



**School of Pharmacy**  
**Required Course Syllabus**  
P2 Fall  
**PHAR 6266 / Track: ISBP**  
**Practical Application Laboratory IIA**  
**August 22 – December 2, 2022**  
**Fridays 8:30am – 11:20am (Hybrid)**  
**CABL #202; B-32**  
**IPPE hours: 5hrs/IPPE Hours: 2hrs**

Course Coordinator	Title	Contact	Office Hours
Margie E. Padilla, PharmD, CDCES, BCACP	Clinical Professor	CABL 702 <a href="mailto:meperez@utep.edu">meperez@utep.edu</a>	Provided in Blackboard

Course Faculty	Title	Contact	Office Hours
Jeri Sias, PharmD, MPH	Clinical Professor	CABL 714 <a href="mailto:jjsias@utep.edu">jjsias@utep.edu</a>	Provided in Blackboard®
Michelle Martinez	Clinical Instructor	CABL 601 <a href="mailto:Pmmartinez2@utep.edu">Pmmartinez2@utep.edu</a>	Provided in Blackboard®
Emily J. Christenberry, PharmD, BCPS, BCGP	Clinical Assistant Professor	CABL 514 <a href="mailto:Ejchristenberry@utep.edu">Ejchristenberry@utep.edu</a>	Provided in Blackboard®
Miriam T. Easo, PharmD	Clinical Instructor PGY 1 Community Resident	CABL 517 <a href="mailto:mteaso@utep.edu">mteaso@utep.edu</a>	Provided in Blackboard®
Tatiana K. Pleil-Pino, PharmD	Clinical Instructor PGY1 Community Resident	CABL 517 <a href="mailto:tkpleilpino@utep.edu">tkpleilpino@utep.edu</a>	Provided in Blackboard®
Mandi L. Bevers, PharmD	Clinical Instructor PGY2 Pharmaco Resident	CABL 517 <a href="mailto:mlbever@utep.edu">mlbever@utep.edu</a>	Provided in Blackboard®
Cristina Ortega, PharmD	Clinical Instructor <i>IPPE Coordinator</i>	CABL 713 915-747-8270 <a href="mailto:Caortega2@utep.edu">Caortega2@utep.edu</a>	Provided in Blackboard®
Margie E. Padilla, PharmD, CDCES, BCACP	Clinical Professor <i>Interprofessional Education Coordinator</i>	CABL 702 <a href="mailto:meperez@utep.edu">meperez@utep.edu</a>	Provided in Blackboard®

TEACHING Assistants	Title	Contact	Office Hours
TBD			Provided in Blackboard®

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

### Office Hours Statement:

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

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 logistic 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 (e.g., PHAR 6266 PALs IIA and the issue/topic in the subject line of the email). For individual faculty, please email faculty for their online office hours.

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### Course Description

ISBP Practical App. Lab IIA It follows an integrated body-system approach to physical assessment. Students will demonstrate a thorough knowledge of anatomy, physiology and common patient examination techniques. Students will be introduced to primary care basics (e.g. OTC, PoC, Patient Assessment).

ISBP Practical App. Lab IIA is a 2-semester credit course for P2 pharmacy students. It is comprised of a 3-hour laboratory session (1.5 hours per credit hour) each week. This course aligns with the pharmacotherapy course content while integrating self-care for nonprescription medication and complementary and integrative medicine (CAIM), patient assessment skills, and point-of-care devices. Through written and practical exams, students will demonstrate a knowledge and skills of anatomy, physiology and common patient examination techniques.



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

**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, Point-of-Care) 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 will be expected to:

- Demonstrate the Pharmacist's Patient Care Process and its role in assessment and self-care
- Differentiate normal from abnormal physical findings for body systems covered in class
- Describe the normal anatomy of the major body systems covered in class
- Demonstrate the skills needed to perform patient assessment in the clinical environment
- Accurately record the results of a physical assessment
- Demonstrate knowledge and understanding of over-the-counter medications, herbals and supplements related
- Identify and assess drug-related therapy problems.
- Perform accurate pharmaceutical calculations and apply to pharmacy practice.

