

Cover Sheet: Request 12103

PHA 5XXXC Personal and Professional Development I

Info

Process	Course New Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	Diane Beck beck@cop.ufl.edu
Created	11/22/2017 12:20:03 PM
Updated	11/24/2017 3:09:44 PM
Description of request	<p>Alert: This request is for a 0.5 Cr Hr course and this option was not available in the electronic submission.</p> <p>The option of a 0.5 cr hr course has been discussed with registrars office who agreed with submission of this request.</p> <p>This is the first of 9 courses that focus on personal and professional development. This course occurs in Semester 1.</p>

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	COP - Interdisciplinary Studies	Diane Beck		11/24/2017
Syllabus PPD1 Fall 2018-2019 2017-11-22.docx					11/23/2017
PPD Courses 1-6- Contact Hr Map.xlsx					11/23/2017
College	Approved	COP - College of Pharmacy	Diane Beck		11/24/2017
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			11/24/2017
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|New for request 12103

Info

Request: PHA 5XXXC Personal and Professional Development I

Description of request: Alert: This request is for a 0.5 Cr Hr course and this option was not available in the electronic submission.

The option of a 0.5 cr hr course has been discussed with registrars office who agreed with submission of this request.

This is the first of 9 courses that focus on personal and professional development. This course occurs in Semester 1.

Submitter: Diane Beck beck@cop.ufl.edu

Created: 11/23/2017 2:33:18 PM

Form version: 2

Responses

Recommended PrefixPHA

Course Level 5

Number XXX

Category of Instruction Introductory

Lab Code C

Course Title Personal and Professional Development I

Transcript Title Personal & Prof Dev I

Degree Type Professional

Delivery Method(s) 4637,4638,4639 On-Campus, Off-Campus, Online

Co-Listing No

Co-Listing Explanation Not applicable

Effective Term Fall

Effective Year 2018

Rotating Topic? No

Repeatable Credit? No

Amount of Credit 0

S/U Only? Yes

Contact Type Regularly Scheduled

Weekly Contact Hours 0.5

Course Description Introduces the skills, attitudes, and values that are essential for achieving high performance in healthcare practice and in achieving personal career success. This is the first of nine sequential courses that serve as an anchor for the co-curriculum and a home for tracking achievements of performance milestones.

Prerequisites Admission to the Doctor of Pharmacy program.

Co-requisites Pharm.D. program courses in Block 1 and 2.

Rationale and Placement in Curriculum This is the first of a nine course sequence and occurs in the first semester of a 9 semester program.

Course Objectives Upon completion of this course, the student will be able to:

1. Describe the performance expected upon graduation (i.e., pharmacist attributes) for each of the following and how you will progressively accomplish these abilities across the next four years:
 - a. Problem-solver
 - b. Educator
 - c. Patient Advocate
 - d. An Includer via cultural sensitivity
 - e. Interprofessional Collaborator
 - f. Communicator
 - g. Self-awareness
 - h. Leadership
 - i. Innovative mindset

- j. Professionalism
2. Explain the role of the co-curriculum in accomplishing personal and professional development for becoming a pharmacist.
 3. Demonstrate the ability to be self-aware of personal and professional development needs and to accomplish these needs.
 4. Assess potential career path options as a pharmacist and develop an initial plan for personal career development.
 5. Demonstrate an understanding of the continuing professional development process.
 6. Outline the critical thinking dispositions important for effortful thinking, learning, and caring for patients.
 7. Describe the role and basic steps of reasoning in patient problem solving (i.e. clinical reasoning) and practice techniques in developing and evaluating explanations and arguments.
 8. Describe logical fallacies to avoid, particularly those that are common to errors in clinical reasoning.
 9. Describe and demonstrate the IDEALS approach to problem solving and explain how it relates to clinical problem solving.
 10. Participate effectively as an interprofessional team member that establishes a relationship with a patient family and during this activity: a) demonstrate effective team member skills, b) explain the roles and responsibilities of various team members, and c) describe the importance of effective communication skills.
 11. Perform brief tobacco interventions utilizing motivational interviewing when working as part of an interprofessional team.
 12. Demonstrate ability to successfully complete 10 hours of co-curricular activities that contribute to achieving personal and professional development.
 13. Document initial personal and professional development by establishing an electronic portfolio.

Course Textbook(s) and/or Other Assigned Reading• There are no required textbooks for this course.

