



School of Pharmacy
Required Course Syllabus

Fall – P1

Course # PHAR 6160 | Track: ISBP

Integrated Skills Lab IA

Course Dates: August – December 2020

Wednesday 1 pm – 2:20 pm

Campbell Room 211/Online

IPPE Hours: 3 hours / IPE 0 hrs

Course Coordinator

Sara Smith, PharmD	
Office Number: 705 Office Phone: 915-747-8270 Email: scrico@utep.edu	Virtual Office Hours: by appointment

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Course Co-Coordinator

Natalie Arndt, PharmD	
Office Number: 503 Office Phone: 915-747-8557 Email: nnarndt@utep.edu	Virtual Office Hours: by appointment

Course Faculty

Name	IPPE Coordinator
Angela Lucero, Scholarly Location Librarian Office Number: University Library 214 Office Phone: 915-747-5685 Email: ajmartinez5@utep.edu	Sara Smith, PharmD Email: scrico@utep.edu
Amanda M. Loya, PharmD, BCPS Office Number: 710 Office Phone: 915-747-8534 Email: amloya1@utep.edu	
Jeri J Sias, PharmD, MPH Office Number: 714 Office Phone: 915-747-8599 Email: jjσίας@utep.edu	
Jessica Francois, PharmD, PGY1 UMC resident Office Number: Office Phone: Email: jfrancois@utep.edu	

Office Hours

The course coordinator will post office hours and accommodate all students as time permits. Students may request an appointment with the coordinator in person via e-mail. Emails will generally be answered within 24-48 hours. The course coordinator is available for grading questions or problems. Individual guest faculty should only be contacted regarding questions related to the case and lecture material taught by them and should provide office hours during lecture days. All appointments should be made at least 2 business days in advance.

Virtual Office Hours:

The course coordinator will be available through email and Microsoft Teams to discuss problematic exam questions and any course logistic problems. Emails will be answered generally within 24 to 48 hours. For individual faculty, please email that faculty for their online office hours.

Course Description

Students will combine concepts from across all curriculum tracks in this course. Materials from pharmaceuticals, medicinal chemistry, and pharmacology will be utilized to explore medications, develop drug monographs, and learn the first half of the top 200 drugs and top 50 over the counter drugs with emphasis on mechanism of action, drug class, and indication. Basic communication and teamwork skills will be employed through case examples, presentations, and group discussions. This course will also introduce students to the library services and creating searches for research support in courses like Capstone. **Introductory learning of all aspects of the Pharmacist Patient Care Process (PPCP) will be combined with concepts from GHC/PCPI tracks.** The course coordinator may adapt the syllabus/course calendar to support student and course success. This course has an IPPE element that will be outlined further in the syllabus.



Course Learning Objectives

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

1. Classify the top 100 prescription drugs and top 50 over the counter drugs according to drug class and indication
2. Recognize specified mechanisms of action for medications listed within the top 100 drugs
3. Develop and generate a library search for specified research materials
4. Recognize elements of a drug monograph and compose an abbreviated scientific and patient drug monograph
5. Breakdown elements of the Pharmacist Patient Care Process and apply concepts related to the “collect” portion of this process
6. Employ communication skills and develop medical terminology vocabulary through case discussions and/or presentations
7. Examine health literacy and socio-economic factors as they relate to patient care

IPPE OBJECTIVES:

At the completion of the **IPPE activity**, students should be able to:

1. Observe poison center specialists’ roles and responsibilities in the WTRPC
2. Document all resources used by poison center specialists during the course of their work
3. Identify and define one (1) antidote/treatment for a common poisoning

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

Introductory Pharmacy Practice Experience (IPPE)

1. IPPE hours and activities have been assigned to this course. Students will be responsible to complete a total of 3 hours as part of this course (3 hours site). The IPPE requirements of the course (e.g. site assignments) will be coordinated by Sara Smith with guidance from the Office of Experiential Education.
2. 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.
3. All IPPE hours and worksheets need to be uploaded into CORE ELMS by Dead Day, December 4th at 5 pm. Failure to upload any of the requirements can result in up to failure of the course.

