



School of Pharmacy
Required Course Syllabus
Fall – P3
PHAR 6168/ Track: ISBP
Practical Application Laboratory IIIA
August 23 – December 3, 2021
Mondays 9:30am – 10:50am (Hybrid)
Campbell Rm # 211
IPPE hours: 6hrs/IPE Hours: 3hrs

Course Coordinator:

Margie E. Padilla, PharmD, CDE, BCACP
Clinical Associate Professor

CABL Office 702
Office: 915-747-8532
meperez@utep.edu

(Virtual) Office Hours: Refer to Blackboard® for Microsoft Teams

| Faculty | Title | Office | Contact | Office Hours |
|---|---------------------------------|----------|--|----------------------------|
| Emily J. Christenberry, PharmD, BCPS | Clinical Assistant Professor | CABL 514 | ejchristenberry@utep.edu 915-747-5675 | Provided in Blackboard® |
| Christopher G. Medlin, PharmD | Clinical Assistant Professor | CABL 704 | cgmedlin@utep.edu 915-747-8551 | Provided in Blackboard® |
| Vicki Howe, PharmD, BCPS | Clinical Assistant Professor | CABL 713 | vlhowe@utep.edu 915-747-8270 | Provided in Blackboard® |
| Alaa Abdelhakiem, PharmD, BCPS | Clinical Assistant Professor | CABL 515 | Akabelhakiem@utep.edu | Provided in Blackboard® |

| Additional Faculty | Title | Office | Contact | Office Hours |
|--------------------------------------|-------------------------|----------|--|--|
| Jacquelyn Navarrete PharmD, BCACP | <i>IPPE Coordinator</i> | CABL 706 | jpnavarrete@utep.edu 915-747-8520 | Virtual Office Hours: Wednesdays 9:00 am - 10:00 am available via MS Teams |

Biographical sketches of course faculty can be found on the following UTEP website:
<http://www.utep.edu/pharmacy/people/faculty.html>

Office Hours Statement:

The coordinator will post office hours and accommodate all students as time permits. Students may request an appointment with the coordinator in person or via e-mail. Individual guest faculty should provide office hours during lecture days. All appointments should be made at least 2 business days in advance. Virtual Office Hours will be synchronous through a **UTEP-approved platform (e.g., Microsoft Teams, Blackboard, or Zoom)** and will be used to discuss problematic exam questions and any course or logistical problems.

The course coordinator will try to respond as soon as possible (generally within 24-48 hours). When sending an email, send through the Blackboard® course email or place the course number and name PHAR 6168 PALS IIIA and the issue/topic in the subject line of the email. For individual faculty, please email faculty for their online office hours.

Course Description

The Practical Applications Lab is a 1-semester credit course for P3 pharmacy students. It is comprised of an 80-minute laboratory session each week. This course aligns with the pharmacotherapy course content while considering therapeutic concepts in acute care settings. Through written and practical exams, students will demonstrate a thorough knowledge of anatomy, physiology and common patient examination techniques.



Pharmacists' Patient Care Process (PPCP): This course will help students utilize the concepts of pathophysiology, pharmacology, and therapeutics to be able to **collect and assess** patient information using safe and effective assessment skills (past medical history, current medications, Physical assessment) of various disease states. Further students will work with patients to plan and implement a **self-care plan**. Students will be able to use the PPCP to **communicate** information about assessment findings and self-care education to patients.

Course Objectives:

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

- Collect, record, and assess subjective and objective patient data to define health and medication-related problems
- Identify the patient care process (collect, assess, plan, implement and follow-up)
- Value the importance of total accuracy in performing and applying medication calculations
- Demonstrate commitment to and valuing of patient safety by assuring accurate preparation, labeling, dispensing, and distribution of prescriptions and medication orders
- Evaluate how the unique characteristics of patients and patient populations impact on manifestations of drug-related problems
- Evaluate a medication profile to identify medication allergies, appropriate doses and patient instructions, duplicate medications, and clinically relevant drug interactions
- Identify and prioritize a patient's drug-related problems

