Introductory Pharmacy Practice Experience I
Manual and Syllabus
PHAR 5254

A Guide for Students

Office of Experiential Programs
The University of Houston
College of Pharmacy
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Fall 2018
**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section 1 – General Information and Requirements</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Experiential Course Requirements for PHAR 5254</td>
<td>4</td>
</tr>
<tr>
<td>Registration as a Pharmacist-Intern</td>
<td>4</td>
</tr>
<tr>
<td>Health Insurance Requirement</td>
<td>4</td>
</tr>
<tr>
<td>Background Checks and Drug Screening</td>
<td>4</td>
</tr>
<tr>
<td>Immunization Requirements</td>
<td>4</td>
</tr>
<tr>
<td>Course Registration and Payment of Course</td>
<td>5</td>
</tr>
<tr>
<td>Liability Insurance Provided</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 2 – Policies and Procedures</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>6</td>
</tr>
<tr>
<td>Attendance Definitions</td>
<td>6</td>
</tr>
<tr>
<td>Internship Hours Definition</td>
<td>7</td>
</tr>
<tr>
<td>Communication</td>
<td>7</td>
</tr>
<tr>
<td>Compensation</td>
<td>8</td>
</tr>
<tr>
<td>Dress Code Requirements</td>
<td>8</td>
</tr>
<tr>
<td>Site Specific Requirements</td>
<td>9</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>9</td>
</tr>
<tr>
<td>Code of Ethical and Professional Conduct and Grievance Policy</td>
<td>9</td>
</tr>
<tr>
<td>Patient Confidentiality and Compliance with HIPAA and Other Issues with Medical Records</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 3 – Introductory Pharmacy Practice 1 (IPPE 1) Syllabus</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Credit</td>
<td>11</td>
</tr>
<tr>
<td>Course Goal</td>
<td>11</td>
</tr>
<tr>
<td>Proficiencies</td>
<td>12</td>
</tr>
<tr>
<td>Course Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Grading</td>
<td>12</td>
</tr>
<tr>
<td>Grading Scale</td>
<td>13</td>
</tr>
<tr>
<td>Post Exam Viewing and Contesting</td>
<td>13</td>
</tr>
<tr>
<td>College-Wide Policies</td>
<td>13</td>
</tr>
<tr>
<td>University-Wide Policies</td>
<td>17</td>
</tr>
<tr>
<td>Calendar</td>
<td>18</td>
</tr>
</tbody>
</table>
Preface

This document represents a guide and syllabus for Introductory Pharmacy Practice Experience 1, which is a structured, professional introductory pharmacy practice experience (IPPE) in the University of Houston College of Pharmacy curriculum.

Feel free to contact any of us if you have any questions or problems.

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The mission of Pharmacy is to serve society as the profession responsible for the appropriate use of medications, devices and services to achieve optimal therapeutic outcomes.
SECTION 1

GENERAL INFORMATION AND REQUIREMENTS

Introduction: Pharmacy practice experiences are designed to apply principles learned in the classroom to real practice settings, under the supervision of a licensed, practicing pharmacist. Practice experiences serve a dual purpose of satisfying the experiential component of the University of Houston College of Pharmacy (UHCOP) curriculum, while also meeting experiential (internship) requirements for licensure by the Texas State Board of Pharmacy. During practice experiences, students participate in a wide range of activities in ambulatory and institutional settings, so they will be prepared to practice pharmacy in any setting.

Experiential Course Requirements for PHAR 5254:

1. Second year standing
2. Attend the mandatory introductory pharmacy practice experience orientation
3. Complete all school and site-related paperwork
4. Registration as a Pharmacist-Intern: Must be registered as a pharmacy intern with the Texas State Board of Pharmacy and must comply with the Texas State Board of Pharmacy Rules and Regulations including notification to the Texas State Board of Pharmacy of change of mailing address within ten days. Intern card must be uploaded on EValue.
5. Health Insurance Requirement: The College does not provide healthcare insurance coverage. It is the policy of the University of Houston College of Pharmacy that students maintain health insurance. Health insurance can be purchased through the Student Health Service, as a part of coverage on their parent’s policy, or other sources. Compliance with this policy is necessary to meet requirements of experiential sites, which require health insurance as a condition for accepting and precepting our students for experiential training (i.e., IPPEs and APPEs). If students fail to obtain health insurance will not be eligible to start their IPPEs or APPEs or be removed from site.
6. Background Checks and Drug Screening: Many experiential training sites require criminal background checks and/or drug screening of their employees and students. As a prerequisite for practice experiences, students are required to undergo a criminal background check. If required by the assigned site, the student will also be required to submit samples for drug screening. Students are responsible for obtaining and paying for background checks and drug screening, from a third-party vendor contracted by the College. Unless required otherwise by affiliation agreement with a particular site, results will be reported directly by the student to the facility, according to the instructions given by the Practice Programs Office. Failure to receive background check clearance and/or drug screening clearance for any practice experiences will prevent the student from beginning experiential training, and meeting graduation requirements.
7. Immunization Requirements
   a. Students are responsible for complying with site policies and state law concerning infection control. Universal Precautions will be observed to prevent contact with blood and other potentially infectious materials.
   b. All students are required to have the following immunizations or immunity documentation:
      i. Hepatitis B vaccination or acceptable proof of immunity
      ii. MMR vaccination or acceptable proof of immunity – (2 MMR vaccination or MMR titer)
      iii. Negative Tuberculosis Skin Test (PPD) or chest X-Ray or blood test (Quantiferon – QFT) – annual basis
iv. Varicella (chicken pox) vaccination or acceptable proof of immunity (varicella titer)
v. Tdap – Need one time dose
vi. Tetanus/diphtheria within the last ten years – Tdap or Td booster if received Tdap already
vii. Influenza vaccination each year
viii. Any vaccination required during the internship year, due to pandemics.
ix. Hepatitis C testing as required by site
x. It is the student’s responsibility to provide proof of immunization to the preceptor or practice site, and the College of Pharmacy. Documentation must be uploaded on EValue.

