

Cover Sheet: Request 10658

PHA 5933 * This course will be a section of the current 5933 number. In F17, PHA 5267 will be used*

Info

Process	Course New Ugrad/Pro
Status	Pending
Submitter	Beck,Diane Elizabeth beck@cop.ufl.edu
Created	1/2/2016 3:10:18 PM
Updated	1/24/2016 9:44:07 PM
Description	Introduces students to the fundamental methods of pharmacoeconomic analysis. Topics include the terminology used in pharmacoeconomics, research methods frequently used in pharmacoeconomics, and the role of pharmacoeconomics in the drug development process and health care decision making relevant to the practice of pharmacy.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	COP - Interdisciplinary Studies	Whalen, Karen		1/2/2016
Added PPE Fall 2016 12-26-15_hp.docx					1/2/2016
College	Approved	COP - College of Pharmacy	Beck, Diane Elizabeth		1/24/2016
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			1/24/2016
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 10658

Info

Request: PHA 5933 * This course will be a section of the current 5933 number. In F17, PHA 5267 will be used*

Submitter: Beck,Diane Elizabeth beck@cop.ufl.edu

Created: 1/2/2016 3:10:18 PM

Form version: 1

Responses

Recommended Prefix: PHA

Course Level : 5

Number : 933

Lab Code : None

Course Title: Principles of Pharmacoeconomics

Transcript Title: Prin Pheconomics

Effective Term : Fall

Effective Year: 2016

Rotating Topic?: No

Amount of Credit: 1

Repeatable Credit?: No

S/U Only?: No

Contact Type : Regularly Scheduled

Degree Type: Professional

Weekly Contact Hours : 15

Category of Instruction : Introductory

Delivery Method(s): On-Campus

Course Description : Introduces students to the fundamental methods of pharmacoeconomic analysis. Topics include the terminology used in pharmacoeconomics, research methods frequently used in pharmacoeconomics, and the role of pharmacoeconomics in the drug development process and health care decision making relevant to the practice of pharmacy.

Prerequisites : Completion of all 1PD coursework including milestones.

Co-requisites : PHA 5163 L Professional Practice Skills Lab III

Rationale and Placement in Curriculum : This course is placed early in year 2 so that the principles of pharmacoeconomics can be applied in the Patient Care courses that follow in years 2 and 3. This will build the student's skills in applying pharmacoeconomic concepts to common situations encountered in caring for patients.

Course Objectives : Upon completion of this course, the student will be able to understand the fundamental methods of pharmacoeconomic analysis and develop knowledge related to principles of pharmacoeconomic studies. Specifically:

1. Describe fundamental concepts behind rationing and economic evaluation of health care.
2. Explain the role of pharmacoeconomics in the drug development process and health care decision making.
3. Identify the role of perspective in the selection of study parameters and their impact on study design, costs, and the interpretation of results.
4. Define and describe cost-minimization analysis, cost-effectiveness analysis, cost-utility analysis, and cost-benefit analysis.
5. Outline strengths and weaknesses of standard pharmacoeconomic approaches to assess the economic impact of pharmaceutical interventions, including cost-minimization analysis, cost-effectiveness analysis, cost-utility analysis, and cost-benefit analysis.
6. Explain decision making tools such as cost-effectiveness and cost-benefit analysis and discuss their application to resource allocation, how these tools are used in practice,

and what factors limit their use or interpretation.

7. Summarize applications of economic, clinical, and humanistic outcomes to improve allocation of limited health care resources and interpret pharmacoeconomic studies.
8. Apply knowledge of pharmacoeconomic approaches for performing a decision analysis
9. Describe the importance of measuring health-related quality of life.
10. Define the methods for assessing the psychometric properties of health related quality of life instruments, such as reliability, validity and responsiveness.
11. Critique the results of articles that use the following analyses that measure and estimate costs:
 - a. Cost-minimization analysis
 - b. Cost-effectiveness analysis
 - c. Cost-utility analysis
 - d. Cost-benefit analysis
 - e. Decision analysis

Course Textbook(s) and/or Other Assigned Reading: 1. Rascati Karen L. Essentials of Pharmacoeconomics, Second Edition, Lippincott Williams & Wilkins, 2013; ISBN -10 number: 1451175930
2. Any additional learning materials and recordings will be accessible through the course website.