- Required readings will be posted on Canvas.

Weekly Schedule of Topics Week 1:

Module 1: Introduction to Personal and Professional Development

Week 2:

Module 2: Self=Awareness - introduction

Module 3: Self-Directed Learning

Module 4: Problem-solving and Critical thinking

Week 3:

Module 5: APhA Career Pathway Evaluation Program

Weeks 4 - 7

Interprofessional tobacco Awareness and Cessation Training

Putting Families First - First session

Complete Career preferences survey

Review Career Coach Bios and submit ranked list of preferred coaches

Week 8:

Module 6 - Team Debriefing 1

Weeks 10-11:

Putting Families First - Second Session

Career Day

Week 12:

Module 7 - Continuing Professional Development

Week 13:

Module 8 - Writing SMART Goals

Week 14:

Putting Families First - Third Session

Week 15:
Submit Career Planning - CPD - Cycle 1 Draft

Links and Policies Course Specific Policies

Professionalism Assessments:

Professionalism is an educational outcome of the Pharm.D. program and therefore, is continually assessed. Professional behaviors and attitudes are evaluated at each annual milestone to determine progression and eventual readiness for graduation.

Unprofessional behaviors and attitudes will result in a deduction of points in the overall course grade in which the event occurred. Unexcused absences are considered to be unprofessional behavior.

Other forms of unprofessional behavior include: lateness to class resulting in missing the start of the application exercises/discussions unless permitted by instructor, classroom behaviors that are distracting or disruptive to others, use of cell/smart phones during class, reading emails/messages, use of social media, leaving class early without informing the faculty or staff member, disrespectful behaviors with faculty, staff, or other students, and inappropriate discussion board or social media postings. For incidents of lateness to class, an assessment will be made about the seriousness of the tardiness and this will be used to determine the course of action. Nonadherence to the dress code policy is also considered unprofessional behavior. Students who do not comply with the dress code will be assessed as unprofessional and also asked to leave class as noted in the dress code policy. Across the academic year, unprofessional behaviors will be tracked across all courses. Each offense will result in a grade deduction in the course the unprofessional behavior occurred in. The Personal and Professional Development courses are pass/fail, therefore those students who accumulate 3 or more professionalism offenses will not pass the course. Repeated unprofessional behaviors will also be evaluated as an end of year milestone and can negatively impact curricular progression.

Class attendance is required at all class session, including the interprofessional learning activities. All quizzes administered in the course are pass/fail. To pass the quiz you must earn 80% on the quiz.

You will be provided with 2 attempts to complete the quiz to earn the passing score. If the passing score is not earned on the second attempt, additional assignments will be required for you to complete to demonstrate competence in the content area in order to earn a passing grade for the course.

Educational Technology Use

The following technology below will be used during the course and the student must have the appropriate technology and software.

1. ExamSoft™ Testing Platform
2. Canvas™ Learning Management System
3. Salesforce©
4. Qualtrics®
5. PharmAcademic™

For technical support, navigate to Educational Technology and IT Support Contact Information at this URL: <http://curriculum.pharmacy.ufl.edu/current-students/technical-help/>

Pharm.D. Course Policies

The Policies in the following link apply to this course. Review the Pharm.D. Course Policies carefully, at this URL: <http://curriculum.pharmacy.ufl.edu/current-students/course-policies/>

Grading Scheme A satisfactory grade requires completion of the following:

1. Submission of team contract
2. Submission of syllabus agreement
3. Attendance at all active learning sessions, (if a student has an excused absence, make ups are arranged) workshops, trainings, and Career Day (if a student has an excused absence, make ups are arranged)
4. Attendance for Interprofessional Tobacco Awareness Cessation Training (ATTAC-IT) (if a student has an excused absence, make ups are arranged)
5. Attendance/participation in Interprofessional Education Learning Activities (Putting Families First)
6. Career Day
7. Pass Online and Pre-Session Quizzes with a score of 80% or higher
8. Initiate Electronic Portfolio
9. SRSSDL
10. Complete Team Evaluations in CATME

11. Complete Team Debriefing - individual assignment
12. Participate in Team Debriefing - post-class assignment
13. Meet with Career Coach
14. Submit Continuing Professional Development Cycle 1 Draft (Evaluated via Appendix B)

Instructor(s) Michelle Farland, Pharm.D., BCPS, CDE

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PHA 5XXXC

Personal and Professional Development I

Fall 2018

0.5 Credit Hour – [Satisfactory/Unsatisfactory]

The purpose of this course is to introduce the skills, attitudes, and values that are essential for achieving high performance in healthcare practice and in achieving personal career success.

