

# Cover Sheet: Request 10869

## PHA5702C Personal and Professional Development III

### Info

Process	Course New Ugrad/Pro
Status	Pending
Submitter	Beck,Diane Elizabeth beck@cop.ufl.edu
Created	3/17/2016 12:04:11 AM
Updated	3/18/2016 10:14:12 AM
Description	This course is part of a four year course sequence that tracks personal and professional growth of individual students and serves as an anchor for the co-curriculum and home for tracking annual milestones. This course focuses on development of an innovative and entrepreneurial mindset, self-awareness, leadership, and professionalism.

### Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	COP - Interdisciplinary Studies	Whalen, Karen		3/17/2016
Deleted PPD III Syllabus Fall 2016 3-15-2016.docx					3/17/2016
Added PPD III Syllabus Fall 2016 3-15-2016.docx					3/17/2016
College	Approved	COP - College of Pharmacy	Beck, Diane Elizabeth		3/18/2016
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			3/18/2016
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 10869

## Info

**Request:** PHA5702C Personal and Professional Development III

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

**Created:** 3/17/2016 12:35:11 AM

**Form version:** 2

## Responses

**Recommended Prefix**PHA

**Course Level** 5

**Number** 702

**Lab Code** C

**Course Title**Personal and Professional Development III

**Transcript Title**Person & Prof Dev III

**Effective Term** Fall

**Effective Year**2016

**Rotating Topic?**No

**Amount of Credit**1

**Repeatable Credit?**No

**S/U Only?**Yes

**Contact Type** Regularly Scheduled

**Degree Type**Professional

**Weekly Contact Hours** 0.5

**Category of Instruction** Intermediate

**Delivery Method(s)**On-Campus

Off-Campus

Online

**Course Description** This course is part of a four year course sequence that tracks personal and professional growth of individual students and serves as an anchor for the co-curriculum and home for tracking annual milestones. This course focuses on development of an innovative and entrepreneurial mindset, self-awareness, leadership, and professionalism.

**Prerequisites** Completion of all Year 1 Pharm.D. Curriculum Requirements including milestones

**Co-requisites** None

**Rationale and Placement in Curriculum** Year 1 introduced the 10 pharmacist attributes that are programmatic learning outcomes (problem solving/critical thinking, education, patient advocacy, cultural awareness, interprofessional collaboration, communication, self-awareness, leadership, innovation and entrepreneurship, and professionalism).

This course occurs across year 2 (fall and spring semesters) and expands achievement of these learning outcomes. Particular emphasis is given to development of an innovative and entrepreneurial mindset, self-awareness, leadership, and professionalism.

The 10 pharmacist attributes are further developed across years 3 and 4.

### Course Objectives

1. Develop value-based improvements that benefit patient care, healthcare costs, and practice by using an innovative mindset and entrepreneurial thinking in solving patient and practice cases.

2. Identify your personal leadership style and then compare your style to peer team members.
3. Collaborate as an interprofessional team member to identify and examine causes that contributed to the etiology of a medical error.
4. Demonstrate self-awareness in reflecting on personal development needs and then establishing goals for continuing professional development.
5. Apply professional attitudes, values, and behaviors that are expected of a pharmacist in daily practice, in the community, and within the pharmacy profession.
6. Demonstrate professional attitudes, values, and behaviors during co-curricular activities.
7. Demonstrate, through completion of milestone assessments, the expected knowledge, skills, attitudes, and values that exemplify readiness for coursework during year 3 of the Pharm.D. curriculum.

**Course Textbook(s) and/or Other Assigned Reading** Required readings will be provided on the Canvas website.

**Weekly Schedule of Topics** Fall Semester:

Aug 8-22: Introduction to Course

Aug 22-Sept 15: Innovation & Entrepreneurship - Case Discussion (Infectious Disease & Hematology/Oncology)

Sept 23: Team-work/Leadership - Assignment

TBD: Leadership/Team Work (Team Debriefing)

Oct 13: Interprofessional Learning in Healthcare (IPLH) - Debriefing

Oct 31: Self-Awareness - Career Planning - Meeting with Career Coach

Nov 24: Team-Work/Leadership - Assignment (CATME)