Weekly Schedule of Topics : This class is days in duration and the 15 instructor contact hours are covered during this time block.

9-19-2016 Introduction to course and pharmacoeconomics in drug formulary decisions. (Textbook - Chapter 1)

9-20-2016 Measuring and estimating Costs and Critiquing a Research Article; Cost-minimization analysis and cost-effectiveness analysis (Chapters 2-5)

9-21-2016 Cost-utility analysis and cost-benefit analysis (Chapters 6 and 7)

9-22-2016 In-Class Activity (2hrs)

9-23-2016 Decision analysis and health-related quality of life (Chapters 10 and 8)

9-26-2016 In-Class Activity (2 hrs)

9-28-2016 Final Exam

Grading Scheme :

Assessment Item

Grade Percentage

Online quiz (2 sessions @ 5 points each) 10 points

iRAT (2 session @ 5 points)

10 points

tRAT (2session @ 10 points)

20 points

Final exam

60 points

Total 100 points total

Instructor(s) : Haesuk Park, Ph.D.
Robert Navarro, Pharm.D.

PHA 5933 Principles of Pharmacoeconomics
Fall 2016,
1 Semester Credit Hours

Course Purpose:

The purpose of this course is to introduce students to the fundamental methods of pharmacoeconomic analysis. Topics include the terminology used in pharmacoeconomics, research methods frequently used in pharmacoeconomics, and the role of pharmacoeconomics in the drug development process and health care decision making relevant to the practice of pharmacy. These principles will prepare the student for future coursework where the student will develop and implement individualized treatment plans, taking into consideration pharmacoeconomic factors.

Course Faculty and Office Hours

Teaching Partnership Leader: Haesuk Park, Ph.D.

Email: hpark@cop.ufl.edu

Office: HPNP 3325

Phone: 352-273-6261

Office Hours: **2pm – 3PM** on the following days **9-20 (Tue), 9-21(Wed), 9-22 (Thurs), 9-23 (Mon), and 9-26 (Tue) 2-3 pm**

Teaching Partners/Facilitators/Teaching Assistants:

Robert Navarro, Pharm.D.

Email: RNavarro@cop.ufl.edu

Teaching Assistants in Gainesville: Wei Wang, Yoonyoung Choi, Yan Li

Academic Coordinator:

TBA

Office: HPNP 4312

Phone: 352-273-5617

Instructional Designer: Justin DeLeo jdeleo1970@ufl.edu phone: 352-273-6523

This Course Will Prepare You to Perform the Following Activities Which the Public Entrusts a Pharmacist to Perform:

1. Formulate evidence-based care plans in collaboration with an interprofessional team. Utilize clinical guidelines in the development of a pharmacotherapy plan.
2. Recommend solutions to needs in the medication use system and the healthcare system.

Course Objectives

Upon completion of this course, the student will be able to understand the fundamental methods of pharmacoeconomic analysis and develop knowledge related to principles of pharmacoeconomic studies. Specifically:

1. Describe fundamental concepts behind rationing and economic evaluation of health care.
2. Explain the role of pharmacoeconomics in the drug development process and health care decision making.
3. Identify the role of perspective in the selection of study parameters and their impact on study design, costs, and the interpretation of results.
4. Define and describe cost-minimization analysis, cost-effectiveness analysis, cost-utility analysis, and cost-benefit analysis.
5. Outline strengths and weaknesses of standard pharmacoeconomic approaches to assess the economic impact of pharmaceutical interventions, including cost-minimization analysis, cost-effectiveness analysis, cost-utility analysis, and cost-benefit analysis.
6. Explain decision making tools such as cost-effectiveness and cost-benefit analysis and discuss their application to resource allocation, how these tools are used in practice, and what factors limit their use or interpretation.
7. Summarize applications of economic, clinical, and humanistic outcomes to improve allocation of limited health care resources and interpret pharmacoeconomic studies.
8. Apply knowledge of pharmacoeconomic approaches for performing a decision analysis
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11. Critique the results of articles that use the following analyses that measure and estimate costs:
 - a. Cost-minimization analysis
 - b. Cost-effectiveness analysis
 - c. Cost-utility analysis
 - d. Cost-benefit analysis
 - e. Decision analysis