Course Objectives mapped to National Pharmacy Education Outcomes

Course Objectives	CAPE Outcomes	PCOA/ Naplex	Learning Activities	Assessment Measures	Level of Assessment (I) Introduce (R) Reinforce (A) Apply
Objective 1: Classify the top 200 drugs according to drug class and indication	1.1	2.2.1	Lectures, discussions, and online activities	Quiz & Final exam	I
Objective 2: Recognize specified mechanisms of action and/or structure for medications listed within the top 200 drugs	1.1	2.2.1 4.1.1	Lectures, discussions, and online activities	Quiz & Final exam	I
Objective 3: Develop and generate a library search for specified research materials	1.1 3.1	3.8.1 4.1.5	Lectures, discussions, and online activities	Assignment	I
Objective 4: Recognize elements of a drug monograph and compose an abbreviated scientific and patient drug monograph	1.1	2.2.1 4.1.1	Readings, lectures, discussions, and online activities	Assignment	I
Objective 5: Breakdown elements of the Pharmacist Patient Care Process and apply concepts related to the “collect” portion of this process	1.1 2.2 3.6	3.4.1 3.8.4 4.1.5 4.6.1	Lectures, discussions, and online activities	Assignment	I
Objective 6: Employ communication skills and develop medical terminology vocabulary through case discussions and/or presentations	1.1 3.6	3.4.1 3.8.1 3.8.4	Lectures, discussions, and online activities	Assignment	I
Objective 7: Examine health literacy and socio-economic factors as they relate to patient care	2.2	3.1.4 3.8.3 3.8.4	Discussions and online activities	Assignment	I
IPPE Specific Objective 1: Observe poison center specialists’ roles and responsibilities in the WTRPC	2.2	3.4.1	Class activities (outside class)	IPPE worksheet	I
IPPE Specific Objective 2: Document all resources used by poison center specialists during the course of their work	2.2	4.1.5	Class activities (outside classroom)	IPPE worksheet	I
IPPE Specific Objective 3: Identify and define one (1) antidote/treatment for a common poisoning	1.1	2.2.6	Class activities (outside classroom)	IPPE worksheet	I

CAPE Educational Outcomes

The Center for the Advancement of Pharmacy Education (CAPE) has defined educational outcomes to guide the PharmD curriculum (see AACPE Outcomes [weblink](#)). The content of this course will cover the following CAPE educational outcomes.

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

	CAPE Outcomes	Level of Assessment
1.1	Learner (Learner): Develop, integrate, and apply knowledge from the foundational sciences (i.e., pharmaceutical, social/behavioral/administrative, and clinical sciences) to evaluate the scientific literature, explain drug action, solve therapeutic problems, and advance population health and patient centered care.	1
2.2	Medication use systems management (Manager): Manage patient healthcare needs using human, financial, technological, and physical resources to optimize the safety and efficacy of medication use systems.	1
3.1	Problem Solving (Problem Solver): Identify problems; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution.	1
3.6	Communication (Communicator): Effectively communicate verbally and nonverbally when interacting with an individual, group, or organization. (Application lab, IPE)	1

PCOA Competencies

The Pharmacy Curriculum Outcomes Assessment (PCOA) was developed by the National Association of Boards of Pharmacy and provides data on students' knowledge in four content areas and 28 subtopic areas (see <https://nabp.pharmacy/wp-content/uploads/2019/05/PCOA-School-Guide-2019.pdf>).

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

	PCOA Competencies	Level of Assessment
2.2.1	Mechanism of action of drugs of various categories including biologics	1
2.2.6	Acute and chronic toxic effect of xenobiotics, including drug and chemical overdose and antidotes	1
3.1.4	Public Health and Wellness: chronic disease prevention, health promotion, infectious disease control, demographics, physical, social, and environmental factors leading to disease, comparing and contrasting public health with individual medical care	1
3.4.1	Management of principles (planning, organizing, directing, and controlling pharmacy resources) applied to various pharmacy practice setting and patient outcomes	1
3.8.3	Assertiveness and problem-solving techniques in relation to difficult social and professional conflicts and situations	1
3.8.4	Measurement and use of health literacy in pharmacy communications	1
4.1.1	Interpret and evaluate drug information	1
4.1.5	Utilize core scientific and systems-based knowledge in the patient care decision-making process	1
4.6.1	Describe techniques for obtaining a comprehensive medication history	1

NAPLEX Outcomes

The North American Pharmacist Licensure Examination (NAPLEX), is a component of the licensure process used by the boards of pharmacy as part of their assessment of a pharmacy candidate's competence to practice as a pharmacist (see <https://nabp.pharmacy/programs/naplex/>). The NAPLEX blueprint consists of two areas and 49 subareas.

