School of Pharmacy
Required Syllabus
Spring P2
Course (1hr)/Track: PCPI
(IPE=0; IPPE=0hrs)

Professional Innovations, Leadership, and Life Skills (PILLS) IIB
January 25, 2020 – May 1, 2020

Course Coordinator:

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

Office hours: Friday 8:15-9:15am

Course Faculty Facilitators:

Faculty Name	Title	Office Location	Contact	Office Hours
Jennifer Hartman, Pharm.D., BCPS, BCCCP	Clinical Assistant Professor	CABL 510	jmhartman2@utep.edu (915)747-5842	By appointment
Vicki Howe, PharmD, BCPS	Clinical Assistant Professor	CABL 707	vlhowe@utep.edu	By appointment
David Sanchez	Talent Development Consultant	Office of Human Resources	dasanchez11@utep.edu (915) 747-5355	By appointment
Marieli Pinero-Melendez, M.S	Clinical Counselor	Counseling and Psychological Services	mpineromel@utep.edu 915-747-5302	By appointment

Biographical sketches of faculty members can be found on the UTEP SOP website at
http://www.utep.edu/pharmacy/people/faculty.html

More information about UTEP Human Resources can be found on the following website
https://www.utep.edu/human-resources/people/index.html

More information about Counseling and Psychological services can be found at the following website
https://www.utep.edu/student-affairs/counsel/people/index.html

Course Description

The PHA #6054 PILLs course is part of a longitudinal series of classes that meaningfully align and integrate co-curriculum with the personal and professional development of the PharmD graduate. The course is designed to provide oversight of student professional development through mentoring throughout the course and pharmacy curriculum. Experiences in this course will support student exploration of personal and professional development through Brown's Taxonomy's three domains of: **Connection** (Interpersonal Compatibility), **Character** (Personal Reliability), and **Competence** (Professional Capability). The longitudinal PILLs course employs a series of seminars, team-based workshops, and co-curricular learning experiences to inculcate students into the School of Pharmacy and profession of pharmacy. During this semester, students will undertake a strengths assessment and inventory, explore career options through a guest lecture series, learn and practice aspects of professional etiquette, create a curriculum vitae, establish early financial literacy skills, develop time management skills, focus on self-awareness and self-reflection, learn leadership qualities, and assess traits of successful life-long learners.

Pharmacists' Patient Care Process (PPCP): This course will help students utilize the concepts of pathophysiology, pharmacology, and therapeutics to be able to **Collect, Assess, Plan, Follow-up,** and **Evaluate** safe and effective communication and life skills when working with Patient populations through their co-curricular and extracurricular experiences. The student will use the PPCP to **communicate and collaborate** with others. Add symbol and link now that the library has the book.

http://pharmacylibrary.com/doi/book/10.21019/9781582122564

Course Objectives:

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

- Develop a plan for personal and professional development (Career RX)
- Create and engage in innovative practices, experiences, and modalities that build on professional/leadership/wellness skill set based on Brown's Revised Taxonomy (RX Pro Plus)
- Utilize knowledge of self to assist with an innovative career development and planning strategy
- Evaluate and prioritize personal qualities, skills, competencies and self-awareness aspects essential to leadership and life skills

Course Learning Objectives (Mapped to National Pharmacy Education Outcomes

OBJECTIVE	CAPE OUTCOMES	PCOA NAPLEX	LEARNING ACTIVITIES	ASSESSMENT
Develop a plan for personal and **professional** development **(Career RX)**	4.1, 4.3	3.8.3	Readings, videos, reflections, pod-cast, and scavenger hunts	Written exam, reflections, online quizzes
Create and engage in **innovative** practices, experiences, and modalities that build on **professional/leadership/wellness** skill	4.2, 4.3, 4.4	3.8.2	Readings, videos, reflections, pod-cast, and scavenger hunts	Written exam, reflections, online quizzes

set based on Brown's Revised Taxonomy (**RX Pro Plus**)				
Utilize knowledge of self to assist with an **innovative** career development and planning strategy	4.1	3.8.3	Readings, videos, reflections, pod-cast, and scavenger hunts	Written exam, reflections, online quizzes
Evaluate and prioritize personal qualities, skills, competencies and self-awareness aspects essential to **leadership and life skills**	4.1, 4.2, 4.4	3.8.3	Readings, videos, reflections, pod-cast, and scavenger hunts	Written exam, reflections, online quizzes

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** should be discussed with the **course coordinator within five (5) business** days after the grades have been posted.

Additional / Detailed Course Meetings & Location

CABL # 212

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 6168. 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.

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.**

Methods of Instruction/Learning

Provide a list of the methods of instruction and/or learning used in the course. Use the following as an example.
The learning outcomes in this course will be achieved via:

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

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Required Course Technology/Tools/Needs

Required Textbooks:

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

Recommended Textbooks:

- Boyle CJ, Beardsley RS, and Matzke GR. Leadership and Advocacy for Pharmacy. 2nd ed. APhA. Jan 2014.
  (please note this book can be found in the Pharmacy Library database at the UTEP library)

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

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Evaluation and Grading Policy

Course point distribution will be as follows:

Type of Assessment	Evaluation
Assessments/Evaluations (IPAS, PAT)	P/F
Participation/Professionalism	P/F
RX Pro Plus Reflection Assignment	P/F
Financial Literacy Assignment	P/F
CV Assignment	P/F

Assignment of grades:

P	Pass
F	Fail
*	You can't have more than 1 Fail for the course

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: Not Applicable

Quizzes/Assignments/Case studies**:** Not Applicable

Co-Curricular: The PILLS course will be the home for the Co-Curricular RXPROPLUS Plan reflections and co-curricular assessments. The primary assessment mechanism will be through faculty evaluation and feedback of the students' CareerRX Professional Portfolio, which will document co-curricular activities and applicable self-reflections.

