



**School of Pharmacy  
Course Syllabus**

**Fall – P1**

**PHAR 6219**

**Principles of Drug Action IA (Pharmaceutical Foundations Track)**

**Course Dates:** August 28 – December 15, 2023

**Scheduled Course Time:** Friday, 9:00 – 10:50 AM

**Delivery:** Synchronous/Live (with some online/asynchronous content as needed)

**Location:** Campbell Rm 212 (and virtual via Zoom or Teams as needed)

**Course Coordinators**

<b>G. Scott Weston, RPh, MBA, PhD, Associate Dean for Academic Affairs and Professor of Pharmaceutical Sciences</b>	
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Office Room Number: Campbell 110K	Office Hours: By appointment
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Office Phone: (915) 747-8242	E-mail: <a href="mailto:gsweston@utep.edu">gsweston@utep.edu</a>
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<b>Yupeng Li, PhD, Assistant Professor of Pharmaceutical Sciences</b>	
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Office Room Number: Campbell 716	Office Hours: Fridays, 11 am – 12 noon
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Office Phone: (915) 747-7202	E-mail: <a href="mailto:yli10@utep.edu">yli10@utep.edu</a>
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**Note:** The course coordinator may adapt the syllabus/course calendar as appropriate to support student and course success. Notice will be provided to students of any changes via announcements on Blackboard and in class.

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## Office Hours

*Students may request an appointment with the coordinator in person or via e-mail. Any guest faculty/lecturers will provide office hours during lecture days. All appointments should be made at least 2 business days in advance*

Office hours may be held in-person on campus or virtually per the discretion of each faculty member. Instructors will post or announce the location and type of their office hours as necessary. Virtual Office Hours may be held through the online platform of each instructor's choice (i.e., Zoom, Microsoft Teams, etc.). Office hours will be used to discuss any questions regarding course content, course logistic problems, or exam questions. The course coordinators will try to respond as soon as possible (generally within 24-48 hours) to meeting requests. When sending an email, please indicate the course and the issue/topic in the subject line of the email.

Reviewing exams can be done during the course coordinators' office hours, or by appointment with the course coordinators or content instructors. If reviewed live/in-person, exam content can be discussed with detail. If reviewed via a virtual platform, exam content will be discussed generally rather than read or shown to protect exam integrity. To better focus future studying and review, discussion of exam content will focus on concepts related to missed questions rather than just right/wrong answers.

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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 course coordinators. **Content/topic-specific questions** should be directed to the specific content instructor within **five (5) business days** of the material being presented.

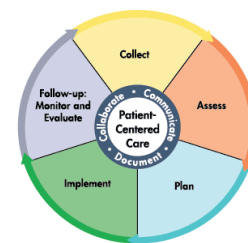
Any questions concerning **assignment/quiz/exam grades** should be discussed with the **course coordinators within five (5) business days** after the grades have been posted.

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## Course Description

This course provides students with the foundational knowledge and skills essential for understanding, applying, and evaluating the medicinal chemistry and pharmacological concepts that ultimately relate to the physicochemical properties of drugs and their pharmacokinetic and pharmacodynamic behaviors.

**Pharmacists' Patient Care Process:** This course will help students learn foundational concepts of medicinal chemistry and pharmacology, providing essential building blocks necessary to apply all parts of the Pharmacists' Patient Care Process



