



School of Pharmacy Required Course Syllabus Fall 2022 – P3

**PHAR 6046 PILLS IIIA, Track: PCPI**

August 22, 2022 - December 1, 2022

*Scheduled Course Date/Time:* Thursdays 3:00-3:50 PM  
MDT

*Location:* Campbell Building Room 213

### Course Coordinators

Coordinator: Vicki Howe, PharmD, BCPS	
Office: Campbell 713	Office Hours: Posted on Blackboard
Office Phone: 915-747-8270	Email: <a href="mailto:vlhowe@utep.edu">vlhowe@utep.edu</a>

Office Hours: The coordinator will accommodate all students as time permits. Students may request an appointment with the coordinator via Blackboard Messaging Center. Students must specify whether preference is for a virtual or a live/in-person appointment. All appointments must be made at least 2 business days in advance.

Virtual Office Hours will be synchronous through a UTEP-approved platform (e.g., Microsoft Teams, Blackboard, or Zoom) and will be used to discuss problematic exam questions and any course logistic problems. The course coordinator will try to respond as soon as possible (generally within 24-48 hours). When sending an email, send through the Blackboard® course email or place the course number and name (e.g., PHAR 6477 ISBP IIIB2 and the issue/topic in the subject line of the email). For individual faculty, please email faculty for their online office hours.

### Course Description

The Professional Innovations, Leadership, and Life Skills (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 and is built on Brown’s Taxonomy’s three domains of connection, character, and competence. A series of seminars, team-based workshops, and co-curricular learning experiences will be employed. Class sessions will focus on self-awareness, professionalism, leadership development, career planning, decision-making skills, and life skills planning. Students will be exposed to financial planning, career pathways, and tools for success as a healthcare professional.



Source: <https://doi.org/10.21019/97815821>

#### Pharmacists’ Patient Care Process (PPCP):

The student will use the PPCP to communicate and collaborate with others. Students will also demonstrate the ability to document activities related to their professional and personal development.

### Course Objectives:

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

- Continue to develop plan for personal and professional development (Career RX)
- Engage and apply 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

- Prepare students for licensure to practice pharmacy

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

OBJECTIVE	CAPE OUTCOMES	PCOA/NAPLEX	LEARNING ACTIVITIES	ASSESSMENT	LEVEL OF ASSESSMENT*
Continue to develop plans for personal and professional development (Career RX)	4.1, 4.3	3.8.3	Readings, videos, reflections, podcast, and scavenger hunts	Reflections, assignments, blogs	R, A
Engage and apply in innovative practices, experiences, and modalities that build on professional/leadership skill set based on Brown's Revised Taxonomy	4.2, 4.3, 4.4	3.8.2	Readings, videos, reflections, podcast, and scavenger hunts	Reflections, assignments, blogs	I, R, A
Utilize knowledge of self to assist with an innovative career development and planning strategy	4.1	3.8.3	Readings, videos, reflections, podcast, and scavenger hunts	Reflections, assignments, blogs	R, A
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, podcast, and scavenger hunts	Reflections, assignments, blogs	R, A
Prepare students for licensure to practice pharmacy	1.1, 2.1, 2.2, 2.3, 2.4	4.7.1-4.7.9	Readings	Assignments	I, R, A

\*(I) = introduce; (R) = reinforce; (A) = apply

### Additional/Detailed Course Information

Scheduled Course Times: Thursdays 3:00-4:00 PM MDT, Please refer to Course Calendar for details.

Course Location: 213 Campbell Building, Zoom

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

### Methods of Instruction/Learning

*The learning outcomes in this course will be achieved via:*

1. Outside Preparation: watch course lectures/videos via blackboard, read the RxPrep Naplex review book and watch videos (via RxPrep website), 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 & facilitate provision of feedback
5. Assessments: participate in assessments as they relate to IPE or other professional development,

### **Required Course Technology/Tools/Needs**

Required Textbooks/Resources:

- Readings as assigned/available on Blackboard

#### 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, camera, and/or audio with classmates/faculty for course learning.

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

- ExamSoft® Exam Monitor
  - UTEP Zoom®
  - Blackboard® Respondus Lockdown
  - iClicker
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### **Attendance**

Attendance is mandatory. 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). Tardiness will be assessed by course coordinators/instructors through the use of in-class assignments (quizzes, activities, polls, etc.) at the beginning of each class session. It is the responsibility of students to be on time and prepared for class in order to receive credit for the day's assignments. Any discrepancies in attendance must be addressed with the course coordinator no later than 24 hours from the contested date. Ultimately, it is the responsibility of students to monitor their attendance throughout each week of the semester. Attendance will be verified by the course coordinator/instructors using various means, however, if a student is caught falsifying or aiding others in falsifying attendance records, a Student Professionalism Report will be filed and forwarded to OSSCR.