8. **Course Registration and Payment of Course:** Students must be registered for the experiential course on PeopleSoft prior to the start of the experiential course. It is the responsibility of the student to register and pay for courses in a timely manner, otherwise, the student will not receive credit for the course or the hours obtained in the experiential course.

9. **Liability Insurance Provided:** The College of Pharmacy is enrolled in a malpractice insurance policy, which covers students and faculty.
SECTION 2
POLICIES AND PROCEDURES

ATTENDANCE:

Attendance Requirements for PHAR 5254: Each student who has met the prerequisites is assigned to a preceptor for an eight-week (minimum of 64 hours) practice experience. The College of Pharmacy attempts to assign students to their preferred location; however, the student must be prepared to accept assignments to experiential sites outside of preferred location. An average of 8 hours/week will provide the minimum 64 hours. The 64 hours received for the Introductory Pharmacy Practice Experience are hours eligible for internship credit towards pharmacy licensure and will be submitted to the Texas State Board of Pharmacy.

Students are expected to be on site during the time established by the preceptor which may not be limited to weekday hours and can occur during evening, night or weekend hours. Outside employment should not interfere with practice experience activities.

Student Schedule:

1. The student should be punctual in meeting the schedule, and must adhere to the internship schedule agreed upon with the preceptor. For the student's benefit, it may be necessary to devote more than the scheduled time. Patient care responsibilities are priority and if the patient care responsibilities extend beyond the determined schedule, students are to remain at the practice site until all patient care responsibilities are completed in a satisfactory manner. Students will follow a schedule as if they were employees. UH College of Pharmacy Experiential Programs schedule does not follow holidays designated by the University. Students may be required to be present at their practice site on weekends, evenings, and holidays. It is essential that students experience practice workload and pace during different times.

2. If the student will be absent or late, he/she must notify the preceptor as soon as possible. In addition, the student must notify the designated Experiential Director if he/she will be absent/late from the site. BOTH the preceptor and the Experiential Director must be notified of any absences and tardies. Failure to do so will result in deduction of Responsibility Points. Students are required to check in and check out with their preceptor every day.

3. Students are responsible for maintaining a record of their internship hours through documentation designated by the Office of Experiential Programs. The internship hours document must be completed by the student and verified by the preceptor at the completion of the course or no grade will be assigned. The internship hours document is a legal document. Falsifying information on this form is an honor code violation and the student will be referred to the Board of Ethical and Professional Conduct for deliberation of the case.

Attendance Definitions:

- **Excused Absence:** An absence is excused when the Preceptor and Director are notified in advance with an acceptable reason and both the Preceptor and Director give approval. The missed time from an excused absence must be made up at a time acceptable to the Preceptor. **All absences must be made up.**

- **Illnesses:** The student will be required to submit documentation of illness from physician. In addition, documentation of clearance to return to site will also be required in cases where the Experiential Programs Office deems necessary.

- **Unexcused Absence:** This is an absence from the assigned site (whether it is not coming in to the practice site or leaving early without permission) without advanced notification to the Preceptor and Experiential Director, or advanced approval by the Preceptor and Experiential Director or without acceptable reason. The student must make an appointment with the Experiential Director and/or Assistant Dean for Experiential Programs to determine need for corrective action.
• Students will lose **50 points for each unexcused absence from the final grade.**

**Tardiness:** A student who is tardy on 2 occasions will earn an **unexcused absence**, and must make an appointment with the Experiential Director and/or Assistant Dean for Experiential Programs. Continued tardiness will result in a failing the course.