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

	NAPLEX Outcomes	Level of Assessment
	Obtain, interpret, assess, and/or evaluate...	
1.1.4	Laboratory and diagnostic findings	1
1.1.5	Signs and symptoms associated with diseases and medical conditions	1
	Develop and implement individual treatment plans, taking into consideration...	
1.2.1	Specific uses and indications and dosing for drugs	1
1.2.4	Pharmacologic classes and characteristics of drugs	1
1.2.5	Actions and mechanisms of actions of drugs	1

1.2.6	The presence of pharmacotherapeutics duplications and/or omissions	1
1.2.8	Contraindications, warnings, and precautions	1
1.2.9	Allergies	1
1.2.10	Adverse effects and drug-induced illness	1
1.2.11	Pharmacodynamic, pharmacokinetics, and pharmacogenomic principles	1
1.2.12	Pharmacokinetic data to determine equivalence among drug products	1
1.2.13	Pharmacoeconomic factors	1
1.2.14	Routes and methods of administration, dosage forms, and delivery systems	1

Course Meetings & Location

Campbell Room 211 on Wednesdays 1 pm – 2:20 pm

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.

Fall 2020: Classes will be online synchronously when listed on the syllabus at the stated time through Blackboard Collaborate. All lectures will be recorded. All other classes will be asynchronous. 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. The final exam will be the week before finals week.

Online Platform/Blackboard:

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 CORE ELMS. Log into My UTEP.edu and click on the Blackboard link to access the online course for **PHAR 6160**. 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® and 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**.

Electronic exams need to be **downloaded at a minimum of 2 hours prior to the examination to avoid a 10% grade penalty** deduction. Repeated instances (> 1 time) of not downloading electronic exams will result in a referral to the professionalism committee on the **SOP Progression Committee and additional 10% grade penalty** deduction from the student’s earned exam score.

CORE ELMS Online Assessment Requirements:

This course requires the use of CORE ELMS for IPPE schedule. 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.

Methods of Instruction/Learning

The learning outcomes in this course will be achieved via:

1. **Outside Preparation:** watch course lectures via Blackboard, respond to colleagues' postings via blackboard, prepare assignments for formal presentation and/or grading
 2. **In-class Lectures:** reinforce materials provided via blackboard and provide feedback on progress/goals of assigned tasks
 3. **Team-Based Assignment/Activity:** discuss, design, and critique assignments related to case presentations, library resource utilization, drug monographs, and understanding of the top 200 drugs
 4. **Case Discussions / SOAP Notes /Documentation:** provide introductory concepts of the Pharmacist Patient Care Process, health literacy, and health disparities
 5. **Written Assignments:** develop a process for delivering basic research and drug information materials in written form
 6. **Exams/Quizzes:** demonstrate the course ability outcomes and permit instructors to provide necessary feedback
 7. **IPPE:** Observational and/or real world pharmacy practice experiences
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Required Course Technology/Tools/Needs

Recommended Textbooks:

- The Top Prescription and Over the Counter drugs can be found within the AccessPharmacy database housed within the UTEP library
- This course may utilize the active learning exercises located within the UTEP library PharmacyLibrary database

Laptop Computer

- Students are expected to have laptop computers for class 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). Materials, including a computer, brought into a class or exam room are subject to inspection and permission of the assigned or guest faculty. Computers used for exam purposes should be free of any writing, stickers, etc. that could be deemed as supporting potential academic dishonesty.
- **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

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

- ExamSoft® Exam Monitor
- Blackboard® Collaborate: Chrome Browser
- Microsoft® Teams
- Blackboard® Respondus Lockdown
- CoreELMS® for Experiential Learning
- Zoom®

- **Audio (speaker & microphone) and video (camera) MUST be checked to be functional for classes and online exams.**
- **Additionally, students will be asked to create an EHR Go account when available.**

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 not mandatory and will not be taken unless class is synchronous as indicated in the syllabus. Students are expected to view all posted videos of lectures and others required. Viewing of these videos will be tracked. This will be a part of the final grade.