Unexcused absences will lead to receipt of a zero for any assignments related to the missed week. For excused absences, course coordinators and instructors reserve the right to not provide makeup assignments, however may be evaluated on a case-by-case basis.

Students may attend class either in-person, synchronously online, or asynchronously. If students engage in the course through asynchronous participation, they are still subject to full participation and assigned deadlines. Tracking mechanisms will be in place.

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### **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). Students engaging in disruptive or unprofessional behavior will be removed from class (both in person and virtual classrooms) and will not receive points for that week's assignments. Laptops may be used during class for taking notes. Using laptops

for other activities than taking notes causes a disruption to the class around you.

IF ONLINE: Your instructors and classmates want to generate a safe online learning environment. Please use appropriate online classroom behavior.

### Expectations of Students During Course

It is the responsibility of the student to monitor their progress during the course and see that they are maintaining the required competency level. Students should seek advice and assistance from the course facilitator as soon as they encounter any difficulty in the course. Course progress includes, but is not limited to, understanding of course materials, assignment descriptions & deadlines, and important dates within the course. All course participants, including students, faculty, and staff, are expected to conduct themselves in a professional manner when engaged in course activities (e.g., lectures, office hours).

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### Evaluation and Grading Policy

This course is a Pass/Fail course. **Earning an "I" on more than one (1) assessment will result in an "F" for the course.**

Assignment of grades:

C	Complete – assignment/assessment is completed ON TIME and per the instructions
I	Incomplete – assignment/assessment is LATE and/or Not completed per the instructions,

Course point distribution will be as follows:

Type of Assessment	Evaluation
Syllabus Acknowledgement	C/I
Professional Identify Formation Part 1 Journal Entry	C/I
Personal Branding Assignment	C/I
Career Plan Worksheet	C/I
Job/Residency Search Part 1 Assignment	C/I
Job/Residency Search Part 2 Assignment	C/I
APPE Year Assignment	C/I
Curriculum Vitae (CV)	C/I
Letter of Intent (LOI)	C/I
Interviewing Process Assignment	C/I
Interview Questions Assignment	C/I
Financial Literacy Assignment	C/I
Burnout Journal Entry	C/I
Professional Identify Formation Part 2	C/I
<b>Total</b>	<b>P/F</b>

All Assessments will be submitted electronically, unless noted otherwise. **Late work is NOT accepted and will result in an "I" for the assessment in question.**

Exams: Please refer to the "RxPrep Calendar" for details.

Quizzes/Assignments/Case studies: Electronic platforms (e.g., Respondus Lockdown) will be utilized for quizzes as they relate to the RXPrep Course 2023 series. See the "RxPrep Assignments Calendar" for details.

**Co-Curricular:** The PILLS course will be the home for Co-Curricular Tier Activity completion & RxPro Plus reflections. Details and due dates can be found in Blackboard under the content outline and Co-Curriculum Resources folder. Students can use the SOP Event Calendar found on the UTEP SOP website under “Current Students” (<https://volt.utep.edu/pharmacy-calendar/login>). Failure to complete or late submissions will result in a “zero” for the assignment and an incomplete for the course – both the RxPro Plus reflection and Attendance Verification Form must be submitted in order to receive full credit. Students will be required to make-up the missing tier activity & reflection as well as complete an essay assignment to successfully remediate the course.

**Assessment Mechanisms:** Students will be required to complete the Professionalism Assessment Tool (PAT) via QuestionPro®, unless noted otherwise. Due dates will be communicated via Blackboard and email. The PAT will occur assessments will occur once in the P1 Fall Semester and then annually in the Spring thereafter, unless noted otherwise. Failure to complete will result in a “zero” for the assignment and an incomplete for the course. Students must successfully complete the PAT in order to pass the course. In Courses with point based grading: *late submissions will receive a 10% grade deduction per day the assignment is late.*

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### **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. This includes any requests for regrades. Any request for regrading will not be entertained after this 5-day window.

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### **Missed Quizzes / Exams / Assignments – Excused/Unexcused Absences**

Only students who miss an exam, quiz, or an assignment due date as a result of a School of Pharmacy Student Handbook or PILLS *excused absence* (refer to attendance above) 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. Students must follow SOP Student Handbook procedures for 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 ten (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.

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*).

### **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](http://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>)

### **Cell Phones**

Cell phones will not be required for this course. Please ensure phones are turned off while participating in virtual sessions. 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. Unapproved use of a cell phone will result in a ZERO on the assessment/activity.

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