**Leaving Site Early:** A student who leaves site early on 3 occasions will earn an **unexcused absence**, and must make an appointment with the Experiential Director and/or Assistant Dean for Experiential Programs. Students who leave the experiential site to work at an outside job will fall in the **unexcused category.**

**Dismissal from a site:** Students are expected to behave in a courteous and professional manner. If for any reason a Preceptor asks that a student be removed from the site, the student will be required to make an appointment with the Experiential Director and Assistant Dean for Experiential Programs for further evaluation of the problem. A student dismissed from the site will be referred to the Board of Ethical and Professional Conduct for deliberation of the case.

**Professional Leave Hours for Professional Meetings:** Attendance at professional meetings is encouraged, but due to the short time frame of PHAR 5254 Introductory Pharmacy Practice Experience course, professional leave hours will not be given.

**Internship Hours Definition**

- **Supervised Hours:** Supervised hours are granted only for time at the direct patient care practice site. Hours are not awarded for lunch, travel to and from the site, study time, or homework.

- **Special Activities Hours:** Due to the short nature of the Introductory Pharmacy Practice Experiences, there will be no Special Activities Hours awarded for PHAR 5254.

- **Holidays:** Holidays are not observed in any practice experience course and hours will not be awarded for holidays. The UH College of Pharmacy Experiential Programs schedule does not follow holidays designated by the University. Students may be required to be present at their practice site on weekends, evening, and holidays. Any time missed from site will be required to be made-up.

- **Documentation of internship hours:** Students are required to complete the internship hour documentation as designated by the Office of Experiential Programs. The form must be verified by the preceptor.

**COMMUNICATION**

Communication: Students

1. **Contact Information:** Students should update their contact information on E*Value.
2. **Phone:** Students should have a cellphone with texting capabilities.

3. **Email:** Students should have an appropriate email address, and should check their email account on a daily basis. The preferred email address is the UHCP email address.

**Email Format:** Please utilize the following format when sending emails and be professional in all emails

- Subject Line – Be Concise and Specific
- Salutation/Greeting: “Dear Dr., Mr, Ms., “
- Body: You may want to introduce yourself as UH College of Pharmacy student. Utilize proper grammar, complete sentences, and appropriate language.
- Closing: “Sincerely”, “Respectfully”, Regards”
- Signature Line:
  o Full Name
  o Year in Pharmacy Program (P1 or P2, or P3 or P4)
  o Contact Information (email and phone number)
Communication with Experiential Programs Faculty and Staff:

Students are expected to communicate with the Experiential Programs faculty and staff in a professional manner both verbally and written communication including electronic media. Students are expected to respond to communication from UHCOP in a timely manner. Please leave a voicemail stating name, year in pharmacy program, experiential course, brief message, and callback contact information.

Communication with Preceptor: Unless otherwise instructed, students must contact their preceptor at designated time determined by the Office of Experiential Programs Office prior to the beginning of the experience. In some cases, certain sites will require three weeks’ notice prior to the beginning of experiential course (some may be longer) due to paperwork requirements. The student should get confirmation from the preceptor either verbally or by email for plans for the experiential course.

The following information should be obtained during the initial conversation with the preceptor.
1) Time for arrival on first day of practice experience
2) Location for meeting on first day (also determine orientation location if different from meeting location with preceptor)
3) Logistics – traffic/parking
4) Special dress requirements (scrubs, for example)
5) Information/requirements/assignments/readings required prior to start of practice experience

COMPENSATION:
Students may not be compensated for experiential training per ACPE guidelines.

DRESS CODE REQUIREMENTS

The student must exhibit a professional appearance in manner and dress. Internship time lost due to inappropriate attire must be made up. The student MUST conform to the following dress code:

- General Guidelines:
  1) All students must maintain good hygiene, and wear neat, clean, college-approved white laboratory jackets of appropriate length with embroidered school logo. White coats will be worn for all experiential activities at sites and at the College of Pharmacy facilities (HBSB2 building).
  2) All students must have a University of Houston College of Pharmacy student nametag. Preceptors may require an alternate dress code and nametags. Nametags from places of employment as sole form of identification are unacceptable. UHCOP nametags will be worn in the HBSB2 building at all times.
  3) Students not complying with the dress code will be sent home. Time must be made up and accountability/Directors points will be deducted from grade.
  4) Jeans/denim, shorts, mini-skirts, T-shirts, jogging suits, hats, caps, athletic attire, sandals, low-riding pants, open-toed shoes are inappropriate.

- Female students:
  1) may wear skirts, dresses, or dress slacks of appropriate length with appropriate hosiery and shoes. Leggings are not permissible.

- Male students:
  1) must wear dress slacks, collared shirts, ties, socks and appropriate shoes.

SITE-SPECIFIC REQUIREMENTS
1. Parking: If parking is not free at the site, the student is responsible for parking fees. It is not the responsibility of the College to cover these fees.
2. Room and Board: Student is responsible for room and board.
3. Students should not seek medical advice or treatment for themselves or family members through medical staff or
other personnel at assigned sites. A student should not ask for a discount to purchase prescription or nonprescription medications, or services.

