



School of Pharmacy Required Course Syllabus Spring 2022 – P4
PHAR 6158, Track: PCPI
Pro Innov Ldr LifeSkills
Spring Semester
Location: Campbell Building, room 211

Course Coordinator

Coordinator: Vicki Howe, PharmD, BCPS	
Office: Campbell 713	Office Hours: By Appointment
Office Phone: 915-747-8270	Email: vlhowe@utep.edu

Office Hours: The coordinator will accommodate all students as time permits. Students may request an appointment with the coordinator via Course email. Please use your UTEP email and include the course number and name (i.e., PHAR6158 PILLS IVBA) in the subject line. All appointments should be made at least 2 business days in advance.

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

Course Description

Provide a longitudinal course to meaningfully align and integrate co-curriculum with the personal and professional development of the PharmD graduate with mentoring throughout the course and curriculum. Experiences in this course will explore continued personal and professional development of students. The PILLS course is built on Brown's Taxomy's three domains of: Connection (Interpersonal Compatibility), Character (Personal Reliability), and Competence (Professional Capability). These courses employ a series of seminars, team-based workshops, and other learning experiences to prepare students to enter into the profession of pharmacy. Class sessions will focus on self-awareness, professionalism, leadership development, career planning, and decision-making, and life skills planning. In addition, student will be prepared for the next phase of their career (e.g residencies, job fairs, interviewing, etc.)

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
Continue to develop plans for personal and professional development (Career RX)	4.1, 4.3	3.8.3	Readings, videos, reflections, pod-cast, and scavenger hunts	Reflections, assignments, blogs
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, pod-cast, and scavenger hunts	Reflections, assignments, blogs
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	Reflections, assignments, blogs
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	Reflections, assignments, blogs
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

Additional/Detailed Course Meetings & Location

Scheduled Course Times: Thursdays 4-5pm MST

Scheduled Course Location: Campbell Building, Room 211

Unless otherwise specified, this course will be meeting in-person. Please refer to Course Calendar for details.

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 UTEP email regularly.

Online Platform(s): This semester the course will be taught online using Blackboard and/or Zoom as the primary learning management systems. All handouts and course material will be located on Blackboard.

Log into myUTEP.edu and click on the Blackboard link to access the online course for PHAR 6158. 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.

Class Lectures: Class will be in-person at the scheduled dates/times unless specified. However, select class sessions may occur through Zoom. Sessions will be recorded but will not be available to students unless students have an excused absence.

Online Assessments: This course includes online assessments through RxPrep®. Assessments will be available for a pre-specified length of time and will require the student to complete assessments using an Internet connection. Except in cases of RxPrep® being “down” or “offline”, excluding routine scheduled website maintenance, you are ultimately responsible to ensure any issues are addressed prior to deadlines and/or assessments.

This course may require the use of ExamSoft®. Assessments will be available online before their scheduled date. This will require the student to download the assessment using an Internet connection. Except in cases of a UTEP network being “down” or “offline”, you are ultimately responsible to ensure that your computer is (and remains) connected to the Internet and that any issues are addressed prior to class and/or assessments.

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, self-study related to RxPrep®
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
5. Assessments: participate in assessments as they relate to IPE or other professional development, including self-study assessments

Required Course Technology/Tools/Needs

Required Textbooks/Resources:

- RxPrep® <https://www.rxprep.com> (online)
- RxPrep® 2020 NAPLEX Coursebook, RxPrep, ISBN-13 978-0-9991922-6-9 (Book)
- Readings as assigned/available on Blackboard

Recommended Textbooks:

- Turner KM and TD Sorenson. Pharmacy Management: Essentials for All Practice Settings. 5th ed. McGaw-Hill. (Available on AccessPharmacy).

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
- Students should expect to have their cameras and microphones turned on for learning activities as directed by course faculty

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
- Zoom®
- 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 classes and arriving to class on time prepared for the day's lesson(s).

Attendance is expected and will be taken at random samples. Participation and punctuality are expected as a sign of professional behavior. There will be regularly scheduled in-class activities and quizzes. Missing class for work is NOT a valid reason for absence. Refer to the Student Handbook for examples of excused absences.

Because of the nature of the P4 year (off blocks), students may request up to ONE (1) absence (does not apply to otherwise excused absences recognized by the School of Pharmacy) at least one week prior to the requested class absence. Students will be responsible for making up content missed. Details about the process will be shared on Blackboard.

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. Students who do not demonstrate professionalism in the classroom are subject to reductions in the Participation/Professionalism points of the course.

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. 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).

Since this course will be conducted primarily synchronously and students will have 1 week to complete assignments, late submissions will NOT be accepted and students will receive a score of zero (0) for the missing assignment.