The course is also the first of nine sequential courses that serve as an anchor for the co-curriculum and a home for tracking achievements of performance milestones. This course provides an introduction to the 10 pharmacist attributes (self-awareness, professionalism, innovation and entrepreneurship, leadership, problem solving/critical thinking, interprofessional collaboration, communication, education, patient advocacy, cultural awareness) that will be learned across these nine courses. The focus of this course will be on self-awareness, but will also include: problem-solving/critical thinking, innovation/entrepreneurship, and interprofessional collaboration.

Teaching Partnership Leader

Michelle Farland, Pharm.D., BCPS, CDE

- Email: mfarland@cop.ufl.edu
- Office: HPNP 3307/GNV
- Phone: 352-273-6293
- Office Hours: By appointment ONLY.

See Appendix A. for Course Directory of Faculty and Staff Contact Information.

Entrustable Professional Activities

This course will prepare you to perform the following activities which the public entrusts a Pharmacist to perform:

1. EPA A8. Collaborate as a member of an interprofessional team.
2. EPA D1. Demonstrate soft-skills in daily practice including interprofessional team collaboration (e.g., interpersonal communication, professionalism, cultural sensitivity, innovative mindset).
3. EPA D3. Demonstrate responsibility for personal and professional development.

Course-Level Objectives

Upon completion of this course, the student will be able to:

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1. Describe the performance expected upon graduation (i.e., pharmacist attributes) for each of the following and how you will progressively accomplish these abilities across the next four years:
 - a. Problem-solver
 - b. Educator
 - c. Patient Advocate
 - d. An Includer via cultural sensitivity
 - e. Interprofessional Collaborator
 - f. Communicator
 - g. Self-awareness
 - h. Leadership
 - i. Innovative mindset
 - j. Professionalism
2. Explain the role of the co-curriculum in accomplishing personal and professional development for becoming a pharmacist.
3. Demonstrate the ability to be self-aware of personal and professional development needs and to accomplish these needs.
4. Assess potential career path options as a pharmacist and develop an initial plan for personal career development.
5. Demonstrate an understanding of the continuing professional development process.
6. Outline the critical thinking dispositions important for effortful thinking, learning, and caring for patients.
7. Describe the role and basic steps of reasoning in patient problem solving (i.e. clinical reasoning) and practice techniques in developing and evaluating explanations and arguments.
8. Describe logical fallacies to avoid, particularly those that are common to errors in clinical reasoning.
9. Describe and demonstrate the IDEALS approach to problem solving and explain how it relates to clinical problem solving.
10. Participate effectively as an interprofessional team member that establishes a relationship with a patient family and during this activity: a) demonstrate effective team member skills, b) explain the roles and responsibilities of various team members, and c) describe the importance of effective communication skills.
11. Perform brief tobacco interventions utilizing motivational interviewing when working as part of an interprofessional team.
12. Demonstrate ability to successfully complete 10 hours of co-curricular activities that contribute to achieving personal and professional development.
13. Document initial personal and professional development by establishing an electronic portfolio.

Course Pre-requisites

1. Admission to the Doctor of Pharmacy program.

Course Co-requisites

1. Pharm.D. program courses in Block 1 and 2.

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Course Outline

Please routinely check your campus calendar and the Canvas course site for any messages about changes in the schedule including meeting dates/times, deadlines, and room changes.

Date Recommend ed Dates for Independent Study	Mod #	Unit Topic	Contact Hours [hr.]a	Faculty Author	Learning Objectives Covered
Orientation 8/14/18		Assignment: Submit Team Contract into Canvas course site. Only 1 person from team needs to upload the document.			
<i>Fall Week 1</i>	1	Module 1: Introduction to Personal and Professional Development – Role of the Co-Curriculum and Milestone Assessments	1.0hr	Farland, Beck	1, 2, 3
8/18/18		Watch: Overview of the Personal and Professional Development course sequence	0.75hr	Farland	
8/18/18		Watch: Performance Expectations – Milestone Assessments	0.25hr	Beck	
8/22/18 11:59pm		Assignment: Syllabus Agreement (Canvas)			
<i>Week 2</i>	2	Module 2: Self-Awareness Introduction	1.1hr	Farland	5, 6
8/23/18		Watch: Introduction to Self-Awareness	0.5hr	Farland	
8/23/18		Watch: TED Talk – Brian Little: Who are you, really? The puzzle of personality	0.25hr		
8/23/18		Watch: TED Talk – Guy Winch: Why we all need to practice emotional first aid	0.25hr		
8/23/18		Watch: TED Talk – Angela Duckworth: Grit: the power of passion and perseverance	0.1hr		
8/23/18 11:59pm		Assignments: Complete Online Quiz (Canvas)			16