Course Learning Objectives (Mapped to National Pharmacy Education Outcomes):

| OBJECTIVE | CAPE OUTCOMES | PCOA | NAPLEX | LEARNING ACTIVITIES | ASSESSMENT |
|--|---------------|---------------|---------------|---|--|
| Collect, record, and assess subjective and objective patient data to define health and medication-related problems | 2.1, 3.1, 3.6 | 4.6 | 1.1, 1.2, 1.4 | Readings, videos, online simulation, live simulation and application, podcast | Written exam, practical exam, online quizzes |
| Identify the patient care process (collect, assess, plan, implement and follow-up) | 2.1 | 4.6.1 | | | |
| Demonstrate the patient care process and its role in assessment | 2.1, 2.3, 3.2 | 4.6.1 | | | |
| Value the importance of total accuracy in performing and applying medication calculations | 1.1, 2.1, 2.2 | 2.5, 4.3 | 4.2, 4.3, 4.7 | | |
| Demonstrate commitment to and valuing of patient safety by assuring accurate preparation, labeling, dispensing, and distribution of prescriptions and medication orders | 2.1, 2.2 | 2.7, 3.10 | 1.7, 3.5, 5.4 | | |
| Evaluate how the unique characteristics of patients and patient populations impact on manifestations of drug-related problems | 1.1, 2.1, 2.4 | 2.6, 4.7 | | | |
| Evaluate a patient's medication profile to identify medication allergies, appropriate doses and patient instructions, duplicate medications, and clinically relevant drug interactions | 1.1, 2.1 | 2.6, 4.1, 4.7 | 3.3, 6.2 | | |
| Identify and prioritize a patient's drug-related problems | 1.1, 2.1, 2.4 | 2.6, 4.7 | | | |
| IPPE Objectives | | | | | |
| Analyze information to determine the effects of medication therapy, identify medication -related problems, and prioritize health-related needs. (EPA 2) | | | | | |
| Establish patient-centered goals and create a care plan for a patient in collaboration with the patient, caregiver(s), and other health professionals that is evidence-based and cost-effective. (EPA 3) | | | | | |
| Collaborate as a member of an interprofessional team (EPA 7) | | | | | |
| Oversee the pharmacy operations for an assigned work shift (EPA 14) | | | | | |

Interprofessional Practice and Education (IPE)

An IPE activity has been assigned to this course. At the completion of the IPE activity, students should be able to:

1. Identify the patient care process (collect, assess, plan, implement and follow-up) in the Interprofessional experience
2. Articulate the values & ethics that support Interprofessional practice
3. Engage in effective Interprofessional communication
4. Honor Interprofessional roles & responsibilities
5. Form interdependent relationships with other professions while acting professionally

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 activity will cover the following CAPE educational outcomes.

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

| | CAPE Outcomes | Level of Assessment |
|---------------|---|---------------------|
| 3.4 | Interprofessional collaboration (Collaborator) Actively participate and engage as a healthcare team member by demonstrating mutual respect, understanding, and values to meet patient care needs. | 1 |
| 3.6 | Communication (Communicator) Effectively communicate verbally and nonverbally when interacting with an individual, group, or organization. | 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. | 1 |
| PCOA | | |
| 3.8.2 | Communication abilities with other health care providers | 1 |
| NAPLEX | | |
| 1.4.2 | Techniques for effective communication/documentation of the development, implementation, and assessment of individualized treatment plans to interdisciplinary health care providers. | 1, 2 |

Students will be given the opportunity to interact with medical learners in an environment that introduces a disease-based case. This event will be **Face to Face (or Virtual with ongoing pandemic changes)** and held in conjunction with Burrell College of Osteopathic Medicine and UTEP School of Nursing.

| Virtual Call: Getting to know your team | |
|---|--|
| Part 1: September 7th - September 20, 2021 | |
| SOP Cohort | Time |
| *Group assignments (TBD) | Depends on availability of team |
| | |
| Virtual | Virtual platform will be used to communicate and record session; must be completed prior to September 20, 2021 |

| | |
|---|-------------|
| Face-to-Face: Cased Based Discussion (Team Collaborations) | |
| Part 2: Tuesday, September 21, 2021 | |
| SOP Cohort | Time |
| *Group assignments (TBD) | 3:00pm-6pm; |
| Face to Face | |
| UTEP Thomas Rivera Conference Room | |

**Cohorts group assignments will be available prior to September 7th. All students will receive an email with Cohort assignments, which are final. Please make preparation necessary to enter virtual call on time. Each student will be assigned to a group that consist of other pharmacy and medical students.*

*If you have a question in regard to IPE, please contact Dr. Margie Padilla at meperez@utep.edu

