



School of Pharmacy
Required Course Syllabus
Fall - P2
PHAR 6266 / Track: ISBP
Practical Application Laboratory IIA
August 24 – December 11, 2020
Fridays 8:30am – 11:50am
Online Hybrid Platform
IPPE hours: 5hrs

Course Coordinator:

Margie E. Padilla, PharmD, MPH
Clinical Associate Professor
(Virtual) Office Hours: Provided in Blackboard

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

Faculty	Title	Office	Contact	Office Hours
Jeri Sias, PharmD, MPH	Clinical Professor	CABL 714	jjsias@utep.edu 915-747-8599	Provided in Blackboard®

Additional Faculty	Title	Contact	Office Hours
Vicki Howe, PharmD, BCPS	<i>IPPE Coordinator</i>	vlhowe@utep.edu 915-747-8270 CABL 705	Provided in Blackboard®

TEACHING Assistants	Title	Office	Contact
Collin Amundson	Clinical Instructor PGY1 Community Based Resident	CABL 516	cjamundson@utep.edu
Briana Reyna	Clinical Instructor PGY1 Community Based Resident	CABL 516	bcreyna@utep.edu

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 course 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 Microsoft teams and will be used to discuss problematic exam questions and any course logistic problems. For individual faculty, please use course email to email faculty for their online office hours.

Communication: 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** and the issue/topic in the subject line of the email.

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).



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

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.

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.

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 (3 site, 2 Simulation). The IPPE requirements of the course (e.g. site assignments) will be coordinated by Dr. Vicki Howe 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.

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

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

OBJECTIVE	CAPE	PCOA	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	Readings, videos, online simulation, live simulation and application, pod-cast	Weekly Quizzes, two OSCE Skills check, 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			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			I, R, A
IPPE Objectives					
After completion of site IPPE activity, students should be able to: 1. Triage and immunize patients according to vaccine schedules and guidelines					

Questions Related to the Course and Grading/Exams

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

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

Additional / Detailed Course Meetings & Location

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:

This semester the course will be taught online 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 PHAR 6266. 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).

Class will be hybrid (either synchronously or asynchronously, combinations, and face to face). *Lectures will be posted Monday before Noon (12pm) from each week . All lectures will be recorded.* Exams that are synchronous will be held at the posted lecture time as outlined in the course calendar. Exams will be held on dates provided in the course calendar until otherwise stated.

Online Assessment Requirements:

This course requires the use of ExamSoft® (or CORE ELMS®). Students are responsible for creating their online login within the first week of class. It is the student’s responsibility to maintain access to a reliable internet connection (with the rare exception of when UTEP’s systems are down).

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

Methods of Instruction/Learning

The learning outcomes in this course will be achieved via:

- **Weekly Active Participation (Select 1 of 2 options)**
 1. **Aynchronous sessions:** Participate in assigned blogs or activities.
 2. **Synchronous 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 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 (Online Platform Only)** – allows students to demonstrate the course content by submitting a short video (3-5min) of a focused physical assessment skills being performed
- **Shadow Health Assignments:** You will need to complete a total of 10 assignments on Shadow Health Advanced Assessment.
 - All shadow health assignments are due on **Friday by the end of day (11:55pm)**. Please refer to content outline for Shadow Health assignment due dates.
- **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(9am)
 - All assigned post-class quizzes are due on Friday (11.55pm)
 - 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. 3rd ed. Wolters Kluwer. 2015.
- Eds. Krinsky DL, Berardi RR. Handbook of Nonprescription Drugs, 19th 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:

Shadow Health Digital Clinical Experience™ (DCE): Provides a clinical simulation designed to improve your assessment skills in a safe learning environment. You will examine digital patients throughout the course that are accessible online 24/7.