4. **Paperwork:** Complete any site-required paperwork for onboarding to the site.

**ACADEMIC INTEGRITY**

1. Students will abide by both College and facility policies. If the student displays egregious unprofessional conduct or violates the site’s policies and procedures, a preceptor may expel a student from the site. Expulsion from the site will result in referral to the Board of Ethical and Professional Conduct for deliberation according to the Code of Ethical and Professional Conduct ([http://www.uh.edu/pharmacy/_documents/students/pharmd/uhcop-code-of-ethical-and-professional-conduct.pdf](http://www.uh.edu/pharmacy/_documents/students/pharmd/uhcop-code-of-ethical-and-professional-conduct.pdf)).

2. The student will obey the laws and regulations that govern pharmacy practice, and seek clarification of any issues that are not clear.

3. Students at the practice site are recognized by patients and other professionals as part of the College of Pharmacy. The student also represents the practice site. Students must be courteous and professional at all times. Students not complying with policies may be expelled from the experiential site.

4. Neither plagiarism nor cheating in any form will be tolerated. This form of dishonesty is an honor code violation as stated in the Code of Ethical and Professional Conduct. In compliance with the instructions of the Practice Experience Directors or the Assistant Dean for Experiential Programs, students will be required to submit papers and written forms of presentations to turnitin.com or to other sites for screening by plagiarism-checking software. Please refer to the UHCOP Turnitin Policy.

5. **Academic Dishonesty and Misconduct during examinations and assignments:**
   a. Students are expected to perform independently on all examinations and assignments unless otherwise indicated by the professor. Any student engaging in academic or professional misconduct will be referred to the College’s Board of Ethical and Professional Conduct. This could result in sanctions up to and including suspension from the PharmD program.

6. The College’s Code of Ethical and Professional Conduct and Grievance Policy and Procedure are also located in the current **Student Handbook**. An electronic version of the current **Student Handbook** can be found on the College of Pharmacy’s website ([www.uh.edu/pharmacy](http://www.uh.edu/pharmacy)) under “Current Students”> “Pharm.D. Overview” > “Policies and Procedures”.

**Patient Confidentiality and Compliance with the Health Information Portability and Accountability Act (HIPAA) and Other Medical Records**

1. Out of respect for patients and in compliance with the Health Information Portability and Accountability Act (HIPAA), the student will respect confidences revealed during his/her assignment including patient medical records, pharmacy records, fee systems, etc.

2. Patient names, medical record numbers, social security numbers, date of birth, and other patient identifiers will not be used in discussion of cases or experiences outside the responsibilities at the site. Furthermore, no other information will be used that would provide a “statistical disclosure” of the patient’s identity.

3. In addition, students will not discuss patient care or patient cases with anyone, including other healthcare providers who are not participating in the patient’s care, except for permissible communication on behalf of the patient’s continuity of care or for permissible educational purposes. Students must be careful to discuss permissible case information in private areas only.

4. Proprietary information of the site, including fees and special formulations, must also be kept confidential.
5. The use of cameras and other photographic devices in patient areas is strictly forbidden. Taking a photograph in a patient area, whether or not a patient is photographed, will result in dismissal from the site, assignment of a failing grade for the practice experience, and possible suspension from the College.

6. Students should not view their own health records without obtaining proper consent of the facility.

7. Students must take care handling patient monitoring forms and students must follow policies of the facilities with regards to patient monitoring forms.
SECTION 3

Introductory Pharmacy Practice Experience 1 (PHAR 5254, 2 Credit Hours)
FALL SEMESTER, 2018

COURSE INFORMATION

(1) **Day, Lecture Times and Location:** Fridays 8am – 5pm, H2 3050 (please refer to course calendar at the end of this document)

(2) **Course Coordinator(s):**
Catherine Hatfield, Pharm.D.
Director for Introductory Pharmacy Practice Experiences
832-842-8377
E-mail: chatfield@uh.edu

(3) **Teaching Faculty/Staff:**
Nancy D. Ordonez, Pharm.D
Assistant Dean for Experiential Programs
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Director for Introductory Pharmacy Practice Experiences
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dgvishnevetsky2@uh.edu

Lupita Curiel
Program Coordinator II
832-842-8337
grcuriel@uh.edu

(4) **Faculty Office Hours:** Schedule via email to course coordinator

(5) **Pre and/or Co-Requisite:**
Pre-Requisite: P2 standing
Co-Requisite: None

(6) **Required Textbooks or Materials:** none

(7) **Recommended Reference Textbook:** none

(8) **Course goal:** The goal of Introductory Pharmacy Practice Experience (IPPE) 1 is to provide opportunities for students to integrate, apply, reinforce the knowledge, skills, attitudes, abilities, and behaviors acquired through didactic education and apply them to direct patient care activities. Students will be assigned to a direct patient care site in order to achieve course
proficiencies and work with other healthcare professionals. Using the Joint Commission of Pharmacy Practitioners (JCPP) Pharmacist Patient Care Process, students will collect patient information, assess drug therapy, and learn about the roles of interprofessional members of the health care team.