Dec 1: Self-Awareness - CPD Assignment

Spring Semester

TBD: Leadership/Team Work (Team Debriefing)

Jan 12: Interprofessional Learning in Healthcare (IPLH) - Debriefing

Feb 9: Interprofessional Learning in Healthcare (IPLH) - Debriefing

Feb 15: Self-Awareness - Career Planning - Meeting #2 with Career Coach

Feb 27: Leadership: Kouzes & Posner's Five Practices of Exemplary Leaders

Mar 1: Self-Awareness - CPD Assignment

Mar 15: Team-work/Leadership Assignment (CATME)

TBD: Leadership/Team Work (Team Debriefing)

Mar 13 - April 21: Innovation & Entrepreneurship - Case Discussion (Endocrinology, Women's & Men's Health)

April 20: CATME Peer Evaluation & Team Performance Scale Due

May 6th: Document Milestones; Co-Curricular Activities Must be Completed

**Grading Scheme** This course is pass/fail. In order to pass this course, all of the assessment items below must be successfully completed.

Syllabus Agreement

Career Coach Meetings

CATME Peer Evaluations - Fall Semester (2)

Continuing Professional Development (CPD) - Revised Reflection and Plan)

Interprofessional Learning in Healthcare (IPLH) - Satisfactory completion of all required activities

Co-curriculum requirements

CATME Peer Evaluations - Spring Semester (2)

Team Performance Evaluation

Satisfactory Participation in All Required Class Sessions

Year 2 Milestones (Calculation Exam, Top 200 Drug Exam, Personal and Professional Development III requirements; Foundational Knowledge Threads)

**Additional Links and Policies** 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: serious illness (documentation required if more than 48hrs), serious family emergencies, military obligation, severe weather conditions, religious holidays, and other reasons of serious nature. The Pharm.D. calendar allows for participation in special curricular requirements (e.g., professional meetings). Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) are excused. 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 or if it is an emergency situation, as soon as possible. The student is responsible for follow up and confirming whether the absence is excused or unexcused. The Teaching Partnership Leader, Academic Coordinator, and your campus specific director must be CCD in this communication. The following format is recommended:

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 will typically 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 develop options such as a makeup/remediation plan or course withdrawal. The time period for this make up will be consistent with the UF attendance policies.

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 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:

Completed by specific course.

#### Quiz/Exam Policy

During the Exam:

1. Students must arrive and be seated promptly to be eligible to take the exam. To maintain exam security, 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. Students who have valid reasons for arriving late at the exam may request a makeup exam as outlined below.
2. No talking or other disruptive behavior during the distribution or taking of the

exam.

3 Calculators must meet the following requirements: Only nonprogrammable calculators are allowed during exams for this course.

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.

Failure to follow exam rules may be considered as evidence of academic dishonesty.

#### Policies Related to iRAT/tRAT

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 who miss the iRAT and not eligible to take the tRAT.

4. Students may not leave the room during the iRAT and tRAT. All students must remain quiet during the testing period.

#### 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:

Completed by specific course.

#### Make-up Quiz/Exam Policy

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 or if it is an emergency situation, as soon as possible. In addition, a written letter of explanation requesting that the absence from the exam be excused, must be presented before the exam or if an emergency situation as soon as possible. An excused absence is allowable in the following situations: documented illness, serious family emergencies, military obligation, severe weather conditions, religious holidays, participation in special curricular requirements, excused absences for court-imposed legal obligations, and other reasons of serious nature. 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.

The questions on the makeup exam may be in the form of essay, short answer, or multiple-choice and will be the same level of difficulty as the exam administered during the scheduled time. With the exception of highly extenuating circumstances, failure to follow the prescribed procedures or failure to attend the announced examination will result in a grade of zero for that exam. No precedence can be drawn from any courses in

the College of Pharmacy or any other college within University of Florida. The instructor will arrange an alternate deadline for the exam consistent with the University examination policies. The student may contact the instructor to obtain details about why points were deducted. The student has two weeks following the return of the Exam to clarify any questions and appeal any possible grading errors. Any appeals on the final examination must be made in writing and submitted to your facilitator. When an appeal is made to re-grade an Exam, the entire Exam will be reevaluated and scored.

