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

Professional Innovations, Leadership, and Life Skills (PILLS) IIB
January 24, 2019 – May 2, 2019

Course Coordinator:

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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

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

Course Description

The PHA #6152 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

Office Hours

Questions related to the course in general should be directed to the facilitator, whereas content/topic-specific questions should be directed to the instructor.

Students are strongly encouraged to initially post course questions related to content/topics to the Blackboard site for this course. Faculty Instructors will monitor and respond to these questions. Further assistance with course related materials or for all other issues, please see the information below to attend or schedule an in-person appointment during office hours.

Guest lecturers will provide office hours based on appointments. Students can request an appointment in person or via e-mail. All appointments should be made at least 48 hours in advance.

Course Meetings & Location

Campbell Building Classroom # 212
Thursday 11-11:50 am

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 6152. The course is individualized and students may access lectures/handouts as they are made available by course instructors. Except in cases of a UTEP network being "down" or "offline" you are ultimately responsible to ensure that your computer is connected to the internet and that any issues are addressed prior to class and/or assessments.

CAPE Educational Outcomes

The Center for the Advancement of Pharmacy Education (CAPE) has defined educational outcomes to guide the PharmD curriculum (see AACP CAPE Outcomes weblink). The content of this course will cover the following CAPE educational outcomes. **Level of Assessment**: 1 – Introduce   2 – Reinforce   3 – Apply

	CAPE Outcomes	Level of Assessment
4.1	**Self-awareness (Self-aware)** – Examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth.	1,2

4.2	**Leadership (Leader)** - Demonstrate responsibility for creating and achieving shared goals, regardless of position	2
4.3	**Innovation and Entrepreneurship (Innovator)** - Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals.	1
4.4	**Professionalism (Professional)** Exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.	2
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

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** skill set based on Brown's Revised Taxonomy (**RX Pro Plus**)	4.2, 4.3, 4.4	3.8.2	Readings, videos, reflections, pod-cast, and scavenger hunts	Written exam, reflections, online quizzes
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
Evaluate, understand, demonstrate, and prioritize personal qualities, skills, competencies, and self-awareness aspects essential to **leadership** and **life skills** management.	4.2	3.8.3	Readings, videos, reflections, pod-cast, and scavenger hunts	Written exam, reflections, online quizzes
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

Expectations of Students During Course

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

Methods of Instruction/Learning

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

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

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.

Missed Quizzes / Exams / Assignments Policy

Only students who miss an exam, quiz, or an assignment due date as a result of an ***excused absence*** will be allowed to make-up the missed assignment or assessment; in some cases, the same exam, quiz, and/or assignment may not be feasible and an alternative assignment designated by the course coordinator will be made available. In-class pop-quizzes will not be allowed to be made up for students who miss class either for an excused or unexcused absence or who are tardy for class. Students should consult the UTEP School of Pharmacy Student Handbook for definitions and examples of excused absences.

Students with unexcused absences will not be permitted to make up any exam, quiz, or assignment(s) and will receive a grade of zero. Any unexcused absence will also result in a 10% deduction of the overall course grade.

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

Excessive tardiness (> 2 instances) will be reported to the Office of Student Affairs. Any missed work due to tardiness will not be permitted for make-up. Grade deductions proportionate to the time tardy for class will be applied to assignments (i.e. 10% class time missed due to tardiness = 10% grade deduction on the assignment), and the minimum grade penalty for tardiness is a 5% deduction. If class does not include an assignment (i.e. guest lecture series, etiquette exercise, etc.) entry into the classroom after the session has started will be recorded as an unexcused absence for the day; see the above policy for grade reduction related to unexcused absences.

Assignments with a scheduled due date and time with submission passed the established date/time requirements will received a grade penalty of 10% per calendar day. *Example: Assignment #2 is due 10/12 at 1pm, starting at 1:01pm on 10/12 a 10% grade penalty will be recorded; on 10/13 at 1:01 a 2nd 10% grade penalty will be applied and so forth until zero is reached.*

Remediation Policies:

Please refer to the Student Handbook for end-of-course remediation policies and timelines (***see Table of Contents for End of Course Remediation***).

Technical Assistance

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

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

Students working off campus may need to set up a Virtual Private Network (VPN) on their computer to access UTEP resources for this class (i.e. Library). The link below provides information in setting up a VPN connection depending on the operating system. Students may contact the Help Desk for assistance (See Technical Assistance information). http://admin.utep.edu/Default.aspx?tabid=58534

If technical problems are experienced with the course, students should contact the UTEP Helpdesk during: Monday–Friday: 8AM – 5PM. If calling within UTEP: 915.747.4357. If calling from outside UTEP: 915.747.5257. For more information, please visit http://helpdesk.utep.edu. For help with Blackboard: http://admin.utep.edu/Default.aspx?tabid=74094

In order for UTEP to provide a stable learning environment, Thursdays from 12:00-6:00am MST are reserved for minor preventive maintenance. This maintenance window is scheduled during the lowest usage time for the system. Blackboard may or may not be available during this time, depending on whether maintenance is necessary. Whenever possible, this time will be utilized to perform all minor maintenance. Unscheduled outages occur rarely, but they do happen. In the event of an unscheduled outage, Technology Support Services will confer with appropriate student and faculty networks to provide appropriate notifications to those affected.

Students can also visit an on-campus lab such as the ATLAS lab located within the Undergraduate Learning Center (UGLC building) for additional technical assistance. In addition to the various campus computer labs (ATLAS in UGLC or LACIT in Liberal Arts for example), Technology Support Services provides workstations for student use. To learn more, please visit http://admin.utep.edu/Default.aspx?tabid=74174.