Assessment: Students will be assessed on their understanding of roles and responsibilities for each discipline. Assessments will include the following and will be completed prior/post the event. The assessment includes:

- Interprofessional Attitudes Scale (IPAS): Pre-Survey
- Interprofessional Debrief Reflection

Additional / Detailed Course Meetings & Location

CABL # 211; UTEP Simulation Lab * See content outline for updates as campus remains restricted due to COVID-19 Pandemic

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 and CoreElms):

This semester the course will be taught using Blackboard as the primary learning management system. **Accessing Course Content on Blackboard:** All lectures, handouts, and course material will be located in Blackboard. *All experiential education materials (e.g., worksheets) will be located in CoreELMS®.* Log into My UTEP.edu and click on the Blackboard link to access the online course for PALs 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.

For IPPE Experiences:

CORE ELMS Online Assessment Requirements:

This course requires the use of CORE ELMS and Blackboard. Students are responsible for ensuring they have access to CORE ELMS before the beginning of the IPPE/APPE. If you cannot access your online CORE ELMS account, please contact Alma Dominguez (arsaldana2@utep.edu) to resolve this issue. Assessments (e.g., assignments, quizzes, and exams) may be disseminated before the due date. This requires students to download the assessment using an internet connection. It is the student’s responsibility to maintain access to a reliable internet connection (with the rare exception of when UTEP’s systems are down).

Introductory Pharmacy Practice Experience (IPPE)

IPPE hours and activities have been assigned to this course. Students will be responsible to complete a total of 6 hours as part of this course (6 hours simulation). The IPPE requirements of the course (e.g. site assignments) will be coordinated by Dr. Jacquelyn Navarrete with guidance from the Office of Experiential Education. To guide this experience, students will complete a checklist/activity documenting the achievement of each learning objective.

Specific information regarding these elements will be available to students in the Blackboard Course and CORE ELMS as appropriate. During the semester, students may be able to select IPPE slot preferences through CORE ELMS. Please refer to CORE ELMS for specific dates from which they may select to schedule IPPE hours. Experiential education experiences generally occur outside of class time, including evenings, weekends, and holidays. Additionally, IPPEs may be scheduled at other times of the day.

At all times during the IPPE, students are expected to follow OEE policies, including the dress policy, and maintain professionalism. Refer to the OEE handbook for details. Additionally, while at IPPEs, students are always expected to carry with them their Texas State Board Trainee Letter/Intern Card. Students must always have readily available electronically on CORE ELMS® the following: Unexpired BLS CPR Card, HIPAA Training Certificate, Bloodborne Pathogen, etc. Refer to OEE Handbook for a complete list. Failure to exhibit credentials will result in the student being asked to leave the pharmacy site. Eligibility to return to site is determined by the preceptor and the Experiential Program Director.]

Methods of Instruction/Learning

UTEP or SoP may change to primarily online course if major disruption (e.g., pandemic, weather). For tips on succeeding in an online environment, see: <https://www.utep.edu/extendeduniversity/utepconnect/blog/february-2017/tips-for-online-learning-success.html>.

The learning outcomes in this course will be achieved via:

- In class lectures
- **Virtual Sessions (If applicable)**
 - Asynchronous sessions: Participate in assigned blogs or activities.
 - Synchronous sessions (Virtual): Connect online on Mondays for **discussion and/or Case discussion**.
 - Complete pre-quizzes or pre-assignment, if applicable
 - Must participate in discussion or when called on (either by online chat or verbal)
- **Outside preparation** Students will be expected to complete weekly assignments to assist in preparation and/or formative assessment of the written and practical exams/skills checks. Weekly assignments will be in one of the following formats:

1. Pre-recorded/In class lectures provides students to observe techniques as they relate to physical assessment or the patient interview process
 2. Online/In-Class worksheets, labs, and activities provide opportunities to review baseline knowledge and develop/practice self-care, point of care, and patient assessment skills.
- **Online/Face-to-Face Case Discussions /SOAP Notes/Documentation** – provides practice opportunities for course ability outcomes and allows students to practice evaluating and assessing patient cases, make therapeutic recommendations and document patient interactions.
 - **Online/Face-to-Face Skills OSCE Checks** – allows students to demonstrate the course content by submitting a short video demonstrating skill. For Face to Face Skills checks, students will be exposed to a simulated environment with a standardized patient.
 - **Quizzes** – allows students to demonstrate the course ability outcomes and instructors to provide necessary feedback.
 - **Introductory Pharmacy Practice Experiences** - provides simulated and/or real-world pharmacy practice experiences

Required Course Technology/Tools/Needs

Required Textbook Resources: N/A

Required Online Resources:

EHR GO®: provides an online, comprehensive, customizable, and realistic simulated electronic medical record (EMR).