Source: <https://doi.org/10.21019/9781582122564.ch6>

## Course Objectives mapped to National Pharmacy Education Outcomes

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

Course Objectives	CAPE Outcomes	PCOA/NAPLEX	Learning Activities	Outcome Measures
1. Explain basic physicochemical and structural factors governing drug properties.	1.1 3.1	2.1.1	Readings, lectures, discussions, and class activities	Quizzes & Exams
2. Locate and name functional groups, heterocyclic rings, and substituent groups on molecular structures of drugs.	1.1 3.1	2.1.2	Readings, lectures, discussions, and class activities	Quizzes & Exams
3. Understand and apply the terminology and principles related to drug-receptor interaction, including three-dimensional shapes, as well as quantitative relationship between drug dose and pharmacological response.				
4. Comprehend the conversion of two-dimensional representations of drug molecules into three-dimensional structures.				
5. Understand and explain the structure-activity relationships for a given drug class and use it to guide drug selection.	1.1 3.1	2.1.3 2.1.4	Readings, lectures, discussions, and class activities	Quizzes & Exams
6. Recognize the meaning of the term $pK_a$ both mathematically and conceptually.	1.1 3.1	2.1.1	Readings, lectures, discussions, and class activities	Quizzes & Exams
7. Given the pH of a molecule in solution and its percent ionization, or acid/base ratio, calculate the $pK_a$ of the solution.				
8. Recognize how changes in pH affect the solubility and absorption of an ionizable drug molecule.				
9. Explain the principles of drug biotransformation and apply them to contemporary pharmacotherapy.	1.1 3.1	2.1.5 2.1.6	Readings, lectures, discussions, and class activities	Quizzes & Exams
10. Critically analyze novel trends in drug discovery.				
11. Understand the origins of pharmacologically active natural products and naturally derived medicines.	1.1	2.3.1 2.3.2 2.3.3 4.7.7	Readings, lectures, discussions, and class activities	Quizzes & Exams

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## Detailed Course Meetings Requirements

This course will be held in-person on Fridays from 9 to 10:50 AM in Campbell 212. Occasionally, class may be held virtually and/or asynchronously per the determination of individual faculty members delivering each day's content. All lectures will be recorded, however, recordings may or may not be available to students per each instructor's individual determination for their content. Exams will be held during regularly scheduled class meeting times in Campbell 212.

In the event of a major disruption (e.g., zombie apocalypse, a new viral pandemic, UTEP winning an NCAA football championship, etc.), students should be prepared to maintain course progress via other means (e.g., Internet, our Blackboard course shell, etc.) and check your UTEP email regularly for course announcements and updates.

### Online Platform:

Blackboard will be utilized as the primary learning management system.

**Accessing Course Content on Blackboard:** All lectures, handouts, and course material will be in Blackboard. To access Blackboard, log into My UTEP.edu and click on the Blackboard link then access the online course for PHAR 6219. Except in cases of the UTEP network and/or Blackboard course servers being "down" or "offline" students are ultimately responsible to ensure that their computer is connected to the internet, that you have all necessary access, and that any issues are addressed prior to class and/or assessments.

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## Methods of Instruction/Learning

UTEP or the SoP may change to primarily online course if major disruption (e.g., pandemic, weather, zombie apocalypse, national football championship, etc.). For tips on succeeding in an online environment, see: <https://www.utep.edu/extendeduniversity/utepconnect/blog/february-2017/tips-for-online-learning-success.html>.

The learning outcomes in this course will be achieved via activities such as:

1. Outside Preparation (e.g., readings, micro-lecture videos)
2. Lectures (in-person or virtual, synchronous, and asynchronous; the availability of lecture recordings after class will not be guaranteed and is up to instructor preference)
3. Individual Assignments/Activities
4. Exams/Quizzes

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## Required Course Technology/Tools/Needs

### Recommended Textbooks:

- Lemke, T, et al. Review of Organic Functional Groups. 5<sup>th</sup> ed. ISBN 978-1608310166.
- Roche V, et al. Foye's Principles of Medicinal Chemistry, 8<sup>th</sup> ed. ISBN 978-1496385024. Available in the bookstore or through online book sellers.

**\*Note:** this list is not exhaustive. Individual course faculty may require or recommend additional resources. These will be posted on the Blackboard course page as needed.

### Laptop Computer

- Students are expected to have computer access for class each day and for participation in on-line exercises or assessments. It is the responsibility of each student to ensure that their laptop is in working condition and meets the University and School of Pharmacy IT requirements (See SOP Student Handbook for additional information).
- **Both audio (speaker & microphone) and video (camera) capabilities MUST be functional for online classes and exams.**
- Students should be ready at any time to share their screen, camera, audio with classmates/faculty for online course learning situations

## Calculator

- Students are expected to have access to a non-programmable calculator for all assessment activities (electronic device calculators are acceptable). Some exams (e.g., ExamSoft®) may require use of the included software calculator only.

