dosage calculations, specific uses and indications of drugs, and nutritional and support therapy 2
4.7.2 Interpret therapeutic drug concentrations 2
4.7.3 Assess pharmacotherapy considering dietary interactions, adverse drug reactions and interactions, and allergies 2
4.7.5 Design patient-centered, culturally-relevant treatment plans 2
4.7.6 Apply evidence-based decision making to patient care 2
4.7.8 Identify and manage drug toxicity, drug-induced diseases, and misuse or abuse 2
4.7.9 Monitor drug therapy for misuse, abuse, and non-adherence 2

NAPLEX

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

<table>
<thead>
<tr>
<th>CAPE Outcomes</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.4 Laboratory and diagnostic findings</td>
<td>3</td>
</tr>
<tr>
<td>1.1.5 Signs and symptoms associated with diseases and medical conditions</td>
<td>3</td>
</tr>
<tr>
<td>1.2.1 Specific uses and indications and dosing for drugs</td>
<td>2,3</td>
</tr>
<tr>
<td>1.2.2 Purported uses and indications for dietary supplements and alternative medicine</td>
<td>2,3</td>
</tr>
<tr>
<td>1.2.3 Lifestyle and self-care therapy</td>
<td>2,3</td>
</tr>
<tr>
<td>1.2.4 Pharmacologic classes and characteristics of drugs</td>
<td>2,3</td>
</tr>
<tr>
<td>1.2.5 Actions and mechanisms of actions of drugs</td>
<td>2,3</td>
</tr>
<tr>
<td>1.2.6 The presence of pharmacotherapeutics duplications and/or omissions</td>
<td>2,3</td>
</tr>
<tr>
<td>1.2.7 Drug interactions</td>
<td>2,3</td>
</tr>
<tr>
<td>1.2.8 Contraindications, warnings, and precautions</td>
<td>2,3</td>
</tr>
<tr>
<td>1.2.9 Allergies</td>
<td>2,3</td>
</tr>
<tr>
<td>1.2.10 Adverse effects and drug-induced illness</td>
<td>2,3</td>
</tr>
<tr>
<td>1.2.11 Pharmacodynamic, pharmacokinetics, and pharmacogenomic principles</td>
<td>2,3</td>
</tr>
<tr>
<td>1.2.12 Pharmacokinetic data to determine equivalence among drug products</td>
<td>2,3</td>
</tr>
<tr>
<td>1.2.13 Pharmacoeconomic factors</td>
<td>2,3</td>
</tr>
<tr>
<td>1.2.14 Routes and methods of administration, dosage forms, and delivery systems</td>
<td>2,3</td>
</tr>
<tr>
<td>2.1.1 Patients’ nutritional needs and the content of nutrient sources</td>
<td>2</td>
</tr>
<tr>
<td>2.2.3 Physiochemical properties of active and inactive ingredients</td>
<td>1,2</td>
</tr>
<tr>
<td>2.2.5 Physiochemical properties of drugs that affect solubility and stability</td>
<td>1,2</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.

Questions Related to the Course and Grading/Exams

In general, questions related to the overall course should be directed to the coordinator. Content/topic-specific questions should be directed to the content instructor within five (5) business days of the material being presented.

Any questions concerning assignments/exam grades after these grades have been posted should be discussed with the course coordinator within five (5) business days of the posting. In most instances, no adjustments to grades will be made after 5 business day from the posting of any graded assignment/exam.

Any concerns regarding exam questions during an exam should be documented in writing using the provided scratch paper; upon completion of the exam and submission through ExamSoft, the student should then notify the exam proctor and provide
the written concern noting the exam question number and the student's name. These content specific concerns for exam questions will be evaluated prior to the release of exam grades.

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 5% grade deduction on the next graded exam. A second violation will result in a second 5% deduction on the next exam and referral for professionalism to the Progression Committee. Subsequent violations (i.e. 3, 4, 5, etc.) will result in a 5% total course grade deduction per incident and continued referral to the Progression Committee.

Methods of Instruction/Learning

The learning outcomes in this course will be achieved via:

1. **Outside Preparation** – develop understanding of course content by reading and/or reviewing lectures, respond to colleagues’ postings via blackboard, prepare 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
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 instructors to provide necessary feedback.

Required Course Technology/Tools/Needs

**Required Textbooks:**

Recommended Textbooks:

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 meet 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.

Evaluation and Grading Policy

Course point distribution will be as follows:

<table>
<thead>
<tr>
<th>Type of Assessment</th>
<th>% Total</th>
<th>% Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam I</td>
<td>100</td>
<td>15</td>
</tr>
<tr>
<td>Exam II</td>
<td>100</td>
<td>15</td>
</tr>
<tr>
<td>Exam III</td>
<td>100</td>
<td>15</td>
</tr>
<tr>
<td>Exam IV</td>
<td>100</td>
<td>15</td>
</tr>
<tr>
<td>Exam V</td>
<td>100</td>
<td>15</td>
</tr>
<tr>
<td>Exam VI (comprehensive final)</td>
<td>100</td>
<td>20</td>
</tr>
<tr>
<td>Participation</td>
<td>100</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>700</td>
<td>100</td>
</tr>
</tbody>
</table>

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

All 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 through V is each worth 15% of the course grade and covers materials presented on Nephrology, Gastroenterology, Endocrinology, and Cardiology. Exam VI is a comprehensive final exam worth 20% of the total course grade that covers all materials from all modules presented in this course. All exam grades will be presented as #correct/total # of exam questions x 100 (i.e % total).

Participation: Class participation will be provided at faculty discretion in a variety of forms (i.e. Blackboard quizzes, Panopto quizzes, iClicker responses, etc.). Students will receive a grade as # participation assignments completed/# of participation assignments offered x 100 (i.e. % total) for the course term which will represent 5% of the total course grade.

This course is connected to one or more of the following areas: Practical Skills Lab, Integrated Skills lab, Drug Information

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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 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 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 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.

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. No allowances will be made for an exam being missed, other than documented illness or emergency. The student must contact the course coordinator for confirmation prior to the exam. If permission is granted to delay the exam; it is the student’s responsibility to contact the course coordinator to arrange for an alternative exam time within 3 business day. 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 a make-up exam may result in a grade of "zero" for that exam and will result in an extra 10% deduction of the total overall course.

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 10% 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.

Exams

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/)

**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/

**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](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](http://admin.utep.edu/Default.aspx?tabid=68750)]