Additional Policy Specific to this Course:  
Completed by specific course.

Policy on Old Quizzes and Assignments  
Completed by specific course.

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 requesting accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to both the instructor and the academic coordinator when requesting accommodations. Students at all campuses are also expected to provide a copy of the letter of accommodations to the Office of Student Affairs in Gainesville since some learning activities/exams/assessments require their assistance.

- Students with disabilities should follow this procedure as early as possible in the semester. It is strongly recommended that the procedure be done before the course starts so there is sufficient time to arrange accommodations and so that all learning activities/exams/assessments for the course are arranged.
- 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

### Course-related Communications

Students with questions about course content should post questions on the discussion board. Questions that are personal in nature (illness, emergencies, excused absence request, request for accommodations) should email the course teaching partnership leader and copy the Academic Coordinator and Distant Campus Dean. The student may email the course leader for any other needs that are personal in nature.

### 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 12 Noon 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.

### 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.

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.

#### Student Complaint Process

Concerns about the course (e.g., course requirements, quizzes, exams) should first be discussed with the appropriate course instructor and the Teaching Partnership Leader. If a satisfactory resolution is not achieved, the student may appeal to the Associate Dean for Curricular Affairs and Accreditation who will also engage other individuals depending on the request (e.g., campus dean, department chair, Associate Dean for Student Affairs). If the student finds the decision unsatisfactory, the student may appeal to the Dean of the College of Pharmacy. If this decision is unsatisfactory, the student may appeal to the Ombuds office ( [https://www.dso.ufl.edu/documents/UF\\_Complaints\\_policy.pdf](https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf) ).

#### 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

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-

1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

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; and for Orlando

407-425-2624.

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/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.

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

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**PHA 5702C Personal and Professional Development III**  
**Fall & Spring Semesters - Year 2**  
**1 Credit Hour**

**Course Purpose:**

The purpose of this course is to track the personal and professional growth of individual students. This course is part of a four year course sequence that serves as an anchor for the co-curriculum and home for tracking achievements of performance milestones. This course continues to expand on the 10 pharmacist attributes (problem solving/critical thinking, education, patient advocacy, cultural awareness, interprofessional collaboration, communication, self-awareness, leadership, innovation and entrepreneurship, and professionalism). This course focuses on development of an innovative and entrepreneurial mindset, self-awareness, leadership, and professionalism.

**Course Faculty and Office Hours (See Appendix A for Who to Contact)*****Teaching Partnership Leader & Director of the Co-Curriculum:***

Michelle Farland, Pharm.D., BCPS, CDE, Clinical Associate Professor

Email: mfarland@cop.ufl.edu

Office: HPNP – 3307

Phone: 352-273-6293

Office Hours: By appointment

***Assistant Director of the Co-Curriculum (Academic Coordinator):***

TBD

Office: HPNP 4317

Phone: 352-273-8203

Office Hours: By appointment

<b><i>Teaching Partners:</i></b>	<b>Email</b>	<b>Phone</b>
<b>TBD</b>		

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

1. Demonstrate soft-skills in daily practice including interprofessional team collaboration (e.g., interpersonal communication, professionalism, cultural sensitivity, innovative mindset). (EPA D1)
2. Exhibit commitment to patients and the community by serving as an advocate and leader. (EPA D2)
3. Demonstrate responsibility for personal and professional development. (EPA D3)

## Course Objectives

Upon completion of this course, the student will:

1. Develop value-based improvements that benefit patient care, healthcare costs, and practice by using an innovative mindset and entrepreneurial thinking in solving patient and practice cases.
2. Identify your personal leadership style and then compare your style to peer team members.
3. Collaborate as an interprofessional team member to identify and examine causes that contributed to the etiology of a medical error.
4. Demonstrate self-awareness in reflecting on personal development needs and then establishing goals for continuing professional development.
5. Apply professional attitudes, values, and behaviors that are expected of a pharmacist in daily practice, in the community, and within the pharmacy profession.
6. Demonstrate professional attitudes, values, and behaviors during co-curricular activities.
7. Demonstrate, through completion of milestone assessments, the expected knowledge, skills, attitudes, and values that exemplify readiness for coursework during year 3 of the Pharm.D. curriculum.