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

- Exemplify, ExamSoft® Exam Monitor
- Blackboard®
- Microsoft® Teams
- Zoom® (via UTEP access with email)
- Audio (speaker & microphone) and video (camera)

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## **Conduct Expectations**

### **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 and prepared for the day's lesson(s).

Attendance at lectures is not mandatory in that attendance will not be taken at each lecture. However, attendance and punctuality at lectures are strongly recommended and expected as a sign of professional behavior. The course coordinator and other instructors reserve the right to give unannounced quizzes. Additionally, individual instructors may require attendance for their lectures or activities. It is the student's responsibility to take note of these requirements and assure they can attend any required sessions. If attendance is required, this will be indicated on Blackboard. **Missing class for work is NOT a valid reason for your absence.**

If a student is seeking an excused absence, they should **immediately**:

1. Notify the course coordinator(s) and instructor(s) for any affected course day(s)
2. Contact the Director of Student Affairs (Mrs. Carmen Ramos: [crtorres2@utep.edu](mailto:crtorres2@utep.edu)) via online form - <https://www.utep.edu/pharmacy/current-students/student-absence-form.html> (include supporting documentation to justify absence excusal)

Refer to the Handbook for more information regarding required documentation for submission to the Office of Student Affairs. If this process is not followed, absences will be unexcused, *and course faculty have no obligation to accommodate unexcused absences*. Additionally, absences will be considered unexcused until officially excused after approval from the Office of Student Affairs.

If a student has an excused absence (e.g., personal illness, family emergency, professional travel), they must notify the course coordinator(s) and instructor(s) teaching that day **at least 2 hours prior** to the start of class/exam.

### **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 or completing course activities. Using laptops for other activities than these causes a disruption to the class around you, and so is considered a lack of professionalism.

Your instructors and classmates want to generate a safe in-person and online learning environment. **Students are expected to conduct themselves at all times in a manner becoming to a pharmacy professional.** This includes both "live"

and virtual forms of communication (class sessions, video conferencing, assignment submissions, emails, etc.). Aggressive, demeaning, or disrespectful communication to faculty or other students will not be tolerated.

Please refer to the Student Handbook for further details regarding professionalism expectations and repercussions of unprofessional conduct, which may include but are not limited to review by the SOP Office of Student Affairs, OSCCR, the SOP Progressions Committee, School of Pharmacy administrators, and the UTEP Dean of Students.

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## **COVID-19 Precautions**

For all on-campus course meetings during the semester, all CURRENT public health precautions/measures will be taken as provided via UTEP communication. For information on UTEP COVID testing/sites, please see: <https://www.utep.edu/ehs/covid/>.

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 at [crtorres2@utep.edu](mailto:crtorres2@utep.edu) know as soon as possible (See excused absence procedures outlined above).

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## Evaluation and Grading Policy

Course point distribution:

Type of Assessment	Total Points	% Course Grade
Quiz 1	70	7%
Exam 1	180	18%
Quiz 2	70	7%
Exam 2	180	18%
Quiz 3	70	7%
Exam 3	180	18%
Final Exam (Exam #4, comprehensive)	250	25%
<b>Total Points</b>	<b>1000</b>	<b>100%</b>

### Assignment of grades:

**A = 90 – 100%**

**B = 80 – 89%**

**C = 70 – 79%**

**D = 60-69%**

**F = < 60%**

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

Grades are earned throughout the course, not given at the end. As such, grade will be determined based on completed coursework. Final grades will be rounded per typical rounding conventions ( $\geq 0.5$  will be rounded up to the next whole percentage point).

For instance, a 79.6% rounds up to an 80%, equating to a letter grade of a B. However, 79.2% rounds down to a 79%, equating to a letter grade of a C.

### Exams and Quizzes:

There will be a total of 3 quizzes and 4 exams, including a comprehensive final exam. Additional bonus quizzes may be given at the discretion of the course coordinators. The exams will consist of question types including true/false, matching, "hot spot", fill in the blank, multiple choice, multiple answer (e.g. select all that apply), and short answer questions. All exams will be administered via Examplify by Examssoft®, unless otherwise noted.