Pre-Requisite or Co-Requisite Knowledge and Skills

Pre-requisite: Completion of all 1PD coursework including milestones

Co-requisite: PHA 5163 L Professional Practice Skills Lab III

Classroom

1. Gainesville: In-class activity is held in MDL-1 (CG-069 to CG-88 in the Ground Floor of the Communicore)
2. Jacksonville & Orlando: Class sessions are posted in the campus calendar

Course Outline

ALERT about Schedule: 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.

*Note: The Instructor Contact Hours listed below only designate structured learning that involves a faculty member. As noted by UF policy, for each 1 hour of “Instructor Contact,” students are expected to spend a minimum of 2 hours of additional time completing learning activities. Example: If a week has 9 hours of Instructor Contact, the student should plan on a minimum of 18 hours of additional study. Therefore, the typical student will devote 27 hours of effort to the course that week. Note this is a “typical” student – some students will find they devote less time and others will find need to devote more time.

Date	Instructor	Related Learning Objective	Topic/Learning Activities	Instructor Contact Hours
Monday, 9-19-2016	Robert Navarro, Haesuk Park	1, 2, 3	Course Overview Online/Individual Study: <ol style="list-style-type: none"> Video 1: Introduction to course Video 2: pharmacoeconomics in drug formulary decisions Textbook: Chapter 1 	1.00 hours
Tuesday, 9-20-2016	Haesuk Park	3,4,5	Measuring and Estimating Costs & Critiquing Research Article Online/Individual Study: <ol style="list-style-type: none"> Video 3: Measuring costs and critiquing research article Textbook: Chapter 2 & 3 Cost-minimization analysis & Cost-effectiveness analysis Online/Individual Study: <ol style="list-style-type: none"> Video 1: Cost-minimization analysis Video 2: Cost-effectiveness analysis 	1.25 hours 1.75 hours

Date	Instructor	Related Learning Objective	Topic/Learning Activities	Instructor Contact Hours
FINAL EXAM – All campuses: 8:30 – 10:30am.	10AM-12PM			
			Total Instructor Contact Hours	15 hours

Textbooks Required

1. **Rascati Karen L. Essentials of Pharmacoeconomics, Second Edition, Lippincott Williams & Wilkins, 2013; ISBN -10 number: 1451175930**
2. Any additional learning materials and recordings will be accessible through the course website.

Student Evaluation & Grading

Evaluation Methods and how grades are determined

Assessment Item	Grade Percentage
Online quiz (2 sessions @ 5 points each)	10 points
iRAT (2 session @ 5 points)	10 points
tRAT (2session @ 10 points)	20 points
Final exam	60 points
Total	100 points total

Online Quizzes

Three online quizzes will be administered during the semester. The quizzes can be used to verify your understanding of the more complex topics (articles) and to prepare for final exam. Quizzes open in the course site on the designated date in the schedule.

NOTE: Once you log on and open the online quiz you have one hour to complete the exercise. Quizzes must be your own individual work!

If you wish to dispute a grade, then you must do so within 12hours of when your score was posted and the answer key was published on the course website. Disputes must be submitted by email to the course email address and all disputes must include a rationale backed up with evidence showing why your response is correct. Any disputes after the above-mentioned time window will not be accepted for consideration.

Grading Scale (The following grade scale is used across all courses)

> 92.5%	A
89.5-92.4%	A-
86.5-89.4%	B+
82.5-86.4%	B
79.5-82.4%	B-
76.5-79.4%	C+
72.5-76.4%	C
69.5-72.4%	C-
66.5-69.4%	D+
62.5-66.4%	D
59.5-62.4%	D-
< 59.4%	E

Rounding of grades: Final course grade will only be rounded up if the decimal is 0.5 or higher. The above scale depicts this policy.