(9) Course Proficiencies:
The student will be able to perform the following:
1. Retrieve pertinent patient and medication data from medical records to prepare and communicate a patient care plan.
2. Demonstrate knowledge of varied patient populations, cultures and practice sites in evaluating and addressing common medical related problems.
3. Communicate effectively and professionally with other healthcare professionals, patients, and care givers.
4. Define various ways and models that pharmacists can utilize to improve a patient’s drug therapy and medication related problems.
5. Display professional behavior, self-awareness, advocacy, and commitment to the profession.
6. Recognizes the need to work with interprofessional healthcare members to optimize patient health and medication outcomes.

(10) Course Requirements:
1. IPPE 1 Final Exam
2. Preceptor End of Rotation Evaluation Grade and Experiential Checklist
3. Student week 1 update, start of rotation self-evaluation and end of rotation self-evaluations
4. Student evaluation of site and evaluation of preceptor
5. Hours logged and verified by preceptor (64 hours minimum)
6. Complete all Assignments
   a. IPE Assignment (reflection)
   b. 2 Case Logs

(11) Grading
A total of 500 points may be achieved upon completion of the PHAR 5254 IPPE 1 rotation. These points are composed of scores from the preceptor end of rotation evaluation, the final examination, and the Practice Experience Director’s points. Assignment(s) are all required to be completed for successful completion of IPPE 1. The following maximum point values may be achieved in each of the areas:

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<thead>
<tr>
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<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPPE 1 Final Exam</td>
<td>200 points</td>
</tr>
<tr>
<td>Preceptor End of Rotation Evaluation</td>
<td>200 points</td>
</tr>
<tr>
<td>Practice Experience Director Grade(^B)</td>
<td>100 points</td>
</tr>
<tr>
<td>TOTAL</td>
<td>500 points</td>
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\(^A\) To pass the course, a final exam grade of 70% or higher must be achieved

\(^B\) Practice Experience Director Grade is determined by whether the student submits all required documents on time. This includes:

i. Site paperwork compliance
ii. E-Value uploads (immunizations, etc.)
iii. Professional dress and on-time arrival at site and on-campus day
iv. Follow the honor code guidelines of the Internship and Attendance Policies
v. Complete all required course evaluations (preceptor, site, intern)
vi. Complete all assignments
vii. Submit all required rotation paperwork by the appropriate deadlines
Grading Scale:

- S = 350 – 500 points
- U = <350 points

Students receiving a grade of “U” must repeat this experiential course after the end of an academic year (i.e., not before the following summer semester). There will be no retake or remediation during the academic year.

(12) **Post exam viewing and contesting:**
At the discretion of the Assistant Dean for Experiential Programs and the Practice Experience Director, a retake exam may be given to students who have failed the final exam for IPPE 1. If a student passes the retake, a grade of “S” will be assigned for the course. If the student fails the retake exam, then a grade of “U” will be assigned and the student will repeat the course. Exam retakes must be successfully passed before classes start in the spring.

(13) **Attendance:** Attendance is required at on all IPPE classroom days

(14) **Lecture Recording**
This course will not be utilizing lecture capture software. Recording and transmission of classroom lectures and discussions by students is prohibited unless written permission is obtained from the lecturer, including any guest speakers. Recording of lectures or class presentations is solely authorized for the individual obtaining permission and not all students. Permission to allow the recording is not a transfer of any copyrights in the recording. The recording shall not be reproduced or uploaded to publicly accessible web environments (including password protected cloud sources, such as “Dropbox”). Students with personal recordings should destroy recordings at the end of the semester in which they are enrolled in the class unless they receive the instructor’s written permission to retain them.

**COLLEGE-WIDE POLICIES**

(15) **Course Policies:**

1. **College activity-associated absences:** Students who will miss class or an exam due to attendance at any convention or conference must notify the course coordinator in writing at least three weeks before the anticipated missed class/lab. This is College policy and is printed in your student handbook. Please use the appropriate form (http://www.uh.edu/pharmacy/_documents/students/pharmd/student-activity-petition-form.pdf).

2. **Handouts:** Handouts or access to slides will be provided for lectures, at the coordinator’s discretion. When paper handouts are provided, we will provide enough handouts for everyone in attendance to receive one handout. Please do not take more than one handout as this is unprofessional behavior. Please have your computer as well as paper and writing instrument on hand to take notes or perform activities.

3. **Audience response devices:** Some instructors may decide to use audience response devices or “clicker” technology in their class sessions. When instructed, download the “App” to your computer or smart phone. Be prepared to participate in class on the first week of class.