- • You will receive an activation code at the beginning of the school year (from Mr. Adrian Enriquez) to re-activate your account. You will be able to use the same email/password as last year.
- • No additional account purchase required.
- To Log on: <https://web21.ehrgo.com/auth/login>

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).
- **Audio (speaker & microphone) and video (camera) MUST be checked to be functional for classes and online exams.**
- Students will be required to share their screen, camera, and audio with classmates/faculty for online course learning

Calculator

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

Software/Technology must be tested in orientation/first week of courses to ensure functionality.

- ExamSoft® Exam Monitor
- Blackboard® Collaborate: Chrome Browser
- Microsoft® Teams or UTEP Zoom®
- Blackboard® Respondus Lockdown
- CoreELMS® for Experiential Learning
- Audio (speaker & microphone) and video (camera) MUST be checked to be functional for classes and online exams

Attendance

The attendance policy for the School of Pharmacy is outlined in the Student Handbook. It is expected that all students demonstrate their commitment to the profession and respect for faculty, guest speakers, and colleagues by attending all sessions and arriving to class on time prepared for the day's lesson(s) and/or logging into sessions on time.

If a student has an excused absence, they should immediately notify the course coordinator(s) and instructor(s) **and Director of Student Affairs (Mrs. Carmen Ramos: crtorres2@utep.edu)**. *****If IPPE associated*** also contact preceptor and Clinical Coordinator and carbon copy the Director of Experiential Education].** 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.

For Synchronous Online Sessions:

Attendance for synchronous online lectures is highly recommended and attendance will be recorded. Punctuality to all synchronous live sessions are strongly recommended and expected as a sign of professional behavior. **Attendance will be recorded with each online session. If students do not participate online or have technical issues, then they are able to participate via submission of video as outlined under "Weekly Active Participation (see assignments)".** If large numbers of students are absent, the course coordinator reserves the right to give unannounced quiz. Missing class for work is NOT a valid reason for your absence.

If a student has an excused absence, they should immediately notify the course coordinator(s) and instructor(s) **and Director of Student Affairs (Mrs. Carmen Ramos: crtorres2@utep.edu)**. *****If IPPE associated*** also contact preceptor and Clinical Coordinator and carbon copy the Director of Experiential Education].** 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.

IPPE-Related Attendance

Experiential education experiences generally occur outside of class time, including evenings, weekends, and holidays. Additionally, IPPEs may be scheduled at other times of the day. For IPPE schedule refer to CoreELMS.

Classroom/Online Etiquette

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.

If ONLINE: Your instructors and classmates want to generate a safe online learning environment. Please use appropriate online classroom behavior by reading the UTEP Netiquette Guide for Online Courses available at <https://www.utep.edu/extendeduniversity/cid/Files/docs/faculty-resources/student-orientation/NetiquetteGuideforOnlineCourses>.

Expectations of Students During Course

It is the responsibility of the **student** to monitor their progress during the course **and see that they are maintaining the required competency level**. Students should seek advice and assistance from the course facilitator as soon as they encounter any difficulty in the course.

Unique Dress Policy for Course

Student should follow the dress code in Student Handbook for the UTEP SOP.

Students should present in professional demeanor to each class/OSCE. During OSCEs or for Skills Check Videos, professional dress and white lab coat must be worn.

IPPE Dress Policy

- At all times during the IPPE, students are expected to follow OEE policies, including the dress policy, and maintain professionalism. Refer to the OEE handbook for details.
- Additionally, while at IPPEs, students are always expected to carry with them their Texas State Board Trainee Letter/Intern Card. Students must always have readily available electronically on CORE ELMS® the following: Unexpired BLS CPR Card, HIPAA Training Certificate, Bloodborne Pathogen, etc. Refer to OEE Handbook for a complete list. Failure to exhibit credentials will result in the student being asked to leave the pharmacy site. Eligibility to return to site is determined by the preceptor and the Experiential Education Director.