Educational Technology Use

The following technology below will be used during the course and the student must have the appropriate technology and software. **Appendix A** outlines who to contact if you have questions about technology.

1. ExamSoft®
2. Canvas® Learning Management System

Class Attendance Policy

Policy Across All 1PD-3PD courses:

Class attendance is mandatory for active learning sessions such as problem-solving sessions, case discussions, and laboratory sessions. Student attendance may be excused by the Teaching Partnership Leader in the following situations: documented illness, family emergencies, religious holidays, and other reasons of serious nature. Conflict with work schedules is an unexcused absence.

Requests for excused absences **MUST** be made by an email to the Academic Coordinator and the course facilitator prior to the scheduled session. The student is responsible for follow up and confirming whether the absence is excused or unexcused. The Teaching Partnership Leader and your campus specific director must be copied (CC) in this communication. The following format is recommended:

To: Academic Coordinator and Campus Course Facilitator
CC: Teaching Partnership Leader and your specific campus director
Subject: PHA XXXX – Excused Absence request

Dear Prof. _____,

Professionally and politely request an excused absence.

Explain the nature of conflict and rationale for receiving an excused absence.

Thank the faculty member for their consideration of your special request.

Salutation,

Type in your full name and last 4 digits of UF-ID #, and Campus Name

Failing to follow this policy will render the absence not excusable. A request for an "excused absence" does not guarantee acceptance. No precedence can be drawn from any courses in the College of Pharmacy or any other college within University of Florida.

Makeup assignment(s) will be made for any excused absence(s) and must be submitted **within one-week of the missed session(s)**. If the situation leads to missing multiple class sessions and makeup becomes difficult, the student and Teaching Partnership Leader will meet with the Associate Dean of Student Affairs to explore options such as a remediation plan or course withdrawal.

Class attendance requires full engagement of activities and discussions. The following are unacceptable during class: 1) read non-course related materials that are either in hard-copy or web-based, 2) study for other courses, 3) use a laptop or other mobile device for activities that are not course-related. Class participation will be reduced in such situations.

Please refer to the University Attendance Policy at
<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

Additional Policy Specific to This Course:

Failure to attend class or engage in these sessions will result in deductions in the participation proportion of the course grade.

For excused absences, any decision about make-up will be at the discretion of the course leader.

Quiz/Exam Policy

Prior to Exam

Policy across All 1PD-3PD courses:

1. The student must download the exam within 48 hours prior to the scheduled test time as directed by the Academic Coordinator/Teaching Partner. The exam must be downloaded onto a laptop/device that meets the Pharm.D. student computer requirements. The exam is downloaded as an encrypted file and requires a password that will be provided by the proctor just before the exam begins.
2. If the exam is not downloaded ahead of time and you have to download the exam during the scheduled testing time, you will not be provided extra time. You have to stop the taking the exam at the same time as all other students.
3. Students are responsible for familiarizing themselves with the Examssoft software and procedures prior to taking an exam. Instructional resources are available to become familiar with Examssoft.
4. Students are responsible for having a fully charged battery and internal clock with the correct date and time.

During the Scheduled Exam/Quiz Time

Policy across All 1PD-3PD courses:

1. Students must arrive and be seated promptly to be eligible to take the exam. Students who arrive late for the exam will not be allowed to start the exam if they are more than 30 minutes late or if another student has left the room after seeing the exam.
2. No talking or other disruptive behavior during the distribution or taking of the exam/quiz.
3. Only nonprogrammable calculators are allowed during exams unless another calculator is specifically noted in the course-specific policies below.
4. If you encounter calculator problems (e.g., dead battery), contact the Proctor.
5. Nonessential materials are NOT allowed at the student's desk during examination periods. Please leave all nonessential materials outside of or in the front of the examination room.
6. Other exam rules may be instituted during the progression of the course.
7. Once the exam commences, students may not leave the room without first turning in the exam. Once the exam is turned in, the examination period for the student is considered complete and the student must leave the examination room. If there is urgent need to use the restroom, the Proctor will provide guidance.
8. *Failure to follow exam/quiz rules may be considered as evidence of academic dishonesty.*
9. Students are required to show the proctor the yellow exit screen before leaving the exam room.