(16) **Classroom Decorum**

1. Class attendance is expected. Attendance will be required for laboratory sessions and active-learning activities.
2. Please be on time. If, out of necessity, you must arrive late, take the nearest empty seat.
3. Exiting the room during lecture is disruptive and unprofessional. This behavior is discouraged in this College.
4. Please be courteous and do not talk during the lecture unless prompted by the speaker.
5. Questions are welcome. If you have a question, feel free to raise your hand and ask.
6. The use of laptops, tablet devices, or other mobile devices should be restricted to taking notes and participating in learning activities as directed by the course instructor. Performing personal tasks, e-mail, texting, web surfing, accessing social networking sites such as Facebook, or watching videos unrelated to class during class time is
disruptive, discourteous, and unprofessional.
7. Cellular phones should be turned off in the classroom unless otherwise directed by the instructor for a learning activity. Some instructors may require all electronic devices including computers, tablets or phones be turned off during a classroom session.
8. Visiting speakers are guests of the College and donate their time and experience for your benefit. Please be courteous and appreciative to them and to their commitment to our profession.

(17) Classroom preparedness:
1. Read/perform your required text/assignments for each topic before the lectures. Review your notes or materials immediately afterwards. If you have questions, be sure to ask your instructor as soon as possible. Do not wait until the day before exam. Instructors are under no obligation to address questions received the day before the test or on weekends.
2. Course material (notes, skills cases, exams) is the intellectual property of the instructor and the College. Any posting, altering or distributing of such material, without permission, is an honor code violation.

(18) College Examination Policy:
For general college exam protocol (make-up exams, late arrival on exam day, question challenges, etc.) please review the College’s Exam Administration Policy located in the current Student Handbook. The College’s Code of Ethical and Professional Conduct and Grievance Policy and Procedure are also located in the handbook. An electronic version of the current Student Handbook can be found on the College of Pharmacy’s website (www.uh.edu/pharmacy) under “Current Students”> “Pharm.D. Overview” > “Policies and Procedures”.

1. Each instructor may implement quizzes between examinations.
2. The lecture materials covered in each examination are listed in the syllabus and course schedule.
3. Examinations will be in objective, computer-graded format unless otherwise indicated by the professor.
4. Students are responsible for taking all examinations, as scheduled. No make-up exam will be given to any student for a missed exam, except for circumstances where there is an excused absence.
5. An approved make-up exam resulting from an excused absence may consist of multiple choice, essay, or oral format.
6. Excuses for religious practice should be discussed with the course coordinator during the first week of classes.
7. Students should arrive and be seated before or on time for examinations, as specified in the syllabus by the course coordinator. No student will be admitted 20 minutes after the exam has started or after the first student has finished the exam and left the room. No extra time will be given for the lost time.
8. All instructions and any corrections to the exam will be announced and written on the board at the beginning of the examination period and will not be repeated.
9. Students are not allowed to leave the room during the exam.
10. During the examination period, no books, notes, other learning aids and small electronic communicative devices (other than laptops for electronic exams) are allowed. Programmable calculators may or may not be prohibited.
11. Personal belongings should be kept to a minimum on exam days. All coats, purses, backpacks, etc. must be placed at the front of the room before the examination begins. Hats, caps, sunglasses, and visors must be removed before beginning the examination. All cell phones, pagers, or other noise emitting devices must be turned off.
12. Inquiries regarding questions or other examination materials during the exam are at the discretion of the course coordinator or instructors present.
13. Individualized exam papers (excluding the finals), if returned, will be returned to each student within a reasonable time. All exam scores and course grades will be posted on Blackboard Learn within a reasonable time.
14. For paper exams, examination scores of multiple choice questions are based on the Scantron sheets turned in by the student and not based on answers written on the exam paper. No credit will be given for missed questions or improper marking of the Scantron sheets.
15. Exams will not be handed back unless otherwise specified by the coordinator/instructor. The coordinator/instructor may schedule class time after the exams are graded for a review of exam material or may offer viewing of individual exams by appointment. If the coordinator/instructor offers time for several students to examine their tests simultaneously, notebooks, computers and personal items such as phones, bags, pagers, papers, etc. will be placed at the front of the classroom. Each exam is thoroughly evaluated by the course coordinators and instructors prior to the grades being distributed to verify accuracy of exam questions.

Electronic exams: The College has adopted electronic, computer-based testing. In order for these exams to run smoothly, provide the maximum time for the student to take the exam and the fastest grading, it is important that each student follow the procedure as described below and bring the necessary equipment on exam days. Exams should be downloaded to your personal laptop computer no later than 2 h prior to the exam. Students who do not download exams when requested may require exam download immediately prior to the exam. Downloading exams immediately prior to exam start may result in shortening the amount of time a student has to take your exam. Students will not be given extra time should the student require download at the time of the exam. Students should carry his/her own Ethernet dongle to exams.

During the exam, should a student encounter technical difficulties, please signal to the instructor, TA or IT personnel. Students will be given one sheet of paper to help organize his/her thoughts, work problems or draw diagrams. This sheet should be labeled with the student’s name and PeopleSoft number. This sheet will be turned in prior to checkout of the exam and will not be returned. Students should notify an instructor or TA if an additional sheet of paper is required.