## Pre-Requisite Knowledge and Skills

Completion of all Year 1 Pharm.D. Curriculum Requirements including milestones

### Classroom:

1. **Gainesville:** All class sessions are 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 Structure and Weekly Course Outline

The course number has a "C" designation which indicates there is a combination of classroom and laboratory activities. The laboratory activities include seminars and meetings with your Career Coach.

Week/Date	Instructor	Related Learning Objectives	Description of Learning Activities	Instructor Contact Hours
<b>Fall Semester</b>				
1 (online only)	Dr. Farland		<p><b>Module 1: Introduction to year 2 of Personal and Professional Development</b></p> <p><b>Online/Individual Study:</b></p> <ol style="list-style-type: none"> <li>1. Review Syllabus</li> <li>2. Pre-recorded course welcome video</li> </ol>	0.5 hr

Aug 22 – Sept 15	TBD		<b>Innovation &amp; Entrepreneurship:</b> Case Discussion: Student teams will use innovative/creative thinking to recommend a value-based improvements that benefit patient care, healthcare costs, and practice innovation. (This case is also linked to the Patient Care II course)	1.5 Hr*
Sept 23			<b>Team-Work/Leadership - Assignment:</b> CATME Peer Evaluations due by Sept 23 at 11:59 pm	
TBD	TBD		<b>Leadership/Team Work:</b> Team debriefing to discuss team dynamics	1 Hr
Oct 10	TBD		<b>Leadership:</b> Kouzes and Posner's Five Practices of Exemplary Leaders (Student Leadership Practice Inventory & Discussion)	2 Hr*
Oct 13	TBD		<b>Interprofessional: IPLH (GNV &amp; JAX) ORL Interprofessional Activity TBA</b>	2 Hr*
Oct 31	TBD		<b>Self-Awareness - Career Planning:</b> Meet with your Career Coach one-on-one by Saturday, October 31 <sup>st</sup>	1 Hr
Nov 24th	Dr. Farland	22	<b>Team-Work/Leadership - Assignment:</b> CATME Peer Evaluations due by Nov 24 at 11:59 pm	
Dec 1	Dr. Farland	22	<b>Self-Awareness – CPD Assignment:</b> Submit cycle 2 draft of Continuing Professional Development (Reflection and Plan sections only) in PharmPortfolio and Canvas by Dec 1 <sup>st</sup> at 11:59 pm	
<b>Spring Semester</b>				
TBD	TBD		<b>Leadership/Team Work:</b> Team debriefing to discuss team dynamics	1 Hr
Jan 12 (1-4PM)			<b>Interprofessional: IPLH (GNV &amp; JAX) ORL Interprofessional Activity TBA</b>	2 hr*
Feb 9 <sup>th</sup> (1-4PM)			<b>Interprofessional: IPLH (GNV &amp; JAX) ORL Interprofessional Activity TBA</b>	2 Hr*
Feb 15			<b>Career Coach meeting must be completed by Feb 15<sup>th</sup></b>	1 Hr
Feb 27	TBD		<b>Leadership:</b> Kouzes and Posner's Five Practices of Exemplary Leaders (Student Leadership Practice Inventory & Discussion)	1.5 Hr*
Mar 1	Dr. Farland	22	<b>Self-Awareness – CPD Assignment:</b> Submit cycle 2 revision of Continuing Professional Development (Reflection and Plan sections only) in PharmPortfolio and Canvas by Mar 1 <sup>st</sup> at 11:59 pm	
Mar 15			<b>Team-Work/Leadership - Assignment:</b> CATME Peer Evaluations due by Mar 15 at 11:59 pm	