COVID-19 Precautions

This course meets on campus during the semester, then all CURRENT public health precautions/measures should be taken. For up-to-date UTEP policies, please see: <https://www.utep.edu/resuming-campus-operations/?home>

Everyone who attends in-person activities is encouraged to wear a face mask while such meetings are taking place, maintain social distance of a minimum of 6 or more feet, and practice proper hygiene practices. Use preventive safety and health measures at all times until informed otherwise by campus officials.]

Evaluation and Grading Policy

Course point distribution will be as follows:

| Type of Assessment | % Course Grade |
|--------------------------------------|----------------|
| OSCE Skills (Med Adherence) x 2 | 20% |
| Pre-Lab Quizzes) x 4 | 20% |
| Assignments (100pt assignments) x 12 | 60% |
| IPPE | Pass/Fail |
| IPE | Pass/Fail |
| Total | 100% |

*Need at least 70% on both OSCE Med Reconciliation to pass the course

Assignment of grades:

A = 90 – 100%

B = 80 – 89%

C = 70 – 79%

D = 60-69%

F = < 60%

**Point earned/percentage may not be rounded-up; Every late assignment will be deducted 10pts per day late*

IPPE/IPE Grade: Students must pass Didactic and Experiential (IPPE / IPE) components (for example: paperwork, hour documentation, etc) of the course to pass the course. If a student fails to pass the components, they fail the course and must follow UTEP School of Pharmacy remediation policy.

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.

Quizzes/Assignments/Case studies: All quizzes/assignments are worth a total of 80% of the course content.

Other Assignments (OSCE)/Skills check: OSCE/skills check will be graded using a rubric that is provided during class session. Each OSCE/skills check will make up 20% of course grade.

Introductory Pharmacy Practice Experiences:

All IPPE activities (record hours (two one hr simulation, three hours site, complete and upload the immunization worksheet into CORE ELMS®, must be completed in its entirety by communicated due dates.

Students must arrange their own transportation to their IPPEs. Students must dress professionally while on an IPPE. Students should refer to the Office of Experiential Handbook for specific policy details.

Questions Related to the Course and Grading/Exams

MATERIAL: 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.

ASSIGNMENTS/EXAMS: Any questions concerning **assignments/exam grades** should be discussed with the **course coordinator within five (5) business days** after the grades have been posted.

REGRADE REQUEST: Regrade requests for assignments or exams should be made within five (5) **business days** of the posting of the grades. Students must submit reason for regrading along with justification. Requests regarding regrading will not be entertained after this period (unless excused absence due to extenuating circumstances or faculty coordinator).

Missed Quizzes /OSCE/Assignments – Excused/Unexcused Absences

Only students who miss an OSCE, 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 OSCE for health reasons must be documented with a note from an appropriate health professional.
- Any unexcused absence from an OSCE will result in a grade of zero for that OSCE.
- Any unexcused absence from an IPPE will result in a failure of the course in accordance to the Student Handbook.
- Any unexcused absence from an IPE will result in a failure of the course

Remediation Policy

Remediation occurs if a student fails the course. **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 Student Handbook: Table of Contents for End of Course Remediation*).

Course Evaluation

During this course, you will be provided with an opportunity to evaluate this course and your instructors. The Associate Dean for Assessment, Accreditation, and Strategic Planning will send an email reminder toward the end of this course for you to complete the course evaluation. UTEP uses an online course evaluation system. Course Evaluations can be taken at **my.utep.edu** by clicking on the CLASSES

TAB on the left. The Course Evaluation module will appear and your classes will be listed. Click on the Course Name, or CRN, to complete the evaluation for the course. Your participation is an integral part of this course and the accreditation process, and your feedback is vital to improving education at the School of Pharmacy.

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 (which could include failure of course or dismissal from School of Pharmacy). Please refer to the Student Handbook for SOP guidance on academic integrity (*see Student Handbook - 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 Student Handbook: 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. Disruptive 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:** Mozilla FireFox and Google Chrome (NOT Internet Explorer)
- 2) **For a Mac:** Safari, Firefox, and Chrome

Check for updates on supported browsers:

https://help.blackboard.com/Collaborate/Ultra/Participant/Get_Started/Browser_Support#supported-browsers_OTP-0

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).

ExamSoft Technical Support: 866.429.8889 or 954.429.8889

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

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

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/>) 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
- Emergence Health Care: **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: 915-778-5726 / <https://namiep.org>

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/>]

