



School of Pharmacy
Required Syllabus
Spring P1

Course (1hr)/Track: PCPI
(IPE=0; IPPE=0hrs)

Professional Innovations, Leadership, and Life Skills (PILLS) IB
January 26, 2021 – May 1, 2021

Course Coordinator:

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Office hours: See availability on Microsoft teams (MST).

Course Faculty Facilitators:

Faculty Name	Title	Office Location	Contact	Office Hours
Co-Coordinator: Chris Medlin, PharmD, BCPS	Clinical Assistant Professor	CABL 705	cgmedlin@utep.edu	By appointment (MST)
David Forney	Guest Speaker			By appointment (MST)
Marieli Pinero- Melendez, M.S	Clinical Counselor	Counseling and Psychological Services	mpineromel@utep.edu	By appointment (MST)

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

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

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

Course Description

The PHAR 6152 PILLS course is part of a longitudinal series of classes that meaningfully align and integrate co-curriculum with the personal and professional development of the PharmD graduate. The course is designed to provide oversight of student professional development through mentoring throughout the course and pharmacy curriculum. Experiences in this course will support student exploration of personal and professional development through Brown’s Taxonomy’s three domains of: **Connection** (Interpersonal Compatibility), **Character** (Personal Reliability), and **Competence** (Professional Capability). The longitudinal PILLS course employs a series of seminars, team-based workshops, and co-curricular learning experiences to inculcate students into the School of Pharmacy and profession of pharmacy. During this semester, students will undertake a strengths assessment and inventory, explore career options through a guest lecture series, learn and practice aspects of professional etiquette, create a curriculum vitae, establish early financial literacy skills, develop time management skills, focus on self-awareness and self-reflection, learn leadership qualities, and assess traits of successful life-long learners.

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



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

Course Objectives:

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

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

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

OBJECTIVE	CAPE OUTCOMES	PCOA NAPLEX	LEARNING ACTIVITIES	ASSESSMENT
Develop a plan for personal and professional development (Career RX)	4.1, 4.3	3.8.3	Readings, videos, reflections, pod-cast, and scavenger hunts	Written exam, reflections, online quizzes

Create and engage in innovative practices, experiences, and modalities that build on professional/leadership skill set based on Brown's Revised Taxonomy (RX Pro Plus)	4.2, 4.3, 4.4	3.8.2	Readings, videos, reflections, pod-cast, and scavenger hunts	Written exam, reflections, online quizzes
Utilize knowledge of self to assist with an innovative career development and planning strategy	4.1	3.8.3	Readings, videos, reflections, pod-cast, and scavenger hunts	Written exam, reflections, online quizzes
Evaluate and prioritize personal qualities, skills, competencies and self-awareness aspects essential to leadership, wellness, and life skills	4.1, 4.2, 4.4	3.8.3	Readings, videos, reflections, pod-cast, and scavenger hunts	Written exam, reflections, online quizzes

Questions Related to the Course and Grading/Exams

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

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

Additional / Detailed Course Meetings & Location

CABL # 212

In a major disruption (e.g., H1N1 epidemic, subzero weather), be prepared to maintain course progress via other means (e.g., Internet, our Blackboard course shell, etc.) and check your email (especially your UTEP miners account) regularly.

Online Platform/Blackboard:

Accessing Course Content on Blackboard: All lectures, handouts, and course material will be located in Blackboard. Log into My UTEP.edu and click on the Blackboard link to access the online course for PHAR 6168. The course is individualized, and students may access lectures/handouts as they are made available by course instructors. Except in cases of a UTEP network being "down" or "offline" you are ultimately responsible to ensure that your computer is connected to the internet and that any issues are addressed prior to class and/or assessments.

Online Assessment Requirements:

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

If students cannot access your online account, please contact **Adrian Enriquez (aealonso@utep.edu)**, to resolve this issue **within five (5) business days of the first day of class**. Students are responsible for ensuring

they have access to the online assessment system. Mr. Enriquez is **NOT available** for questions or laptop failures/requests **after business hours or on weekends**.

Methods of Instruction/Learning

Provide a list of the methods of instruction and/or learning used in the course. Use the following as an example.

The learning outcomes in this course will be achieved via:

1. **Outside Preparation:** watch course lectures/videos via blackboard, respond to colleague's postings via blackboard, prepare assignment for formal presentation, review, and/or grading
2. **In-class Lecture:** Introduces and reinforces concepts related to co-curriculum
3. **Team Assignment/Activity:** discuss, design, and critique assignments related to co-curriculum
4. **Written Assignments:** demonstrate the course ability outcomes and permit instructors to provide necessary feedback

Required Course Technology/Tools/Needs

Required Textbooks:

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

Recommended Textbooks:

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

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

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>

Evaluation and Grading Policy

Course point distribution will be as follows:

Type of Assessment	Total Points	% Course Grade
Assessments/Evaluations (IPAS, TeamSTEPPS)	100	10%
Participation/Professionalism	400	25%
RX Pro Plus Reflection/Co-C	100	25%
Financial Literacy Assignment	200	20%
CV Assignment	100	10%
Career Assignment (Short/Long term Goal)	100	10%
Total	1000	100%

Assignment of grades:

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60-69%
F	< 60%

All Assessments will be administered via ExamSoft®, unless noted otherwise.

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

Exams: Not Applicable

Quizzes/Assignments/Case studies: Not Applicable

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

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

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

Attendance

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

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

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

Classroom Behavior

Students are expected to be professionals and will be treated as such unless circumstances deem otherwise. Any behavior that impairs student ability to learn will not be tolerated (e.g., side conversation, cell phone use, electronic device use for activities not related to coursework). Laptops may be used during class for taking notes. Using laptops for other activities than taking notes causes a disruption to the class around you.

Expectations of Students During Course

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

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

Professional attire includes the following

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

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

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://nami.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/>]