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

OBJECTIVE	CAPE	PCOA	NAPLEX	LEARNING ACTIVITIES	ASSESSMENT	Level of Assessment (I) Introduce (R) Reinforce (A) Apply
Demonstrate the patient care process and its role in assessment	2.1, 2.3, 3.2	4.6.1	1.1, 1.2, 1.3, 1.4, 1.5	Readings, videos, online simulation, live simulation and application, pod-cast	Weekly Quizzes/assignments, OSCE Skills checks, IPPE, final written exam	I, R, A
Differentiate normal from abnormal physical findings for body systems covered in class	3.6	4.6.2; 4.6.3 1.1.0.1.1.3				I, R
Describe the normal anatomy of the major body systems covered in class	3.6	4.6.2; 4.6.3	1.5,			I
Accurately record the results of a physical examination	3.6	4.6.4, 4.6.5				I, R, A
Demonstrate the skills needed to perform patient assessment in the clinical environment	3.2, 2.6, 4.4	4.6.1, 4.6.2, 4.6.3, 4.6.4, 4.6.5, 4.6.6				I, R, A
Demonstrate knowledge and understanding of over-the-counter medications, herbals and supplements and their role in assessment	2.3	2,3.2 4.5.1	2.1, 2.2, 2.4, 3.1-3.12			I, R, A
Identify and assess drug-related therapy problems.	2.1, 2.3, 2.4	4.7.1	3.4, 3.10			R
Perform accurate pharmaceutical calculations and apply to pharmacy practice.	1.1, 2.2	2.7.3, 4.3.1	4.2, 4.3, 4.6, 4.9			R

**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 professional

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	<b>Interprofessional collaboration (Collaborator)</b> Actively participate and engage as a healthcare team member by demonstrating mutual respect, understanding, and values to meet patient care needs.	1
3.6	<b>Communication (Communicator)</b> Effectively communicate verbally and nonverbally when interacting with an individual, group, or organization.	1
4.4	<b>Professionalism (Professional)</b> Exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.	1
<b>PCOA</b>		
3.8.2	Communication abilities with other health care providers	1
<b>NAPLEX</b>		
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
6.4	Vulnerable populations, special populations, or risk prevention programs	

This event will be **VIRTUAL** and held in conjunction with UTEP College of Health Sciences (i.e., Occupational therapy, Physical Therapy, Public Health, Speech Language, Social Work, Rehab Counseling) UTEP School of Nursing, and Texas Tech University Health Science Center (TTUHSC) Paul L. Foster School of Medicine.

<b>Individuals Experiencing Homelessness</b>	
<b>Friday, October 21, 2022</b>	
Cohort Assignments*	Time
Cohort 1	12:00PM-2:30PM
Cohort 2	3:00PM-5:00PM
Virtual	
Zoom link will be provided on Blackboard	

*\*Cohorts assignments will be available prior to October 15th. All students will receive an email with Cohort assignments, which are final. Please make preparation necessary to enter virtual call on time.*

\*If you have a question in regards to IPE, please contact Dr. Margie Padilla at [meperez@utep.edu](mailto: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 include:

- Interprofessional Attitudes Scale (IPAS): Pre-Survey

## **Additional / Detailed Course Meetings & Location**

CABL # 203; B-32; 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.

**[\*\*\*If IPPE-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](mailto: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).

#### **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](mailto: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**.