Paper exams:
- Student will put Cougarnet ID, last name, first initial and PeopleSoft on his/her Scantron.
- Student will check that the color label on his/her Scantron matches his/her exam color.
- Student will label the hard copy of exam paper.

Challenging a question: Challenges will not be allowed and exams may not be reviewed.

(19) ePortfolio
The ePortfolio will be used to document and store your progress in achievement of the Professional Program Student Learning Outcomes (PPSLOS). The ePortfolio will consists of a series of artifacts for mapped to each PPSLO. Artifacts will include assessments and projects from class, reflection of your educational and co-curricular experiences and will help guide your professional development.
Each semester you will be provided specific instructions regarding the required artifacts for inclusion in your portfolio but you should retain all assignments, grades and materials from all coursework and co-curricular activities.
The ePortfolio is administered through BlackBoard. You will be given access to an ePortfolio BlackBoard course that will contain instructions, a list of required artifacts and places for you to upload the ePortfolio requirements.
Advisors, faculty and mentors will work with you to review and monitor your professional and educational development via on time completion of your ePortfolio.

(20) TurnItIn.
All written assignments should be submitted or checked for originality using TurnItIn (check with individual instructors as to whether or not you must submit the final report via TurnItIn by a particular date). The TurnItIn icon will appear in Blackboard for each course in which there is a graded, written assignment. For courses in which the instructors require students to submit their work on or by a specific date, drafts may be checked for originality up to the due date (note: originality checks may take up to 24 h so be sure to submit the last draft up to 24 h before the due date to make changes). For courses for which the instructor will not be using TurnItIn, the TurnItIn icon will appear on Blackboard and have an “open” date (no due date). Unlimited drafts may be submitted and checked for originality.
(21) **Academic Dishonesty and Misconduct:**

Students are expected to perform independently on all examinations and assignments unless otherwise indicated by the professor. Any student engaging in academic or professional misconduct will be referred to the College’s Board of Ethical and Professional Conduct. This could result in sanctions up to and including suspension from the PharmD program.

The College’s Code of Ethical and Professional Conduct and Grievance Policy and Procedure are also located in the current Student Handbook. An electronic version of the current Student Handbook can be found on the College of Pharmacy’s website (www.uh.edu/pharmacy) under “Current Students” > “Pharm.D. Overview” > “Policies and Procedures”.

(22) **Faculty Intellectual Property:**

*Lecture content* includes: verbatim or summary notes of classroom lectures in/for courses at the University of Houston College of Pharmacy. *Recording* includes: a video or audio replication or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, cellular phones, digital cameras, MP3 players, computers and other handheld devices that record images and/or sound or snapshots. *Course materials* include: outlines, slides, PowerPoint presentations, reading, videos (YouTube, Blackboard Collaborate), recording or other content made available to students by the instructor or through Blackboard (the centrally-supported online collaboration and learning environment at the University of Houston) or other course reserve systems.

Course materials, lecture notes may not be exchanged or distributed for commercial purposes, for compensation, or for any other purpose other than as a study aid by students enrolled in the class. These materials should not be shared with other students in other classes.

Public distribution of any of such materials may constitute copyright infringement in violation of federal or state law, or University policy. Violation of this policy may subject a student to disciplinary action including dismissal, and will be addressed according to the University’s Copyrights and Copyright Infringement Policy as outlined in the University of Houston Student Handbook. Student Handbook can be found on the College of Pharmacy’s website (www.uh.edu/pharmacy) on this page [http://www.uh.edu/pharmacy/current-students/pharmd/policies-and-procedures/index.php](http://www.uh.edu/pharmacy/current-students/pharmd/policies-and-procedures/index.php).

(22) **Course and Instructor Evaluations:**

This course utilizes three university-and college-required course assessment methods:

1. Individual instructor evaluation posted to CourseEval
2. Specific course evaluation posted to CourseEval
3. Course proficiency assessment posted to CourseEval

E-mail messages from the CourseEval manager will be sent to students relating to the open window dates to complete all three feedback methods.

Information compiled from the assessments/evaluations are provided to the course coordinators, department chair(s), individual faculty, college curriculum committee, and the college assessment office and assessment committee. Active participation by students and constructive comments and suggestions will assist the college in curricular design and teaching strategies. Your feedback is anonymous. Comments should be constructive. The Dean may, at his discretion use the cumulative results from this feedback for reports to accreditation agencies and scholarly activity.
UNIVERSITY-WIDE POLICIES

All University of Houston buildings are smoke-free environments. This restriction extends to all forms of tobacco.

(24) Accommodations for Students with Disabilities:

The University of Houston and College of Pharmacy are committed to providing reasonable accommodations for eligible students with disabilities, including students who have learning disabilities, health impairments, psychiatric disabilities, and/or other disabilities.