If a student has an excused absence, they should immediately notify the course coordinator(s) and instructor(s). If the absence is related to experiential, also email the preceptor, 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>. Any student who is found to violate online behavior set forth will get a warning and up to referral to OSCCR (Office of Student Conflict and Conflict Resolution).

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.

Activities in this course may align with work in another course(s), and students may be expected to bring in materials from these other courses for assistance in completing tasks. Students will receive notification in advance for when other materials are necessary.

Unique Dress Policy for Course (when in person class)

Lab coats and professional attire should be worn for all class activities.

Professional attire includes the following

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

Students are required to wear their white lab coats upon entering the classroom. Failure to wear a white coat and professional attire, as well as other violations of professional classroom decorum, may result in a **10% grade deduction** on that day's assignment and possible referral to Student Affairs for professionalism conduct review. Subsequent repeat violations will result in a zero for that day's assignment and a 5% total course grade deduction per incident.

Fall 2020: Since lab will be online, students will not be expected to dress professionally when online unless specifically told to by coordinator (for presentations, etc.)

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:

**If the 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>

IPPE

Please check with practice site for policies.

Evaluation and Grading Policy

Course point distribution will be as follows:

Type of Assessment	Total Points	% Course Grade
Drug Quiz x 10	100	10%
Final Exam (Cumulative Top 200 Drugs) x 1	200	20%
Class activities x 9	Completed (33 points each)	30%
Library Project Part I	50	5%
Library Project Part II	100	10%
Drug Monograph (Professional)	100	10%

Health Literacy assignment	100	10%
IPPE (3 hours)	Pass/ Fail	Pass/ Fail
Total	1000	100%

Assignment of grades:

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

Students must pass Didactic and Experiential (IPPE) components (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® and Blackboard, 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: There are 10 quizzes in this course covering aspects of the top 200 drugs. Quizzes are worth 10 pts each. The total of the 10 quizzes will comprise 10% of the total course grade. Quizzes will be scheduled in advance, and no make-up quizzes will be permitted except as noted under the syllabus section titled “**Missed Quizzes/Exam/Assignments Policy**”.

Final Exam: There is 1 final exam in this course worth 200 pts and 20% of the total course grade. The final exam covers all content related to the Top 200 drugs. The final exam is scheduled in advance, and no make-up exams will be permitted except as noted under the syllabus section titled “**Missed Quizzes/Exam/Assignments Policy**”

Team Assignments:

Grading for team assignments is at the discretion of the assigned course or guest faculty. **Grades may include 1 or more of the following: an individual grade, a team grade, a pre- or post- assignment grade.** Students will be provided with the grading breakdown in advance. **There will be no credit given to students who miss the team assignment or who do not prepare or turn in the required elements of an assignment** except as noted under the syllabus section titled “**Missed Quizzes/Exam/Assignments Policy**”.

PARTICIPATION IS MANDATORY FOR ALL TEAM-ASSIGNMENTS!

Other Assignments: The library project includes the following components:

- (2) Library Search Practice (Individual Assignment) is worth 5% of the total course grade
- (3) In-Class Presentation (Group Assignment) is worth 10% of the total course grade

Presentation grade may include 1 or more of the following: an individual grade, a team grade, a pre- or post- assignment grade. Students will be provided with the grading breakdown in advance. There will be no credit given to students who miss the presentation or who do not prepare or turn in the required elements on time.

Experiential LINK (IPPE):

All IPPE activities (i.e. hours, worksheets, evaluations) must be completed in its entirety by communicated due dates.

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. 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**.

Exam Accommodations:

Students who need accommodations for taking exams outside the posted time must submit a written email request to the Course Coordinator explaining why they cannot take the exam at the time of the exam. The request must be prior to the scheduled exam. For unanticipated or emergency absences when advance notification to a course coordinator is not possible, the student should contact the course coordinator as soon as possible by email. When the student is unable to email the course coordinator and is unable to leave word with the because of circumstances beyond the student's control, and in cases of bereavement, the student or the student's representative should contact the Office of the Director of Student Affairs.