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Date Recommend ed Dates for Independent Study	Mod #	Unit Topic	Contact Hours [hr.]a	Faculty Author	Learning Objectives Covered
9/6/18 11:59pm		Assignment: Complete Grit-S (upload to Canvas and Salesforce)			16
<i>Week 2</i>	3	Module 3: Self-Directed Learning	0.5hr	Farland	6
8/24/18		Watch: Self-Directed Learning	0.5hr	Farland	
9/6/18 11:59pm		Assignments: Complete SRSSDL Assessment (upload to Canvas and Salesforce) Complete Index of Learning Styles Questionnaire (upload to Canvas and Salesforce)			16
<i>Week 2</i>	4	Module 4: Problem-Solving/Critical- Thinking	3.25hr	Mobley, Moorman- Li	9, 10, 11, 12
8/25/18		Watch: Problem Solving	0.75hr	Mobley	
8/25/18		Watch: Putting it all together	0.5hr	Moorman- Li	
8/28/18 11:59pm		Assignment: Online Quiz (Canvas)			
8/28/18 11:59pm		Assignment: Ill-Structured Problem Document			
8/28/18 11:59pm		Assignment: Follow Pre-session instructions on Exercise on the DRAM Method of Problem Solving			
8/29/18 1:55-3:50pm All Campuses		Active Learning Session 1: Facilitated Collaborative Problem-Solving	2.0hr	Mobley, Moorman- Li, Pullo	
8/29/18 4:00pm		Assignment: In-Class Problem and Solution Document Submission (Canvas)			
<i>Week 3</i>	5	Module 5: APhA Career Pathway Evaluation Program	2.0hr	Farland	7

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Date Recommended Dates for Independent Study	Mod #	Unit Topic	Contact Hours [hr.]a	Faculty Author	Learning Objectives Covered
8/29/18	5	Assignment: Briefing Document – bring completed briefing document to class on 8/30/18			
8/30/18 1:55-3:50pm All Campuses	5	Active Learning Session 2: Five-Step Vigilant Decision-Making Process for Career Planning	2.0hr	Farland	
9/6/18 11:59pm		Assignment: Electronic Portfolio (Canvas AND Salesforce) <ul style="list-style-type: none"> • Upload CV • Upload learning preferences • Upload Strength Quest/Finders Results • Grit-S Scale 			16
9/7/18 All Campuses		Interprofessional Tobacco Awareness and Cessation Training (ATTAC-IT program)	4.0hr	Farland & Talana	13, 14
9/8/18 11:59pm	5	Assignment: Career Preferences Survey (Salesforce)			7
9/8/18 11:59pm	5	Assignment: Review Career Coach Bios and post the rank list into PharmAcademic			7
9/15/18 11:59pm	6	Assignment: Team Evaluations (Qualtrics)			4
9/19/18 10:40-12:35pm		Putting Families First/ Interprofessional Family Health (GNV and JAX only)	2.0hr	IPE Office/ Farland/ Motycka	13
9/22/18 <i>Refer to campus calendar for meeting times</i>		Putting Families First/ Interprofessional Family Health (ORL only)	2.0hr	IPE Office/ Zeigler	13
Week 8	6	Module 6: Team Debriefing #1	1.0hr	Farland	4
10/4/18 12:55pm		Assignment: Team Debriefing <u>Individual</u> Assignment 1			