Students are asked to log-in to Blackboard a minimum of three (3) times a week to check for updates and course progress. Students are highly encouraged to keep track of assignments and due dates using the “Calendar” function in Blackboard. Students should seek advice and assistance from the course coordinator as soon as he/she encounters any difficulty in the course.

COVID-19

This course meets in-person during the semester. Please see <https://www.utep.edu/resuming-campus-operations/?home> for up-to-date UTEP policies and follow all CURRENT public health precautions/measures.

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let the course coordinator and Ms. Carmen Ramos, Director of Student Affairs (crtorres2@utep.edu) know as soon as possible, so that we can work on appropriate accommodations. If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu, so that the UTEP Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID-19 testing.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit epstrong.org

Evaluation and Grading Policy

Course point distribution will be as follows:

Type of Assessment	Points	% Course Grade
Blog Assignments	100	10
Participation/Professionalism	100	10
NAPLEX/MPJE Assignments	500	50
Curriculum Vitae (CV) Assignment	100	10
Negotiation Assignment	100	10
Financial Literacy Assignment	100	10
Total	1000	100

Assignment of grades:

A	90.0-100.0%
B	80.0-89.9%
C	70.0-79.9%
D	60.0-69.9%
F	< 60.0%

All Assessments will be administered via ExamSoft®, unless specified. **Unexcused late work is not accepted.**

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: Please refer to the NAPLEX/MPJE assignments calendar for details.

Quizzes/Assignments/Case studies: Examsoft®/Blackboard platforms will be utilized for quizzes as they relate to the RxPrep Course 2020 series.

Co-Curricular: The PILLS course is the home for the students' CareerRX Professional Portfolio, which will document co-curricular activities, CV, extracurricular activities, study away, 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 QuestionPro®, unless noted otherwise. These assessments will occur once in the P2 Spring Semester and then annually thereafter unless noted otherwise.

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.

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>

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.

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

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.

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/>]

Week	Date	Topic	Readings/Assignments (DUE at 11:59PM MST unless otherwise specified)	Faculty
	1/20	No Class – Dr. Howe Office hours	• n/a	Howe
	1/27	No Class – Dr. Howe Office hours	• n/a	Howe
	2/3	No Class – Dr. Howe’s office hours	• n/a	Howe
1	2/10	Theme: Introduction; Professional Development - Course Overview - Negotiating the Offer *Virtual -Zoom*	• Assignment: Negotiation worksheet DUE Feb 16 • RxPreP: Two (2) Mini-Exams due by Feb 16	Howe
2	02/17	Theme: Professional Development - Licensing Process *Virtual- Zoom*	• Assignment: Licensing blog entry DUE Feb 23	Howe
3	02/24	Theme: Professional Development Defining “Benefits” *Virtual – Zoom*	• Assignment: Benefits blog entry DUE March 2	Howe
4	03/03	Theme: Life Skills - Financial Literacy for Post-Graduate Financial Health Platform: TBD	• Assignment: Long-term financial health worksheet DUE March 9	Howe
5	03/10	Theme: Life Skills - Student Loans Platform: TBD	• Assignment: Identify student loan agencies blog entry DUE March 23 • RxPrep: Two (2) Mini Exams due March 16, 2022	Howe
SB	03/17	Spring Break - Good luck on Match Day!! Residency Phase 2 Match Office hours – details in Blackboard		
6	3/24	No Class – Dr. Howe’s Office hours	• n/a	Howe

7	03/31	Theme: Innovation/Creativity/ Leadership Innovation in Pharmacy Practice Campbell room 211	<ul style="list-style-type: none"> • Assignment: Innovation blog entry DUE April 6 • Rx Prep: Final Exam Window from March 28 – April 9th 	Howe
11	04/07	Theme: Professional Development - CV Working session Campbell room 211	<ul style="list-style-type: none"> • Assignment: CV DUE April 13 • Rx Prep: Final Exam Window from March 28 – April 9th 	Howe
12	04/14	Theme: Professional Development - Maintaining your license Platform: TBD	<ul style="list-style-type: none"> • Assignment: Maintaining your license blog entry DUE April 20 	Howe
	4/21	No Class	<ul style="list-style-type: none"> • RxPrep: Three (3) MORE mini-exams due April 27, 2022 	
	05/9 or 5/10	Theme: Professional Development -MPJE Review Platform: TBD	<ul style="list-style-type: none"> • n/a 	TBD
	05/16 & 05/17	Theme: Professional Development RxPrep Live Review Course Campbell room TBD	<ul style="list-style-type: none"> • n/a 	RxPrep