Students who have disabilities are encouraged to contact the College of Pharmacy Office of the Assistant Dean of Student and Professional Affairs as early as possible in their academic careers. The student services personnel will assist students and professors with the necessary accommodations. In addition, “the UH system requires that each instructor/course coordinator announce to her/his classes at the beginning of each semester the instructor’s willingness to reasonably assist Students with Disabilities. The instructor will provide the class with the contact information of the University’s student disability service center. Furthermore, the System requires that all course syllabi contain the following statement:

The University of Houston System complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students with a disability. In accordance with Section 504 and ADA guidelines, each University within the System strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a disability requiring an academic adjustments/auxiliary aid, please contact your University’s student disability services center (713-743-5400)”

(official UH system policy)

For additional information and accommodations contact the student services office or visit the University’s website at http://www.uh.edu/csd

(25) Counseling and Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to the demands of a professional program, or feeling sad and hopeless. You can reach CAPS (www.uh.edu/caps) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. No appointment is necessary for the “Let's Talk” program, a drop-in consultation service at convenient locations and hours around campus. http://www.uh.edu/caps/outreach/lets_talk.html

Additional Information from the University:
Additional information from the University relating to academic honesty, academic calendar, students with disabilities, and religious holy days may be found at http://www.uh.edu/provost/stu/stu_syllabsuppl.html
### Schedule / Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/21</td>
<td>1:30-2:00</td>
<td>E-Value / Paperwork / Preferences</td>
<td>Hatfield, Ordonez</td>
</tr>
<tr>
<td>8/24</td>
<td>9:00-11:00</td>
<td>General Orientation</td>
<td>Hatfield</td>
</tr>
<tr>
<td></td>
<td>11:00-12:00</td>
<td>HIPPA training</td>
<td>Wallace</td>
</tr>
<tr>
<td></td>
<td>12:00-1:00</td>
<td>LUNCH Break (on your own)</td>
<td>Hatfield, Ordonez</td>
</tr>
<tr>
<td></td>
<td>1:00-4:00</td>
<td>E-Value / Paperwork / Wrap-up</td>
<td>Hatfield, Ordonez</td>
</tr>
<tr>
<td>8/31</td>
<td>9:00-12:00</td>
<td>Assignments (IPE Reflection / Case Logs)</td>
<td>Hatfield</td>
</tr>
<tr>
<td></td>
<td>12:00-1:00</td>
<td>LUNCH Break (on your own)</td>
<td>Hatfield</td>
</tr>
<tr>
<td></td>
<td>1:00-4:00</td>
<td>Site Placements / E-Value / Paperwork / Wrap-up</td>
<td>Hatfield, Ordonez</td>
</tr>
<tr>
<td>9/7</td>
<td>8:00-5:00</td>
<td>Week 1 On-Site</td>
<td>Hatfield, Ordonez</td>
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<tr>
<td>9/14</td>
<td>8:00-5:00</td>
<td>Week 2 On-Site</td>
<td>Hatfield</td>
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<tr>
<td>9/21</td>
<td>8:00-5:00</td>
<td>Week 3 On-Site</td>
<td>Hatfield</td>
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<tr>
<td>9/28</td>
<td>8:00-5:00</td>
<td>Week 4 On-Site</td>
<td>Hatfield</td>
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<tr>
<td>10/5</td>
<td>8:00-5:00</td>
<td>Week 5 On-Site</td>
<td>Hatfield</td>
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<tr>
<td>10/12</td>
<td>8:00-5:00</td>
<td>Week 6 On-Site</td>
<td>Hatfield</td>
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<tr>
<td>10/19</td>
<td>8:00-5:00</td>
<td>Week 7 On-Site</td>
<td>Hatfield</td>
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<tr>
<td>10/26</td>
<td>8:00-5:00</td>
<td>Week 8 On-Site</td>
<td>Hatfield</td>
</tr>
<tr>
<td>11/2</td>
<td>8:00-5:00</td>
<td>Week 9 On-Site (Make-Up Day)</td>
<td></td>
</tr>
<tr>
<td>11/9</td>
<td>8:00-5:00</td>
<td>Week 10 On-Site (Make-Up Day)</td>
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</tr>
<tr>
<td>11/16</td>
<td>9:00-5:00</td>
<td>Week 11 On-Site (Make-Up Day)</td>
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<tr>
<td>11/23</td>
<td></td>
<td>THANKSGIVING BREAK</td>
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<tr>
<td>11/30</td>
<td>9:00-11:00</td>
<td>On- Campus Day &amp; OSCEs (Orientation &amp; Process)</td>
<td>Coyle, Hatfield</td>
</tr>
<tr>
<td>12/12</td>
<td>9:00-12:00</td>
<td>Final Examination</td>
<td>Hatfield</td>
</tr>
</tbody>
</table>

**SCHEDULE SUBJECT TO CHANGE**