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Date Recommended Dates for Independent Study	Mod #	Unit Topic	Contact Hours [hr.]a	Faculty Author	Learning Objectives Covered
10/4/18 1:55-2:55pm		Team Debriefing 1	1.0hr		
10/4/18 3:55pm		Assignment: Team Debriefing <u>Team</u> Assignment 1			
10/18/18 10:40-12:35pm		Putting Families First/ Interprofessional Family Health (GNV and JAX only)	2.0hr	IPE Office/ Farland/ Motycka	13
10/20/18 <i>Refer to campus calendar for meeting times</i>		Putting Families First/ Interprofessional Family Health (ORL only)	2.0hr	IPE Office/ Zeigler	13
10/25/18 TBD		Career Day – Details will be announced later	Co-Curricular	Student Affairs	7
10/31/18 11:59PM		Assignment: Meet face-to-face or via video chat with Career Coach by this date.			
10/31/18 11:59PM		Assignment: Complete Career Coach Evaluation (Salesforce)			
Week 12	7	Module 7: Continuing Professional Development	0.5hr	Farland	8
11/1/18		Watch: Continuing Professional Development	0.5hr	Farland	
Week 13	8	Module 8: Writing SMART Goals	0.3hr	Farland	8
11/10/18		Watch: Introduction to Writing SMART Goals	0.25hr	Farland	
11/10/18		Watch: Five Rules of Goal Setting – How to Set SMART, Motivating Personal Goals	0.05hr	Farland	
11/18/18 <i>Refer to campus calendar for meeting times</i>		Putting Families First/ Interprofessional Family Health (ORL only)	2.0hr	IPE Office/ Zeigler	13

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Date Recommended Dates for Independent Study	Mod #	Unit Topic	Contact Hours [hr.]a	Faculty Author	Learning Objectives Covered
11/20/18 11:59pm		Assignment: Team Evaluations (Qualtrics)			4
11/21/18 10:40-12:35pm		Putting Families First/ Interprofessional Family Health (GNV and JAX only)	2.0hr	IPE Office/ Farland/ Motycka	13
12/1/18 11:59pm	7 & 8	Assignment: Career Planning; CPD Assignment: Submit Cycle 1 Draft Learning Portfolio – Reflection and draft Plan (Canvas AND Salesforce)			16
		Total Instructor Contact Hours with consideration of “C” designation	10 contact hrs and 19 hrs of individual/outside study = 29 hrs total Second 0.5 cr hr course is 4.5 contact hrs and 25 hrs of individual/outside study = 29.75 hrs total. Total across both courses is 58.75 hrs with the majority of hrs being individual/outside study.		

Required Textbooks/Readings

- There are no required textbooks for this course.
- Required readings will be posted on Canvas.

Suggested Textbooks/Readings

None

Other Required Learning Resources

None

Materials & Supplies Fees

None

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Student Evaluation & Grading

Personal and Professional Development is a **pass/fail** course. Passing requires successful completion of all milestones and course requirements listed.

At the Year 1 Milestone, students who have performed with excellence in the course will be identified and will receive a Letter of Commendation for their Portfolio and College file.

Assessment Item	Deadline	Criteria
Team Contract	August 15, 2018	During Orientation, you will receive a paper copy of the Team Contract you are to finalize with your team. When completed, each team member needs to sign the team contract and then 1 team member will need to upload the document to Canvas.
Syllabus Agreement	August 22, 2018	Complete syllabus agreement in Canvas .
Attendance at all Active Learning Sessions/Workshops, trainings, and Career Day scheduled in the course		<ul style="list-style-type: none"> • Class attendance is required at all class sessions, including the interprofessional learning activities and workshops, ATTAC-IT, and Career Day. • Satisfactory participation during all active learning/workshop class sessions. • Any make-up assignments must be satisfactorily completed by the specified due date.
Attendance for Interprofessional Tobacco Awareness and Cessation Training (ATTAC-IT)	September 7, 2018* *Travel is required for distance campuses.	
Interprofessional Education Learning Activities (Putting Families First)	September 19, 2018 October 18, 2018 November 21, 2018 (ORL only) September 22, 2018 October 20, 2018 November 18, 2018	Satisfactory completion of all IPE activities with a score of 80% of greater. <i>ORL: Refer to Campus Calendar for meeting times.</i>