Assessment mechanisms include: AAC&U VALUE Rubrics (Foundations and Skills for Lifelong Learning, Integrative Learning) and PAT (Professionalism Assessment Tool), and IPAS (Interprofessional Attitudes Scale). All Assessments will be administered via Qualtrics®, unless noted otherwise. These assessments will occur once in the P2 Spring Semester and then annually thereafter unless noted otherwise.

It is the responsibility of the **student** to monitor his/her progress during the course and see that he/she is maintaining the required competency level. Students should seek advice and assistance from the course facilitator as soon as he/she encounters any difficulty in the course.

Attendance
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).

Attendance is required for all sessions. The coordinator will record student attendance. If student is late (>10 minutes), student will be counted absent. Students, regardless of the reason for absence, are still responsible for the material covered.

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.

Classroom Behavior
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.

Expectations of Students During Course
It is the responsibility of the **student** to monitor his/her progress during the course. Students should seek advice and assistance from the course facilitator as soon as he/she encounters any difficulty in the course.

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

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

Students are required to wear their white lab coats upon entering the classroom. Failure to wear a white coat and professional attire, as well as other violations of professional classroom decorum, will result in a zero for the day's participation/professionalism grade; a subsequent repeat violation will result in a zero for that day's participation/professionalism grade and a 5% total course grade deduction per incident.

Exam Day Policy

Students must arrive on time for examinations. Students arriving after any student(s) has/have completed the exam and have left the 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 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.

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 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.**

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 during an exam.
• 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.

Missed Quizzes / Exams / Assignments – Excused/Unexcused Absences

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. 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.
• Any unexcused absence from an exam will result in a grade of zero for that exam.

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.

Remediation Policy

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***).

General Statement about Course Policy
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 the student's responsibility to review the syllabus periodically for updates.

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: https://www.utep.edu/student-affairs/osccr/student-conduct/academic-integrity.html)

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 UTEP School of Pharmacy Student Handbook** and as per UTEP's student conduct policies (see https://www.utep.edu/student-affairs/osccr/student-conduct/index.html / 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***).

Cell Phones
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 use 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.

Technical Assistance
Checking computer requirements and ensuring that all software up to date is essential for students to access course content. **Supported browsers include** –
    1) **For a PC**: FireFox, Internet Explorer (Do NOT use IE7), and Chrome
    2) **For a Mac**: Safari, Firefox, and Chrome

To enhance browser performance, students should clear the browser cache and allow pop-ups. In addition to testing the web browser, check to ensure that the computer has an updated version of **Java** (go to http://java.com, click on "Do I have Java", click on "Verify Java Version," update Java if needed). Additional browser plug-ins may also be needed to view some content that your instructor may share on the learning management system. Common plug-ins include: **Adobe Reader, Flash Player, Windows Media Player, QuickTime**. When creating documents, slide presentations, spreadsheets, etc., be sure to use Microsoft Office or a compatible program (see 10 Free MS Word Alternatives). The UTEP Technology Support Services (3rd floor, UTEP Library) can also provide students with any applications, compatibility packs, patches, and updates that may be needed.

Students working off campus may need to set up a **Virtual Private Network (VPN)** on their computer to access UTEP resources for this class (i.e., Library). The link below provides information in setting up a VPN connection depending on the operating system. Students may contact the UTEP Help Desk (915-747-HELP) for assistance (or https://www.utep.edu/technologysupport/ServiceCatalog/NET_VPNGlobalProtect.html).

If technical problems are experienced with the course, students should contact the **UTEP Help Desk** 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:** https://www.utep.edu/technologysupport/ServiceCatalog/BB_Students.html

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: https://www.utep.edu/technologysupport/ServiceCatalog/BB_Students.html

Shadow Health Technical Support:
Contact Shadow Health with any questions or technical issues regarding Shadow Health before contacting your instructor.

Support is available at http://support.shadowhealth.com

Advanced Technical Support Hours
Mon - Fri 9:00 AM - 9:00 PM ET
Sat - Sun 12:00 PM - 9:00 PM ET

Call or Email assistance:
- Toll Free:800-860-3241
- support@shadowhealth.com

Login page: http://app.shadowhealth.com

Technical requirements

1. Review requirements: http://link.shadowhealth.com/Minimum-System-Specifications
2. Tablets and mobile devices are currently not supported.

To use Speech-to-Text, you must complete assignments in Google Chrome.
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).
http://admin.utep.edu/Default.aspx?tabid=58534

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/

Additional Information

Campus Concealed Carry:
Effective August 1, 2016. https://www.utep.edu/campuscarry/

Civility Statement:
You are expected to follow basic standards of courtesy (https://www.utep.edu/student-affairs/dean-of-students-office/community-of-care/index.html) and may be dismissed from class for blatant or sustained disruptive behavior.

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): **915-747-5302,** which after-hours goes to a crisis line
- Mental Health Crisis Line: 915-779-1800
- National Suicide Prevention Hotline: 1-800-273-8255 / suicidepreventionlifeline.org
- **Veterans Crisis Line: 1-800-273-8255 / www.**veteranscrisisline**.net**
- NAMI (National Alliance on Mental Illness) of El Paso: 915-534-5478 / https://namiep.org
- 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 https://www.utep.edu/titleix/]