TBD	TBD		<b>Leadership/Team Work:</b> Team debriefing to discuss team dynamics	1 Hr
Mar 13 – Apr 21	TBD		<b>Innovation &amp; Entrepreneurship:</b> Case Discussion: Student teams will use innovative/creative thinking to recommend a value-based improvements that benefit patient care, healthcare costs, and practice innovation. (This case is also linked to the Patient Care V course)	1.5 Hr*
8 April 20 <sup>th</sup>	Dr. Farland	22	<b>Assignment:</b> CATME Peer Evaluations due by April 20 <sup>th</sup> at 11:59 pm  <b>Assignment:</b> Team Performance Scale due by April 20 <sup>th</sup> at 11:59 pm	
1-15 May 6 <sup>th</sup>	Dr. Farland	25	Milestone Assessments Document Milestones Complete 10 hours of Co-curricular activities	3 Hr
			Total Instructor Contact Hrs  *Student-Student Learning: 2 hrs = 1 hr of instructor contact time since a portion of the session time involves students collaborating in teams and then debriefing with faculty.	14.75 Hrs total (* 6.25 hrs are student: student learning)

## Textbooks

Required readings will be provided on the Canvas website.

### Recommended:

1. Kouzes JM, Posner BZ. The Student Leadership Challenge Deluxe Student Set 2<sup>nd</sup> Edition, 2014, Jossey-Bass (Wiley), San Francisco, CA. ISBN-13: 978-1-118-87265-9

## Student Evaluation & Grading

### Evaluation Methods and how grades are determined

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The co-curriculum requirements and milestones must be accomplished by the end of Personal and Professional Development III.

At the Year 2 Milestone (end of Personal and Professional Development III), students who have performed with excellence in both Personal and Professional Development I and II will be identified and will receive a Letter of Commendation for their Portfolio and College file.

Assessment Item	Deadline	Criteria
Syllabus Agreement	August 10, 2016	Complete syllabus agreement in <b>Canvas</b> .
Career Coach meetings	October 31, 2016 and February 15, 2017	Complete individual meeting with your Career Coach.
CATME Peer Evaluations Fall Semester	September, 23, 2016 and November 24, 2016	Complete peer and self-evaluation for all team members using <b>CATME</b> .
Continuing Professional Development (revised reflection and plan)	December 1, 2016 and March 1, 2017	Upload the draft and revised versions of cycle 2 CPD learning portfolio (reflection, plan, anticipated learning activities) into <b>PharmPortfolio AND Canvas</b> .
Interprofessional Learning In Health Care (IPLH)	April 15, 2017	Satisfactory completion of all required activities that are part of IFH/PFF with a score of 73% or greater. (syllabus, modules, assignments and grades are listed in a separate Canvas site.)
Complete co-curriculum requirements	April 15, 2017	Complete 10 hours of co-curricular activities. Upload activity reporting form in <b>Canvas</b> by the deadline.
CATME Peer Evaluation – Spring semester	March 15, 2016 April 20, 2016 (summative)	Complete peer and self-evaluation for all team members using <b>CATME</b> . <i>Adjusted score must be above 0.8 to receive a passing score.(for final summative evaluation only)</i>
Team Performance Evaluation	April 20, 2017	Complete the team performance evaluation in <b>Canvas (link to Qualtrics survey)</b> .
Satisfactory Participation in All Required Class Sessions.	April 20, 2017	

Year 2 Milestones	May 6, 2017	Satisfactory completion of the following milestones that denote readiness to progress to Year 3:  <ol style="list-style-type: none"> <li>1. Calculation Exam</li> <li>2. Top 200 Drug Exam</li> <li>3. PPD III Course Requirements</li> <li>4. Foundational Knowledge Threads</li> </ol>
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## 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
3. PharmAcademic and PharmPortfolio
4. CATME Software (online program to conduct peer/self-evaluations)
5. Qualtrics Surveys

## 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, serious family emergencies, military obligation, severe weather conditions, religious holidays, and other reasons of serious nature. The Pharm.D. calendar allows for participation in special curricular requirements (e.g., professional meetings). Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) are excused. 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 or if it is an emergency situation, as soon as possible. The student is responsible for follow up and confirming whether the absence is excused or unexcused. The Teaching Partnership Leader, Academic Coordinator, and your campus specific director must be CCD 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



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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 will typically 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 develop options such as a makeup/remediation plan or course withdrawal. The time period for this make up will be consistent with the UF attendance policies.