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Assessment Item	Deadline	Criteria
Career Day	October 25, 2018	Attendance is required.
Online and Pre-Session Quizzes	Quizzes will occur before or during modules: <ol style="list-style-type: none"> 1. Self-awareness 2. Problem-Solving/Critical thinking 	To pass the quiz you must: <ul style="list-style-type: none"> • Earn 80% on the quiz. You will be provided with 2 attempts to complete the quiz to earn the passing score. • If the passing score is not earned on the second attempt, additional assignments will be required for you to complete to demonstrate competence in the content area in order to earn a passing grade for the course.
Electronic Portfolio is Initiated by entering CV, learning preferences, Strengths Finder/Quest, GRIT-S.	September 6, 2018	The Office of Co-Curriculum will complete an audit to document initiation of the Portfolio in Canvas AND Salesforce by the deadline. (Similar to Board of Pharmacy audits of pharmacists)
SRSSDL	September 24, 2018	Complete SRSSDL Assessment in Qualtrics and upload results to Canvas AND Salesforce.
Team Evaluations	October 2018 November 2018	Complete an evaluation for your team in CATME. See http://info.catme.org/catme-word-documents/ for the Online Rubric
Team Debriefing: Individual Assignment (pre-class)	Team debriefing dates: #1: October 4 th , 2018	<ul style="list-style-type: none"> • As an individual, submit the behaviors you plan to adjust based on peer feedback. • Must be uploaded to Canvas 1 hour prior to each scheduled Team Debriefing meeting.
Team Debriefing: Team Assignment (post class)	Team debriefing dates: #1: October 4 th , 2018	<ul style="list-style-type: none"> • As a team, submit 1 behavior for each team member to adjust based on the team discussion. • Must be uploaded to Canvas 1 hour after the Team Debriefing session.
Meet with your Career Coach	October 31, 2018 (Fall)	<ul style="list-style-type: none"> • Complete one meeting with Career Coach by specified deadline • Complete Career Coach evaluation survey (Salesforce) after the meeting with your Career Coach

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Assessment Item	Deadline	Criteria
		<ul style="list-style-type: none"> • Career Coach will complete an assessment to notify the course director the meeting has been completed See Appendix B for Career Coach Evaluation
Continuing Professional Development Cycle 1 Draft	December 1, 2018	Upload a copy of your <u>draft</u> CPD to Canvas and Salesforce Portfolio (Complete reflection and plan sections only)

Course Specific Policies

Professionalism Assessments:

Professionalism is an educational outcome of the Pharm.D. program and therefore, is continually assessed. Professional behaviors and attitudes are evaluated at each annual milestone to determine progression and eventual readiness for graduation.

Unprofessional behaviors and attitudes will result in a deduction of points in the overall course grade in which the event occurred. Unexcused absences are considered to be unprofessional behavior. Other forms of unprofessional behavior include: lateness to class resulting in missing the start of the application exercises/discussions unless permitted by instructor, classroom behaviors that are distracting or disruptive to others, use of cell/smart phones during class, reading emails/messages, use of social media, leaving class early without informing the faculty or staff member, disrespectful behaviors with faculty, staff, or other students, and inappropriate discussion board or social media postings. For incidents of lateness to class, an assessment will be made about the seriousness of the tardiness and this will be used to determine the course of action. Nonadherence to the dress code policy is also considered unprofessional behavior. Students who do not comply with the dress code will be assessed as unprofessional and also asked to leave class as noted in the dress code policy.

Across the academic year, unprofessional behaviors will be tracked across all courses. Each offense will result in a grade deduction in the course the unprofessional behavior occurred in. **The Personal and Professional Development courses are pass/fail, therefore those students who accumulate 3 or more professionalism offenses will not pass the course.** Repeated unprofessional behaviors will also be evaluated as an end of year milestone and can negatively impact curricular progression.

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Class attendance is required at all class session, including the interprofessional learning activities. All quizzes administered in the course are pass/fail. To pass the quiz you must earn 80% on the quiz. You will be provided with 2 attempts to complete the quiz to earn the passing score. If the passing score is not earned on the second attempt, additional assignments will be required for you to complete to demonstrate competence in the content area in order to earn a passing grade for the course.

Educational Technology Use

The following technology below will be used during the course and the student must have the appropriate technology and software.