- Registration directions: <http://link.shadowhealth.com/How-To-Register>
- Enter Course PIN: **August2020-4491-0537-6394-5197**

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)

Optional Equipment:

- Reflex Hammer

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:

Attendance for synchronous online lectures is highly recommended 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. Arriving on time (i.e. temperature reading), prepared (i.e. BP cuff, stethoscope, penlight, etc), and adhering to dress codes (i.e. appropriate attire, face mask) to live session are strongly recommended and expected as a sign of professional behavior

If a student has an excused absence, they should immediately notify the course coordinator(s) and instructor(s). (For excused absences impacting associated IPPE, 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 details about site placement process, check Blackboard®.

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. 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. 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 refers 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

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 required to wear a face mask/covering at all times while laboratory sessions are taking place and practice proper hygiene practices.** Anyone not wearing a mask will be required to leave. As you

enter or exit campus, minimize the number of encounters with others to avoid infection by the SARS-CoV-2. Use preventive safety and health measures at all times until informed otherwise by campus officials.

- One week prior to on-campus laboratory sessions, students are required to get tested for COVID-19. 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 the week prior to sessions.
- Morning of on-campus laboratory session, students need to complete the online screening survey before coming on campus. This is mandatory for all students. Refer to blackboard for more information.
- For IPPE, please check with the practice site policy.

Evaluation and Grading Policy

Course point distribution will be as follows:

Type of Assessment	Total Points	% Course Grade
Skills Checks (2) (SIM IPPE link)	300	30%
Skills Check Student Peer-to-Peer Review (2) *tied to skills check above*	150	15%
Final Written Exam (Self-Care, NonRx, and CAIM, Anatomy, Normal/Abnormal findings)	100	10%
Pre-lab Quizzes/assignments (10)	200	20%
Shadow Health Assignments (10)	200	20%
OTC Cases/Assignments	50	5%
IPPE	Pass/Fail	Pass/Fail
Total	1000	100%

*Need at least 70% on both skill checks 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

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.

Exams: The final written exam is worth 10% of the course grade. The written exams will include all material prior to exam as it relates to OTC.

Quizzes/Assignments/Case studies: All quizzes/assignments are worth 20% of the course content. Shadow Health is worth 20% of the course content.

Skills check: Skills check will be graded using a rubric that is provided during class session. Skills Check Assessment will make up 30% of course grade.

Peer-to-Peer: Skills Check Student Peer Review accounts for 15% of the overall grade and is tied to the on-campus session. Students will have the opportunity to peer review fellow students during on-campus session.

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), 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 / Exams / Assignments – Excused/Unexcused Absences

Only students who miss an exam, quiz or an assignment due date as a result of an *excused absence* will be allowed to make-up the missed assignment or assessment. Students should consult the UTEP School of Pharmacy Student Handbook for definitions and examples of excused absences.

- The course coordinator **MUST** be notified on the day of the exam for the student to be excused from that exam for an emergency.
- In the case of religious holidays, the student **MUST** notify the course coordinator 10 business days prior to the exam. Students should not assume that they can miss an exam for vacation or other personal conflicts.
- Any excused absence from an exam for health reasons must be documented with a note from an appropriate health professional.
- Any unexcused absence from an exam will result in a grade of zero for that exam.
- Any unexcused absence from an IPPE will result in a failure of the course in accordance to the Student Handbook.

The course coordinator will determine the time and date for a make-up exam, which will occur before the final exam period. If the student is unable to attend either the original exam or the make-up exam, the course coordinator is not required to provide additional opportunities for the student make-up exam. The format of the make-up examination is at the discretion of the course coordinator, and may include any question type including, but not limited to, open-ended questions, an essay examination, or oral examinations.

Remediation Policy

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
- Mental Health Crisis Line: **915-779-1800**
- National Suicide Prevention Hotline: 1-800-273-8255 / suicidepreventionlifeline.org
- **Veterans Crisis Line: 1-800-273-8255** / www.veteranscrisisline.net
- NAMI (National Alliance on Mental Illness) of El Paso: 915-534-5478 / <https://namiep.org>

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/>]