Additional Policy Specific to This Course:

1. Students must bring their laptop to class in order to participate in the iRAT and tRAT.
2. Students who are late for an iRAT may begin the iRAT when arriving, but will be required to close the iRAT at the end time established for the entire class by the instructor (i.e., students who are late will not have the entire time).
3. Students may not leave the room during the iRAT and tRAT. All students must remain quiet during the testing period.
4. One comprehensive final exam will be administered at the end of course. The exam will be given simultaneously on all campuses and will include multiple choice, true/false and matching questions.

After the Exam

Policy across All 1PD-3PD courses:

1. Students are required to upload the encrypted exam file within 24 hours of completing the exam to the SofTest website.

- a. If the encrypted file is not uploaded within 24 hours, the student's exam score will be reduced by 10%.
- 2. Graded exam appeals
 - a. Following release of the exam grades, the student has 3 business days to contact the Facilitator and Teaching Partner to clarify questions and appeal any possible grading errors. For courses that accept exam question appeals, see course specific information below.

Additional Policy Specific to This Course:

Make-up Quizzes/Exams

Policy across All 1PD-3PD courses:

Makeup exams are given only under special circumstances. If the student is unable to take a scheduled examination, the Teaching Partnership Leader and Academic Coordinator must be notified before the examination. In addition, a written letter of explanation, requesting that the absence from the exam be excused, must be presented before the exam or immediately afterwards. An excused absence is allowable when: 1) the student is hospitalized and/or has been advised by a licensed medical practitioner or hospital not to attend the exam, or 2) if there is a documented death of an immediate family member. All excused absences will be considered on an individual basis by the Teaching Partnership Leader. For unusual situations (e.g., wedding that was planned before admission), the faculty member will communicate with student affairs.

Depending on the decision, a comprehensive exam may be given, which will contain material from all previous exams. The questions on the makeup exam may be in the form of essay, short answer, or multiple-choice. With the exception of highly extenuating circumstances, failure to follow the prescribed procedures or failure to attend the announced comprehensive examination will result in a grade of zero for that exam. A request for an "excused absence" does not guarantee acceptance. No precedence can be drawn from any courses in the College of Pharmacy or any other college within University of Florida.

The makeup exam must be taken **within one-week of the missed exam**. In extenuating circumstances (e.g., hospitalization, faculty availability), the instructor may arrange an alternate deadline for the exam.

Additional Policy Specific to this Course:

For excused absences, any decision about make-up will be at the discretion of the course leader.

Policy on Old iRATs, Quizzes, Exams and Assignments

Old iRATs, Exams and assignments are not provided.

General College of Pharmacy Course Policies

The following policies apply to all courses in the College of Pharmacy and are available on the COP website:

University Grading Policies

Please visit the following URL to understand how the University uses the course grade to compute your overall GPA:
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Concerns, Appeals, and Complaints

Students who have concerns about their evaluation of performance and/or student-faculty relations should review the Student-Faculty Handbook for guidance. The Student-Faculty Handbook also outlines the chain of command for any appeals and/or complaints.

Academic Integrity Policy

Students are expected to act in accordance with the University of Florida policy on academic integrity (<http://www.dso.ufl.edu/sccr/honorcodes/honorcode.php>). This Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult the course's Teaching Partnership Leader.

Students are also expected to abide by the UF Honor Code.

The following is the UF Honor Pledge: *We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code.*

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: *"On my honor, I have neither given nor received unauthorized aid in doing this assignment."*

Psychomotor and Learning Expectations

Psychomotor expectations relate to the ability to meet the physical demands of the pharmacy curriculum. Physically impaired students and students with learning disabilities such as hearing impairment, visual impairment, dyslexia or other specific learning disabilities such as sensory deficit or sensory-motor coordination problems should cooperate with the faculty and staff in addressing these problems in order to meet academic standards.

How to Request Learning Accommodations

Students with disabilities are strongly encouraged to register with Disabled Student Services in the Office for Student Services (P202 Peabody Hall) and it is recommend this be accomplished prior to starting the course.

- Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.
- Please visit the following URL for more information: <http://www.dso.ufl.edu/drc>

Please note that you must arrange for accommodations in advance; grades cannot be retroactively changed

Faculty and Course Evaluations

Students are expected to provide feedback on the quality of instruction in every course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu> . Evaluations are typically open around mid-semester and need to be completed by the established deadline. Summary results of these assessments are available to students at <https://evaluations.ufl.edu> .

Computer and Other Technology Requirements

Students are required to meet the following computer and technology requirements:

<http://pharmacy.ufl.edu/education/student-affairs/admissions/student-computer-requirements/>

ExamSoft® is used for administration of exams and students are required to follow the procedures that are established for exam administration. Students must bring a laptop to class to complete exams and this laptop must meet the computer and technology requirements established by the College. These technology requirements require a backup battery with at least 2 hours of life. Students must also complete mock exams prior to the actual exam to assure that all computer features are supported by ExamSoft®.

Expectations In Class and Other Learning Activities

Students are expected to:

- Be diligent and timely in studying the course material.
- Be on time for class sessions, quizzes, and exams.
- Be prepared for group discussions and conference calls.
- Do your own work.
- Actively collaborate with peers when assigned to groups.
- Inform the course coordinator about an absence from an exam or other assigned class activity at least 24 hours prior to the event.
- Dress appropriately for class sessions or clinically related activities.
- Turn off cell phones and other electronic communication devices during a class session or phone conference.
- Be quiet during class sessions including peer presentations.
- Be focused and avoid distractive behaviors in class.
- Appropriately use the computer in class, i.e., do not be looking at unrelated information on the web site during class.
- Participate in class or group discussions.
- Raise one's hand to be recognized before making a comment during a class session.
- Be respectful to the teacher.
- Be respectful to fellow students in discussions.
- Be courteous, respectful, and civil when using discussion boards.
- Focus on the course learning activities; it is not respectful to study for other coursework during the class session.
- Address faculty with the appropriate title and name, i.e., Dr. (last name) or Professor (last name).
- Address concerns about performance or course material directly with the course coordinator, facilitator, or teaching assistant.
- Seek assistance with academic or personal difficulties as soon as possible.

Communications

Discussion Board Policy

The purpose of the discussion board is to provide a venue for you to enhance your learning. This is accomplished by having a thread for each module where you can post questions to the course coordinators. (A thread is a single link that is devoted to a topic.) The discussion board is also a place where your instructors may post virtual cases for you to work up.

Such interaction on the discussion boards with the instructors will allow you to clarify your questions and apply what you are learning in other parts of the course. The goal of these discussions is to help you learn.

Students Netiquette on the Discussion Board:

1. Post your comment on the correct discussion thread. If you have a question about A1 (Unit A - Module 1),

post it in the discussion thread for A1 and not the B1 thread.

2. The discussion board is not a place to complain. Complaints should instead be directed directly to the instructor via email. This allows the primary course coordinator to quickly address your concern without causing distraction to other students who have limited time and want to focus on learning.
3. Use "netiquette." If you have never learned "netiquette" - please visit the following URL: <http://www.albion.com/netiquette/corerules.html> If you follow the rules of netiquette described in this URL, you will avoid posting an embarrassing or inappropriate comment.
4. The discussion board has been designed to allow you a place to ask further questions on the material to clarify any confusion, gain a deeper understanding of the material, or ask general course questions. A question you might see on a discussion board is "What do I need to study for the exam?" Please reflect on how this question can be perceived by your lecturing faculty as well as your fellow classmates. Rewording the question to address a specific topic would be more appropriate. For example, "Dr. XX, you listed numerous side effects for drug XX on slide XX. Of those, what are the most relevant that we could expect to occur and monitor for in clinical practice." The type of material that is covered in these classes is material that is important for patient care. All of this material is important. There are variations in courses, but please make use of your syllabus since there might be guidance on how to prepare for various exams in your classes.
5. In most situations, lectures are released as planned by the course coordinators. Clarifying at the beginning of a semester on the planned release date/time, if not posted in the syllabus, is appropriate. Continual posts on the discussion board on weekly basis can become overwhelming for the course coordinator as well as your fellow students.