**REGRADE REQUEST:** Regrade requests for assignments or exams should be made within **five (5) business days** of the posting of the grades. Requests must be made in writing with evidence/rationale to support the requested appeal. Requests will not be entertained after this period (unless excused absence due to extenuating circumstances or per course coordinator discretion).

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## Exam-Related Policies and Guidance:

Please refer to the UTEP School of Pharmacy Student Handbook as well as the **SOP Exam Guidance** document available on Blackboard for more information regarding the procedure followed for all in-person or virtual exams.

### Exam Day Policy

Students must arrive on time for examinations. Students arriving after any student(s) has/have completed the exam and have left the room may not be allowed to sit for 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, as per the Excused Absence policies. The student must contact the course coordinator prior to the missed 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, etc.). An unexcused absence from an exam may result in a grade of zero for that exam.

### Student Expectations Prior and During Examination

- *Seating*: Randomized assigned seating may be utilized for each examination.
- *Room*: Students must arrive to the testing area **at least 15 minutes ahead of the examination**. If the student arrives after the examination has started, no additional time will be provided for the examination (subject to appropriate CASS-directed accommodations). If another student has already completed his/her exam and left the exam room when an unexcused late student arrives, the student arriving late will not be permitted to sit for the exam and will receive a grade of zero.
- *Exams*: Electronic exams need to be downloaded at a minimum of 2 hours prior to the examination.
- *Questions/Issues*: Questions related to content on an exam will **NOT** be answered during any exam.
- *Breaks/leaving the exam room*: Faculty maintain discretion over the permissibility of any situation requiring a student to leave the room (bathroom breaks, phone calls, etc.).

Students are responsible for having access to a working computer for electronic exams. Computers are available to checkout as a loan for exams from the ILC. Students should make early arrangements for securing computers. Students who show up without a computer to take an electronic exam may (1) be provided a paper exam, (2) may receive a grade deduction, and (3) will receive a professionalism referral to the SOP Progression Committee and/or OSCCR. Students should be aware that using other devices such as tablets may result in technical errors with test taking. Students are responsible for troubleshooting, preventing, and managing these issues, NOT the course faculty.

### Availability of items during exam

If scratch paper is used during an exam, all pages must be turned in at the completion of the examination.

- No backpacks, purses, hats, large coats, and/or other bulky clothing permitted; these items need to be left outside the examination room or in an area of the exam room designated by the faculty/proctor.
- No food or drink is allowed during an exam.
- No electronic devices (e.g.: watches, phones, calculators, etc.) are permitted on the student during an examination unless approved by the instructor prior to the examination or inspected upon entry into the exam room for approval. Calculators are provided in the electronic exam platform if needed.
- Disruption of examination time due to any of the above can result in confiscation of the device, a grade penalty/receiving a score of zero for the exam, and/or a report being submitted to OSCCR.

### Assessment Requirements:

This course requires the use of ExamSoft®/Examplify. Students are responsible for ensuring they have access to the assessment system. Assessments will be required to be downloaded using an internet connection **a minimum of 2 hours prior to the examination** time. 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). Students are also expected to maintain a functioning camera and microphone with their computer to allow for recorded proctoring as necessary. Students will be required to follow any exam monitoring procedures as determined by the School of Pharmacy.

If a student cannot access their required software/accounts, please contact Mr. **Adrian Enriquez** ([aealonso@utep.edu](mailto: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**.

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

Only students who miss an exam or quiz because 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 and faculty instructor **MUST** be notified **at least 2 hours** prior to the start of class or exam for the student to be excused.
- Students must follow the procedures in the Student Handbook to submit documentation using the Student Absence Form to procure an excused absence for missed exams.
- Any excused absence from an exam for **health reasons** must be documented with a note from an appropriate health professional.
- In the case of **religious holidays or professional conference attendance**, the student **MUST** notify the course coordinator at least **ten (10) business days prior** to the assignment/quiz/exam. Students should not assume that they can miss an assignment/quiz/exam for vacation or other personal conflicts.
- Any unexcused absence from a quiz/exam will result in a grade of **ZERO**.