### **Introductory Pharmacy Practice Experience (IPPE)**

IPPE hours and activities have been assigned to this course. Students will be responsible to complete a total of 5 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)**
  1. **Aynchronous sessions:** Participate in assigned blogs or activities.
  2. **Synchronous-Virtual sessions:** Connect online on Fridays 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) **OR**
  3. Submit a **2-3 minute video** (via YUJA – instructions in Blackboard®) summarizing an assessment as it pertains to the week or (OTC sessions)counseling on 3 main points (**select from options provided by instructor**).
- **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:
  - **Pre-recorded/online lectures:** provides students to observe techniques as they relate to physical assessment or the patient interview process
  - **Online/In-Class worksheets, labs, and activities:** provides opportunities to review baseline knowledge and develop/practice self-care, point of care, and patient assessment skills.
  - **Peer-to-Peer assessment(On-Campus Sessions):** demonstrating formative understanding of how to perform a physical assessment procedure
- **Online/In-Class 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.
- **Skills Checks**– allows students to demonstrate the course content by submitting a short video (3-5min) of a focused physical assessment skills being performed
- **Exams/Quizzes** – allows students to demonstrate the course ability outcomes and instructors to provide necessary feedback.
  - All assigned pre-class quizzes are due on Friday(8am)
  - All assigned post-class quizzes are due on Friday (12am)
  - Final Exam will occur during regulary schedule class session (8:30am-11:50am)
- **Introductory Pharmacy Practice Experiences** - provides simulated and/or real-world pharmacy practice experiences

## Required Course Technology/Tools/Needs

Required Textbooks:

- Jones, Rhonda M. Patient Assessment in Pharmacy Practice. 3<sup>rd</sup> ed. Wolters Kluwer. 2015.
- Eds. Krinsky DL, Berardi RR. Handbook of Nonprescription Drugs, 19<sup>th</sup> edition (online). UTEP Library. American Pharmacists Association. 2018.
- USP Herbal Medicines Compendium (Online). UTEP Library.
- Herbal Safety (UTEP Website): <http://www.herbalsafety.utep.edu>

#### Required Online Platforms

- **EHR GO®**: provides an online, comprehensive, customizable, and realistic simulated electronic medical record (EMR).
  - You will receive an invite at the beginning of school to create your account.
  - No additional account purchase required.
  - To Log on: <https://web21.ehrgo.com/auth/login>

#### Optional Textbooks:

- Bickley, L. Bates' Guide to Physical Examination and History Taking, 12th ed., Philadelphia: J.B. Lippincott, 2016.
- Bates' Pocket Guide to Physical Examination and History Taking
- Bates' Visual Guide to Physical Examination

#### Required Equipment:

- 3M Littmann Master Classic II 27" Stethoscope or Classic III™ 27" Stethoscope
- Manual blood pressure cuff
- Pen light (1)
- KN-95; N-95; Surgical mask

#### Optional Equipment:

- Reflex Hammer
- Face Shield/Safety goggles

#### 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 should be ready at any time to share their screen with classmates/faculty for course learning

#### Calculator

- Students are expected to bring a non-programmable calculator to class and to all assessment activities. Some exams (e.g., ExamSoft®) may use the software calculator.

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

- ExamSoft® Exam Monitor
- Blackboard® Collaborate: Chrome Browser
- Microsoft® Teams
- 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 students should 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.

### **Synchronous Online Sessions: (If applicable)**

Attendance for synchronous online lectures is mandatory and attendance will be recorded. Punctuality at 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.

### **On-Campus Sessions:**

Attendance for on-campus sessions are **required and mandatory**. Arriving on time, prepared (i.e. BP cuff, stethoscope, penlight, etc), and adhering to dress codes (i.e. appropriate attire, face mask) to live session are required and expected as a sign of professional behavior and professional identity.