1. ExamSoft™ Testing Platform
2. Canvas™ Learning Management System
3. Salesforce©
4. Qualtrics®
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For technical support, navigate to [Educational Technology and IT Support Contact Information](http://curriculum.pharmacy.ufl.edu/current-students/technical-help/) at this URL:
<http://curriculum.pharmacy.ufl.edu/current-students/technical-help/>

Pharm.D. Course Policies

The Policies in the following link apply to this course. Review the [Pharm.D. Course Policies](http://curriculum.pharmacy.ufl.edu/current-students/course-policies/) carefully, at this URL:
<http://curriculum.pharmacy.ufl.edu/current-students/course-policies/>

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Appendix A. Course Directory

Teaching Partnership Leader/Course Director:

Michelle Farland, Pharm.D., BCPS, CDE

Email: mfarland@cop.ufl.edu

Office: HPNP 3307/GNV

Phone: 352-273-6293

Questions to Ask:

- Concerns about performance
- Guidance when there are performance problems (failing grades)
- General questions about content

Co-Curriculum Program Specialist:

Sarah Mazorra

Email: smazo@cop.ufl.edu

Office: HPNP 3305/GNV

Phone: 352-273-8203

Questions to Ask:

- Anything related to co-curricular activities
- Anything related to the Career Coach program (issues contacting coach, Salesforce Portfolio, CPD, deadlines, etc.)
- Anything related to the interprofessional education component of the course
- Issues related to course policies (make-up assignments)
- Questions about dates, deadlines, meeting place
- General questions about content and assignment directions
- Questions about grade entries gradebook (missing grades, incorrect grades)

Academic/Education Coordinators:

Sarah A. Burgess, M.Ed.

Academic Coordinator

Email: sburgess@cop.ufl.edu

Office: HPNP 4312/GNV

Phone: 352-273-5618

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Absent/Tardy Email: absent1pd@cop.ufl.edu

McKenzie Wallen
Education Coordinator
Email: mwallen@cop.ufl.edu
Office: Jacksonville Campus

Victoria Savosh
Education Coordinator
Email: vsavosh@cop.ufl.edu
Office: Orlando Campus

Questions to Ask:

- Issues related to course policies (absences, make up exams, missed attendance)
- Absence requests (Only the Academic Coordinator handles absence requests)
- Questions about dates, deadlines, meeting place
- Availability of handouts and other course materials
- Assignment directions
- Questions about grade entries gradebook (missing grades, wrong grade)
- Assistance with ExamSoft® (Distant campus students may contact Education Coordinator for use of SofTest and assistance during exams. The Academic Coordinator is the contact person for issues related to grading and posting of ExamSoft grades.)

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Other Teaching Partnership Faculty Members:

Carol Motycka, Pharm.D., BCACP
Jacksonville Course Facilitator
Email: motycka@cop.ufl.edu
Office: JAX
Phone: 904-244-9590

Michelle Zeigler, Ph.D, Pharm.D., BCACP
Orlando Course Facilitator
Email: mzeigler@cop.ufl.edu
Office: ORL
Phone: 407-313-7034

Diane Beck, Pharm.D.
Email: debeck@cop.ufl.edu
Office: HPNP/GNV
Phone: 352-273-6282

Cary Mobley, Ph.D.
Email: mobley@cop.ufl.edu
Office: HPNP/GNV
Phone: 352-273-6282

Robin Moorman Li, Pharm.D., BCACP
Email: moorman@cop.ufl.edu
Office: JAX
Phone: 904-244-9590

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Appendix B

Career Coach Evaluation – Self-Awareness

Self-Awareness: How would you rate the student’s level of self-awareness? (We define self-awareness as being able to examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth)

Global Score	
Needs Improvement: The student has not yet identified his/her strengths and areas for improvement	
Meets Expectations: The student has thoughtfully identified strengths and areas for improvement. During the current CPD cycle, the student has made effort to complete activities to work on areas needing improvement.	
Exceeds Expectations: The student has thoughtfully identified strengths and areas for improvement. For multiple CPD cycles, the student has completed activities to work on areas needing improvement.	

Professionalism: How would you rate the student’s level of professionalism? (We define professionalism as being able to exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.)

Global Score (Elements of professionalism observable during Career Coach interactions)	
Needs Improvement: More than 2 of the following need development: adherence to deadlines, professional verbal and written communication, respect, attentiveness, commitment to excellence, inquisitiveness.	
Meets Expectations: The student needs development in 1-2 of the following: adherence to deadlines, professional verbal and written communication, respect, attentiveness, commitment to excellence, inquisitiveness.	
Exceeds Expectations: The student displays all of the following characteristics and skills: adherence to deadlines, professional verbal and written communication, respect, attentiveness, commitment to excellence, inquisitiveness.	