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 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:**

Class attendance is required at all class sessions, including the interprofessional learning activities. Team participation will be assessed for the team-based learning class sessions and the interprofessional learning activities. For the team-based learning class sessions, teams will receive credit for participation if a comment made on behalf of the team provides meaningful contribution to the inter-team discussions. Given the large class size, it is not expected that every team will be able to participate during every class session. There are 8 live class sessions using team-based learning, and it is expected that team participate in at least 6 of the classes. Teams can earn up to 1 point per class session, to a maximum of 6 points. Teams that participate in more than 6 class sessions will not earn extra credit for the course. For the interprofessional learning activities, participation will be assessed as described in the syllabus for Interdisciplinary Family Health/Putting Families First.

#### **Quiz/Exam Policy**

##### **Policy across All 1PD-3PD courses:**

1. Students must arrive and be seated promptly to be eligible to take the exam. To maintain exam security, 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. Students who have valid reasons for arriving late at the exam may request a makeup exam as outlined below.
2. No talking or other disruptive behavior during the distribution or taking of the exam.
- 3 Calculators must meet the following requirements: Only nonprogrammable calculators are allowed during exams for this course.
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.

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*Failure to follow exam rules may be considered as evidence of academic dishonesty.*

Additional Policy Specific to This Course:

**Readiness Assurance Tests (individual and team, iRAT/tRAT)**

1. Students are expected to attend class sessions on time.
2. If the student arrives after the iRAT has started, he/she will be permitted to take the iRAT, but will not be provided additional time to complete the iRAT.
3. If the student arrives after the tRAT has started, he/she will not be provided opportunity to complete the iRAT or tRAT.
4. Teams are permitted to appeal questions on the RAT. Appeals should be submitted to the Teaching Partnership leader via email within 24 hours of the conclusion of the class session. An appeal form (posted in the course Canvas site) must be fully completed for the appeal to be considered. A complete appeal form includes: team number, class session title, question you are appealing, the answer you thought was correct, description of why that answer is correct (must be evidence-based), and recommended edits to improve the question. Appeals will be reviewed by the Teaching Partnership leader. If the appeal is accepted, credit for the question will be applied to the tRAT score for the team that submitted the appeal.

**Exams**

1. Any appeals related to exam questions must be made in writing with an evidence-based explanation and submitted to the Teaching Partnership leader.
2. The student is allowed to submit only 1 appeal request. This request can contain appeals to multiple questions.
3. When an appeal is made to re-grade an exam, the entire exam will be re-evaluated and scored.

**Make-up Quiz/Exam Policy**

**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 or if it is an emergency situation, as soon as possible. In addition, a written letter of explanation requesting that the absence from the exam be excused, must be presented before the exam or if an emergency situation as soon as possible. An excused absence is allowable in the following situations: documented illness, serious family emergencies, military obligation, severe weather conditions, religious holidays, participation in special curricular requirements, excused absences for court-imposed legal obligations, and other reasons of serious nature. 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.

The questions on the makeup exam may be in the form of essay, short answer, or multiple-choice and will be the same level of difficulty as the exam administered during the scheduled time. With the

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exception of highly extenuating circumstances, failure to follow the prescribed procedures or failure to attend the announced examination will result in a grade of zero for that exam. No precedence can be drawn from any courses in the College of Pharmacy or any other college within University of Florida.

The instructor will arrange an alternate deadline for the exam consistent with the University examination policies.

The student may contact the instructor to obtain details about why points were deducted. The student has two weeks following the return of the Exam to clarify any questions and appeal any possible grading errors. Any appeals on the final examination must be made in writing and submitted to your facilitator. When an appeal is made to re-grade an Exam, the entire Exam will be reevaluated and scored.

**Additional Policy Specific to this Course:**

None

### **Policy on Old Quizzes and Assignments**

Old quizzes and assignments are not provided.

### **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: serious illness (documentation required if more than 48hrs), serious family emergencies, military obligation, severe weather conditions, religious holidays, and other reasons of serious nature. The Pharm.D. calendar allows for participation in special curricular requirements (e.g., professional meetings). Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) are excused. 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 or if it is an emergency situation, as soon as possible. The student is responsible for follow up and confirming whether the absence is excused or unexcused. The Teaching Partnership Leader, Academic Coordinator, and your campus specific director must be CCD 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

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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 will typically 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 develop options such as a makeup/remediation plan or course withdrawal. The time period for this make up will be consistent with the UF attendance policies.