Missed Quizzes / Exams / Assignments Policy – Excused/Unexcused Absences

Students with unexcused absences will not be permitted to make up any exam, quiz, or assignment(s) and will receive a grade of zero.

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

- The course coordinator **MUST** be notified on the day of the exam/quiz/assignment 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/quiz/assignment. Students should not assume that they can miss an exam for vacation or other personal conflicts.
- Any excused absence from an exam/quiz/assignment for **health reasons** must be documented with a note from an appropriate health professional.
- Any unexcused absence from an exam/quiz/assignment will result in a grade of zero for that assessment and assignment.

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.

Late assignment, defined as any assignment attempted for submission after the established date/time deadline, may not be accepted resulting in a grade of zero. Late assignments, if accepted, may be subject to a grade penalty/deduction at the discretion of the assigned course or guest faculty.

Missed IPPE rotation time will be handled at the discretion of the OEE and in accordance with the policies contained in the OEE handbook.

Remediation Policy

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 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.

Exam Day Policy

Students must take examinations during time period allotted. Students that start the exam after any student(s) has/have completed the exam may not be allowed to take the exam and may receive a score of zero. No allowances will be made for an exam being missed, other than documented illness or emergency. The student must contact the course coordinator for confirmation **prior** to the exam. If permission is granted to delay the exam, it is the student's responsibility to contact the course coordinator to arrange for an alternative exam time. In this event, the nature of the make-up will be at the discretion of the course coordinator (oral, written,

increased weighting on the final, etc.). **An unexcused absence from an exam may result in a grade of "zero" for that exam and will result in an additional 10% deduction of the total overall course.**

Student Expectations Prior and During Examination

Students are expected to be ready to take the exam at least 10 minutes prior to the start time. **If the student begins the exam after it has started without proper justification, it will result in a 10% deduction from the student's earned exam score.** No additional time will be provided for the examination. If another student has already completed his/her exam when an unexcused late student arrival occurs, the late arrival will not be permitted to take the exam and will receive a grade of zero.

Exams: All exams will be in electronic format. Electronic exams need to be **downloaded (if using ExamSoft) at a minimum 2 hours prior to the examination to avoid a grade penalty** as dictated in the syllabus. **Repeated instances (> 1 time)** of not downloading electronic exams will result in a **referral to the professionalism committee** on the SOP Progression Committee and **may result in a 10% deduction** from a student's earned exam score.

Students are responsible for having a computer for electronic exams. Computers are available to check-out as a loan for exams from the ILC, and students should make early arrangements for securing computers. Students who show up without a computer to take an electronic exam will (1) be provided a paper exam, (2) may receive a grade deduction as stipulated in the course syllabus, and (3) will receive a professionalism referral to the SOP Progression Committee.

Availability of items during exam

Scratch paper or any other items will only be allowed if indicated by faculty. Students will be monitored via webcams during examinations to maintain academic integrity.

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. The instructor is required to report all suspected academic dishonesty to the UTEP Office of Student Conduct and Conflict Resolution. Please refer to the Student Handbook for SOP guidance on academic integrity (**see Table of Contents for Curriculum and Classroom Policies: Academic Integrity**).

Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such acts.

Proven violations of the detailed regulations, as printed in the Handbook of Operating Procedures (HOP), and available in the Office of the Dean of Students and on the homepage of the Dean of Students at www.utep.edu/dos, may result in sanctions ranging from disciplinary probation, to a failing grade on the work in question, to a failing grade in the course, to suspension or dismissal, among others. (For more information,

see: <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 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. 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:** FireFox, Internet Explorer (Do NOT use IE7), and Chrome
- 2) **For a Mac:** Safari, Firefox, and Chrome

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

Students working off campus may need to set up a **Virtual Private Network (VPN)** on their computer to access UTEP resources for this class (i.e., Library). The link below provides information in setting up a VPN connection depending on the operating system. Students may contact the UTEP Help Desk (915-747-HELP) for assistance (or https://www.utep.edu/technologysupport/ServiceCatalog/NET_VPNGlobalProtect.html).

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

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

Students can also visit an on-campus lab such as the ATLAS lab located within the Undergraduate Learning Center (UGLC building) for additional technical assistance. In addition to the various campus computer labs (ATLAS in UGLC or LACIT in Liberal Arts for example), Technology Support Services provides workstations for student use.