Faculty member Response Time:

1. The Course Coordinators/instructors will work to respond to postings within 24 hours of the posting between Monday and Friday 12N. Responses on weekends and holidays will be sporadic. (On weekends when assignments are due, students are advised to post questions before 12Noon on Friday.)

Email Communications:

1. When communicating with faculty via email, the subject line needs to include the course number & title.
2. At the end of the email, in addition to listing your name, list your academic year and campus/site.

Question/Answer sessions in live class sessions:

Time is usually reserved at the end of the class for questions regarding the material to clear up any confusion or expand on material covered in the particular section. This is a valuable time for all students and since time is limited, the questions should focus on the topics at hand. Questions such as, "What material will be covered on an upcoming exam?" or, "Do we need to know dosing for the exam?" are inappropriate during this time period. In our profession, all material is important. However, if this question does need to be asked, please consider using the discussion board to clarify any specific exam questions.

Religious Holidays

Please see the University policy on attendance and religious holidays:

<http://www.registrar.ufl.edu/catalog/policies/regulationattendance.html#religious>.

Counseling and Wellness Center

Students who are experiencing issues and events that could adversely affect academic performance and personal health should be encouraged to meet with the course coordinator or facilitator or appropriate administrator for guidance. Students in the Gainesville area may contact the UF Counseling and

Wellness Center for Gainesville students (352-392-1575; <http://www.counseling.ufl.edu>). Students outside the Gainesville area may obtain similar contact information from the campus/program administrator.

Emergencies

Call the University Police Department for emergencies: 392-1111 or 9-1-1

Student Crisis

Students who are experiencing issues and events are also encouraged to contact their local crisis center. For Alachua County the Crisis Center number is 352-264-6789; for Jacksonville and Duval County 904-632-0600 and toll free for Northeast Florida at 1-800-346-6185; for Orlando 407-425-2624; and, for St. Petersburg 727-344-5555 and Tampa 211 or 813-234-1234.

The following national call numbers are also available for students who reside outside of the main COP campuses: a) 1-800-273-8255, and b) 1-800-784-2433.

How to Access Services for Student Success

Students who need guidance for course success or who are having academic difficulty should contact their advisor/facilitator or Campus Director/Senior Associate Dean for assistance.

Faculty Lectures/Class Activities/Presentations Download Policy

Photography, Audio-visual recording, and transmission/distribution of classroom lectures and discussions is prohibited unless there is expressed written permission. Recorded lectures and class sessions are authorized solely for the purpose of individual or group study with other UF College of Pharmacy students enrolled in the same class. Such recordings may not be reproduced, shared, or uploaded to publicly accessible web environments. Students who do not adhere to this policy will be considered to be breaching COP copyrights and/or FERPA law.

Appendix A. Faculty and Staff: Who to Contact

Academic Coordinator:

1. Questions about dates, deadlines, meeting place
2. Availability of handouts and other course materials
3. Assignment directions
4. Questions about grade entries gradebook (missing grades, wrong grade)
5. Assistance with ExamSoft®

Teaching Partnership Leaders

1. Issues related to course policies (absences, make up exams, missed attendance)
2. Questions about grades
3. Concerns about performance
4. Guidance when there are performance problems (failing grades)
5. General questions about content

Other Teaching Partnership Faculty Members

1. Questions about specific content

Technical Support:

Contact the College of Pharmacy MediaHelp Desk for assistance with course-related technical issues (e.g., Canvas access, video access, printing of documents). The MediaHelp Desk may be reached via the following:

Phone: 352-273-6281 (9am-4PM ET)

Email: mediahelp@cop.ufl.edu (response is delayed outside of M-F 9AM-4PM ET)

Contact the University of Florida Computing Help Desk for addresses issues related to:

1. Gatorlink accounts,
2. Gatorlink email,
3. myUFL, and
4. ISIS.

Phone: (352)-392-4357

Syllabus Final Version:

DEB: 1/25/2016 9:02 AM