If a student has an excused absence, they should immediately:

- 1) notify the course coordinator(s) and instructor(s)

Contact Director of Student Affairs (Mrs. Carmen Ramos: [crtorres2@utep.edu](mailto:crtorres2@utep.edu)) via online form – <https://www.utep.edu/pharmacy/current-students/student-absence-form.html>

## 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.

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

On-campus: Students are required to attend lab in the following attire: conservative tank top, long shorts/work-out clothing, and easy to remove shoes/flip flops. Sweat pants and long-sleeve shirts may be worn when you are not being examined. Students may also wear scrubs light shirt underneath. Failure to present to lab in the correct attire will be



treated as an unexcused absence. Students who are not able to meet dress code must request in writing to the instructor for consideration for the duration of the course. This request must be presented to Dr. Padilla prior to the first class session. *Due to COVID-19 restrictions on campus, please refer below (COVID-19) for additional information.*

Skills Check Videos: Students will be required to be professionally dress (scrubs okay under white coat) and white lab coat must be worn.

### IPPE Dress Policy

- At all times during the IPPE and/or IPE , 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 Expectations

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>

- This course has a hybrid component that permits for actual face-to-face interactions with faculty and other students enrolled in this class. **Everyone who attends in-person activities is highly encouraged to follow CDC guidance and recommendations. Due to nature of course (simulated patient care) students are required to always wear a face masks while in laboratory sessions are taking place and practice proper hygiene practices.** As you enter or exit campus, minimize the number of encounters with others to avoid infection by the SARS-CoV-2. Always use preventive safety and health measures until informed otherwise by campus officials.
- Student are encouraged to get COVID-19 testing every two weeks. Please refer to blackboard for more information on testing times. It is important that all student limit exposure and adhere to best practices to avoid infection during sessions.
- For IPPE, please check with the practice site policy.

### Evaluation and Grading Policy

Course point distribution will be as follows:

Type of Assessment	% Course Grade
Midterm OSCE (1) (SIM IPPE link) <b>EXAM</b>	15%
Final OSCE (1) (SIM IPPE link) <b>EXAM</b>	25%
Concept Labs (2)	20%
Final Written <b>TEST</b> (Weeks 1-12) (1)	10%
Quizzes	10%
Assignments	20%
IPPE	Pass/Fail
IPE	Pass/Fail
<b>Total</b>	<b>100%</b>

\*Need at least 70% on both skill checks exams to pass the course

Class Attendance (Required)- Unexcused absences	Grade
1 missed laboratory	B
2 missed laboratories	C
3 missed laboratories	D (Fail course)

*\*Excused absences may or may not be allowed to be made up based on the type of laboratory session missed.*

Assignment of grades:

A = 90 – 100%

B = 80 – 89%

C = 70 – 79%

D = 60-69%

F = < 60%

*\*Points earned/percentage may not be rounded-up; Assignments will be deducted 10 points daily after due date up to 5 days (after 5 days, assignment will become an automatic zero). There is an exemption for this rule, and it is as follows:*

*The following entries will not qualify for a 10-point deduction per day. They will be automatically assigned a “zero” after due date/time.*

- *Syllabus acknowledgement*
- *Course email*
- *Concept lab assignments*

**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 Exams will be administered via ExamSoft®, unless noted otherwise. Quizzes and OSCE grades will be administered via Blackboard.

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: The final written exam is worth 10% of the course grade. The written exams will include all material prior to exam (weeks 1-12)

Quizzes/Assignments/Case studies: All quizzes/assignments are worth 25% of the course content.

Skills check: Skills check will be graded using a rubrics provided during class sessions. Skills Check (OSCE) Assessment will make up 40% of course grade. *You must earn a 70 or greater on both OSCE skills check to pass the course.*

Concept Labs: Concept labs integrate concepts learned within the ISL and PALs courses. PALs has 2 connectors with ISL. Concept labs are 20% of the overall 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).

#### **EXAM-RELATED Technology and Guidance:**

Please refer to the UTEP School of Pharmacy Student Handbook for guidance for exams (online/remote as well as on campus) <https://www.utep.edu/pharmacy/current-students/current-students.html>

#### **Online Assessment Requirements:**

This course requires the use of ExamSoft®. 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](mailto: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**.

#### **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* may be eligible (not guaranteed) for make-up of missed assignments or assessments. 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.