Attendance and Classroom Behavior

The attendance policy for the School of Pharmacy is outlined in the Student Handbook. It is expected that students should demonstrate their commitment to the profession and respect for faculty, guest speakers, and colleagues by attending all classes and arriving to class on time prepared for the day's lesson(s). Entry into the classroom after session has started may result in a grade deduction or an unexcused absence; please see missed quizzes/exams/assignments policy in this syllabus for more detailed information.

Attendance will be taken at the beginning of each class by either traditional roll call, via a polling quiz, or distribution of a class roster. See missed quizzes/exams/assignments policy in this syllabus for grade deductions related to tardiness, excused, and unexcused absences. Falsifying attendance (i.e. by signing for another student, etc.) is considered scholastic dishonesty and will be dealt with accordingly; please see the academic integrity section of this syllabus for further information. Students are expected to contact the course instructor upon entering a classroom late and prior to starting any class activities. Not checking in with the course instructor upon entering the classroom may result in an increased grade deduction or documentation of an unexcused absence. Students are responsible for all material covered in class regardless of attendance.

If a student has an excused absence, they should immediately notify the course coordinator(s) and instructor(s). To secure approval for an absence related to travel for professional meetings or for events that fall outside of the criteria outlined in the Student Handbook, please refer to the Handbook for more information regarding required documentation for submission to the Office of Student Affairs.

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

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

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

Exam Day Policy (Not Applicable to this course)

- **Seating:** Randomized assigned seating will be utilized for each examination.
- **Room:** Students must arrive to room 15 minutes ahead of examination. Students are not permitted to be in the examination room prior to assigned seating. If the student arrives late to the examination a grade penalty can occur as stipulated by the syllabus. 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 <u>unexcused</u> 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 (See Missed Exams/Quizzes/Assignments). Repeated instances (> 1 time) of not downloading electronic exams will result in a referral to the professionalism committee on the SOP Progression Committee.
- 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 <u>early</u> 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: <u>No</u> 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/)

Professionalism and Professional Conduct
While enrolled at the University, a student neither loses the rights nor escapes the responsibilities of citizenship. Thus, UTEP and the SOP value professionalism and expect all students to not only acquire but also maintain the highest standards of professional attitudes and behaviors in their interactions with their fellow classmates, staff, faculty, colleagues and their patients, as described in the Student Handbook and as per UTEP's student conduct policies (see http://sa.utep.edu/osccr/student-conduct/ & http://admin.utep.edu/Default.aspx?tabid=73922 for further information). Any student who engages in conduct that is prohibited by the Board of Regents' Rules and Regulations, University or SOP rules or by federal, state, or local law is subject to discipline whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct. Please refer to the Student Handbook for specific expectations regarding professional conduct in the SOP (***see Table of Contents for Academic Progression: Good Standing: Professional***).

UTEP and SOP Policy for Special Accommodations (ADA)

"If you have or suspect a disability and need classroom accommodations, you should contact the Center for Accommodations and Support Services (CASS) at 747-5148." You can also e-mail the office at cass@utep.edu or go by their office in Union Building East (Room 106). For additional information, visit the CASS website at http://sa.utep.edu/cass/

General Statement About Course Policy

The course coordinator may adapt the syllabus/course calendar to support student and course success.

The syllabus is subject to change to meet course needs, especially if there are unexpected disruptions or changes in class size, resources, etc. The most updated syllabus can be found on the course Blackboard shell. It is your responsibility to review the syllabus periodically for updates.

Additional Information

Campus Concealed Carry:
Effective August 1, 2016.
http://sa.utep.edu/campuscarry/

Civility Statement:
You are expected to follow basic standards of courtesy (http://admin.utep.edu/Default.aspx?tabid=73922) and may be dismissed from class for blatant or sustained disruptive behavior

Cell Phone Policy (Optional for Faculty to adapt or not)
Students should carry cell phones, but keep the phone on the vibrate mode in the event students need to be notified by the emergency alert system. Cell phone use for the purpose of texting, email or social media is not permitted. This is disruptive to fellow classmates, faculty and the learning environment. The use of a cell phone or the ringing of the phone in class is considered unprofessional behavior. No cellphones, calculators, laptops or other items may be used during an assessment (e.g., exam or a quiz) unless specifically as part of that assessment and approved by the faculty member/instructor.

Student Support:
UTEP provides a variety of resources for those in need (e.g., if you feel overwhelmed, stressed or dealing with a crisis):
• UTEP's Counseling Center (free counseling to all students): 747-5302, which after-hours goes to a crisis line
• Mental Health Crisis Line: 779-1800
• National Suicide Prevention Hotline: 1-800-273-8255
• Veterans Crisis Line: 1-800-273-8255
• NAMI (National Alliance Against Mental Illness) of El Paso: 534-5478
• http://caringeducators.tumblr.com/survival

Title IX:
Title IX of the Education Amendments of 1972 (Title IX), prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual coercion, stalking, and relationship violence. All such acts of sexual violence are forms of sexual harassment covered under Title IX.
In accordance with Title IX of the Education Amendments of 1972, UTEP does not discriminate on the basis of sex in the operation of its educational programs and activities. This commitment to non-discrimination applies to both employment in and admission to such programs and activities. [Link to full text at http://admin.utep.edu/Default.aspx?tabid=68750]