To learn more, please visit: 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

University Writing Center:

UTEP’s University Writing Center (UWC) is available to assist all UTEP students with writing for all of their classes. The undergraduate and graduate writing consultants at the UWC can help students from any discipline, at all stages of the writing process, from understanding an assignment and brainstorming, to final formatting and citations. The UWC’s services are free to all UTEP students, and you can walk in and work with a consultant whenever you are ready, or you can make an appointment either through our website (uwc.utep.edu) or by calling us at 915-747-5112. In addition to face-to-face assistance, the UWC offers online synchronous assistance through our Writing Help Online Center (WHO) and is available to students enrolled in the growing number of online courses, degrees, and certificate programs at UTEP. There are also numerous resources available on our website 24/7 for self-help through the writing process. The University Writing Center is located in the UTEP Library room 227.

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/index.html>) 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>
- <http://caringeducators.tumblr.com/survival>

Title IX:

Title IX of the Education Amendments of 1972 (Title IX), prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual coercion, stalking, and relationship violence. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

In accordance with Title IX of the Education Amendments of 1972, UTEP does not discriminate on the basis of sex in the operation of its educational programs and activities. This commitment to non-discrimination applies to both employment in and admission to such programs and activities. [Link to full text at <https://www.utep.edu/titleix/>]

PHAR 6160- Fall 2020: Course Calendar and Topic Outline Integrated Skills Lab IA
Wednesdays 1 – 2:20 PM

The course coordinator may adapt the syllabus/course calendar to support student and course success
All assignments are due on Tuesday end of day unless otherwise specified.

WK	Topics	Required Video	Live	Assignment*	Faculty
1 8/26/20	Course Syllabus Library Orientation and Workshop	Library Orientation and Workshop Poison Control Orientation	Yes	• Library Search Project	Smith/Arndt Lucero
2 9/2/20	(1) Drug Info & Drug Cards	Top 200 Drugs: Understanding a Monograph	No	• Drug Cards • Library Group Project	Smith
3 9/9/20	(2) Drug Info—Different types of literature Drug Cards—How to learn the Top 200 Drugs	Literature types Root Words	No	• Worksheet • Library Group Project cont.	Arndt Smith
4 9/16/20	Drug Quiz #1 Presentation of Library Group Projects	None	Yes		Smith Arndt Francois
5 9/23/20	Drug Quiz #2 Presentation of Library Group Projects (continued)	None	Yes		Smith Arndt Francois
6 9/30/20	Drug Quiz #3 (3) Introduction to EHR Go	EHR Go videos	No	• Upload activities from videos	
7 10/7/20	Drug Quiz #4 (4) PPCP Workshop (Collect)	None	Yes	• PPCP Worksheet (Individual Assignment)	Loya
8 10/14/20	Drug Quiz #5 (5) EHR Go case based on Collect	None	Yes	• Worksheet part I	Smith Arndt
9 10/21/20	Drug Quiz #6 (6) PPCP Workshop (Assess)	None	Yes	• PPCP worksheet (group assignment)	Loya
10 10/28/20	Drug Quiz #7 (7) EHR Go case continued	Instructional video	No	• Worksheet part II	Smith Arndt
11 11/4/20	Drug Quiz #8 Drug Monographs (professional)	Instructional video	No	• Drug monograph assignment	Smith Arndt
12 11/11/20	Drug Quiz #9 (8) Medicare & Drug Costs	Instructional video	No	• Group worksheet	TBD

13 11/18/20	Drug Quiz #10 Health Literacy	None	Yes	• Drug monograph (patient) assignment	Sias Loya
14 11/25/20	(9) Social Challenges		Yes	• Group worksheet	Sias Community PGY-1 Residents
15 12/2/20	Final Exam (Cumulative of Top 200)		Yes		
16	Final Week – No class				

* Additional reading material may be required by some guest faculties. Students should check the weekly Blackboard postings for updated information and/or requirements for each week as the course outline is subject to change.

** **Both didactic and experiential (IPPE/IPE) must be passed to receive a passing grade**

*** **Refer to CoreELMS® for comprehensive IPPE schedule**