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 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:**

None

## **Quiz/Exam Policy**

### ***During the Exam:***

1. Students must arrive and be seated promptly to be eligible to take the exam. To maintain exam security, 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. Students who have valid reasons for arriving late at the exam may request a makeup exam as outlined below.
2. No talking or other disruptive behavior during the distribution or taking of the exam.
- 3 Calculators must meet the following requirements: Only nonprogrammable calculators are allowed during exams for this course.
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.

*Failure to follow exam rules may be considered as evidence of academic dishonesty.*

### ***Policies Related to iRAT/tRAT***

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 who miss the iRAT and not eligible to take the tRAT.

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4. Students may not leave the room during the iRAT and tRAT. All students must remain quiet during the testing period.

### ***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:**

None

### **Make-up Quiz/Exam Policy**

#### **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 or if it is an emergency situation, as soon as possible. In addition, a written letter of explanation requesting that the absence from the exam be excused, must be presented before the exam or if an emergency situation as soon as possible. An excused absence is allowable in the following situations: documented illness, serious family emergencies, military obligation, severe weather conditions, religious holidays, participation in special curricular requirements, excused absences for court-imposed legal obligations, and other reasons of serious nature. 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.

The questions on the makeup exam may be in the form of essay, short answer, or multiple-choice and will be the same level of difficulty as the exam administered during the scheduled time. With the exception of highly extenuating circumstances, failure to follow the prescribed procedures or failure to attend the announced examination will result in a grade of zero for that exam. No precedence can be drawn from any courses in the College of Pharmacy or any other college within University of Florida.

The instructor will arrange an alternate deadline for the exam consistent with the University examination policies.

The student may contact the instructor to obtain details about why points were deducted. The student has two weeks following the return of the Exam to clarify any questions and appeal any possible grading

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errors. Any appeals on the final examination must be made in writing and submitted to your facilitator. When an appeal is made to re-grade an Exam, the entire Exam will be reevaluated and scored.

**Additional Policy Specific to this Course:**

None

**Policy on Old Quizzes and Assignments**

None

**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

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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 requesting accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to both the instructor and the academic coordinator when requesting accommodations. Students at all campuses are also expected to provide a copy of the letter of accommodations to the Office of Student Affairs in Gainesville since some learning activities/exams/assessments require their assistance.

- Students with disabilities should follow this procedure as early as possible in the semester. It is strongly recommended that the procedure be done before the course starts so there is sufficient time to arrange accommodations and so that all learning activities/exams/assessments for the course are arranged.
- 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.

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- 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

### Course-related Communications

Students with questions about course content should post questions on the discussion board. Questions that are personal in nature (illness, emergencies, excused absence request, request for accommodations) should email the course teaching partnership leader and copy the Academic Coordinator and Distant Campus Dean. The student may email the course leader for any other needs that are personal in nature.

### 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 12 Noon 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.

### 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 -



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- 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.

#### **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.

#### **Student Complaint Process**

Concerns about the course (e.g., course requirements, quizzes, exams) should first be discussed with the appropriate course instructor and the Teaching Partnership Leader. If a satisfactory resolution is not achieved, the student may appeal to the Associate Dean for Curricular Affairs and Accreditation who will also engage other individuals depending on the request (e.g., campus dean, department chair, Associate Dean for Student Affairs). If the student finds the decision unsatisfactory, the student may appeal to the Dean of the College of Pharmacy. If this decision is unsatisfactory, the student may appeal to the Ombuds office ( [https://www.dso.ufl.edu/documents/UF\\_Complaints\\_policy.pdf](https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf) ).

#### **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

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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**

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

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; and for Orlando 407-425-2624.

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/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)

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5. Assistance with ExamSoft®, PharmAcademic, PharmPortfolio

**Teaching Partnership Leader**

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
6. Assistance with CATME

**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](mailto: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 Version:**

Revised 3/22/2016 10:19 AM deb