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.

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## Remediation Policy

Remediation may be granted if a student fails the course. Students must participate fully in the course to be eligible for remediation. Full participation in this course means that all graded quizzes and exams were completed and submitted. Please refer to the **Student Handbook** for end-of-course remediation policies and timelines (*see Student Handbook: End of Course Remediation*).

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## Course Evaluations

During this course, students will be provided with an opportunity to evaluate this course and the instructors. UTEP uses an online course evaluation system. Course Evaluations will open toward the end of the course and can be accessed at [my.utep.edu](http://my.utep.edu) by clicking on the CLASSES TAB on the left. Click on the Course Name, or CRN, to complete the evaluation for the course. Every student's participation is an integral part of this course and the accreditation process, and feedback is vital to improving education at the School of Pharmacy. It is each student's professional responsibility to provide such feedback.

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## General Course Policies

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 (OSCCR). Please refer to the Student Handbook for SOP guidance on academic integrity.

Academic dishonesty includes, but is not limited to, cheating (including utilization of unapproved resources or other student's work to complete your own), 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, breaching any course policy outlined in this syllabus, and any act designed to give unfair advantage to a student or the attempt to commit such acts.

Proven violations may result in sanctions including, but not limited to disciplinary probation, a failing grade on the work in question, a failing grade in the course, suspension, or dismissal. (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*).

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## 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](mailto: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/>

**Students should notify the course coordinator by the completion of the first week of the semester if they will be using their accommodations. This is to allow sufficient time for the course coordinator to accommodate alternate exam-taking locations/times or any other accommodations approved by CASS.**

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## 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
- Emergence Health Crisis Line: **915-779-1800**, <https://emergencehealthnetwork.org/>
- National Suicide Prevention Hotline: **1-800-273-8255** <http://suicidepreventionlifeline.org>
- Veterans Crisis Line: **1-800-273-8255** <https://www.veteranscrisisline.net>
- NAMI (National Alliance on Mental Illness) of El Paso: **915-778-5726** <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 adm

**PHAR 6219: Course Calendar**  
**Principles of Drug Action IA (Pharmaceutical Foundations Track)**

**Course Dates:** August 28 – December 15, 2023

**Scheduled Course Time:** Friday, 9:00 – 10:50 AM

**Delivery:** Synchronous/Live (with online/asynchronous content as needed)

**Location:** Campbell Rm 212 (with virtual meetings via Zoom or Teams as needed)

<b>Date</b>	<b>Content</b>	<b>Instructor</b>
September 1	Syllabus Review, Course Introduction & Overview; Drug Discovery	Weston
September 8	Drug Discovery, Physicochemical Properties of Drugs	Weston
September 15	<b>Quiz #1</b> , Physicochemical Properties of Drugs	Weston
September 22	Physicochemical Properties of Drugs (end of Exam #1 material), Review for Exam #1	Weston
September 29	<b>Exam #1 (Drug Discovery, Physicochemical Properties of Drugs)</b>	Weston
October 6	Physicochemical Properties of Drugs, Drug Metabolism, Functional Groups Found in Drugs	Weston
October 13	Functional Groups Found in Drugs	Weston
October 20	<b>Quiz #2</b> , Functional Groups Found in Drugs, Pharmacogenomics	Weston
October 27	Pharmacogenomics (End of Exam #2 material), Review for Exam #2, ADMET	Weston/Li
November 3	<b>Exam #2 (Functional Groups, Pharmacogenomics)</b>	Weston
November 10	ADMET	Li
November 17	ADMET	Li
November 24	<b>Thanksgiving Holiday (no class meeting)</b>	
December 1	<b>Quiz #3</b> , ADMET	Li
December 8	<b>Exam #3 (ADMET)</b>	Li
December 14 (8:30 am, CABL 213)	<b>Final Exam (cumulative)</b>	Weston/Li

\*\* This topical outline will be followed as closely as possible throughout the semester; however, the instructor(s) reserve the right to adjust the course schedule as deemed necessary\*\*