

**PROFESSIONAL DEVELOPMENT CONVOCATION  
PHR 182H  
Unique numbers 58255-58380  
FALL 2015 COURSE SYLLABUS**

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<b>Office Hours</b>	By appointment or check with front desk
<b>Course Co-Coordinator</b>	Patrick J. Davis, Ph.D. Senior Associate Dean for Academic Affairs
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<b>Office Hours</b>	By appointment
<b>Class period</b>	Fridays, 8:00 a.m.-8:50 a.m.
<b>Location</b>	Austin: PHR 3.106 UTEP: Room 237 UTHSCSA: MCD 2.108 UTPA: 1.202 Distance Ed Classroom
<b>Teaching Assistant (TA)</b>	Onyinye Nduaguba
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<b>Distance Campus Coordinators:</b>	
<b>UT El Paso</b>	Jose Rivera, Pharm.D. (915) 747-8535 <a href="mailto:jrivera@utep.edu">jrivera@utep.edu</a>
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*For questions regarding attendance and quizzes, please contact Ms. Nduaguba.  
For questions regarding reflection assignments and community service/IPPE, please contact Dr. Davis.*

**PREREQUISITES:**

Prerequisites for this course include completion of the previous first and second year Professional Development Convocation courses: PHR 142H, 152H, 161H, and 172H.

**CONVOCATION SECTIONS:**

There are multiple sections for this course. Students will automatically be assigned to a section with one faculty member per section.

**THE PROFESSIONAL DEVELOPMENT CONVOCATION SERIES:**

These courses employ a series of seminars to inculcate students into the College of Pharmacy and profession of pharmacy. Seminars will focus on professionalism, leadership development, administrative topics, professional practice issues which influence therapeutic decision-making and patient care, communication skills and techniques, and career decision-making.

**Goals for the Convocation Series are to provide a mechanism by which:**

1. Issues of professionalism can be presented and discussed in a manner that is commensurate with the academic level of the student.
2. Students can develop leadership skills necessary to advance patient care and advocate for the profession of pharmacy.
3. Reflection and critical self-assessment skills are practiced and applied so that students are aware of and understand their thought processes.
4. Presentations over career options and career decision-making can be addressed at appropriate times in the curriculum.
5. Programmatic requirements can be directly tied to coursework, thus providing a mechanism for evaluation and monitoring.

**COURSE OBJECTIVES:**

By the completion of this course, students should be able to:

1. Demonstrate self-directed learning abilities through the use of techniques such as reflection and critical thinking.
2. Apply intermediate skills related to career decision-making.
3. Evaluate the requirements and training for different post-graduate training opportunities to apply to personal career decision-making.
4. Relate their personalized understanding of different career paths for pharmacists to real-life examples of pharmacists in those career paths.
5. Analyze the impact of specific contemporary issues on pharmacy practice and health care.
6. Relate their personalized understanding of professional development expectations (e.g. professional and ethical behavior, leadership) to real-life examples of pharmacist professionals.
7. Describe how University and College regulations and policies affect third year students.
8. Implement strategies to prepare for successful participation in rotations during the P4 year.

**COURSE REQUIREMENTS:**

1. Attendance. Regular and *prompt* attendance at all class meetings is required. Attendance will be taken at the beginning of each class by distribution of a class roster and may be verified by the use of Canvas® if a quiz is given. Falsifying the roster by signing for another student is considered scholastic dishonesty and will be dealt with accordingly. The signed class roster will be considered an official university document.

Any student who arrives to class after the speaker has started lecture *will be counted absent for that day.*

**Students are allowed two absences for the semester—“excused” or “unexcused”—it does not matter. Five points will be deducted from the final course grade for each absence beyond the two allowed. Regardless of the reason for the absence, students will be required to view the lecture and complete required assignments by the original published deadlines.**

Notifying the TA and/or course coordinator is recommended for any absence. Although the attendance policy does not indicate a need for course coordinator approval of any absence, any extenuating circumstances can be handled more appropriately when relevant information explaining the reason for the absence can be provided by the student. Any resulting action will occur at the discretion of the course coordinator.

“College-approved” absences are not necessarily “instructor-approved”. Students are required to get approval from their instructors to miss other courses for participation in IPPE and Project Collaborate participation.

2. Milestone Examinations. Students are required to complete the P2 formative milestone examination during the week of Labor Day on *Wednesday, September 9*. Students will receive more detailed information via email. Scores on the milestone examination will not be used to determine final course grades; however, students will receive individual feedback about their performance, including areas of competency and areas for improvement.

As a reminder, this will be the second in a series of milestone examinations. The P1 and P2 examinations are formative and intended to be a diagnostic tool for students to determine areas for improvement. The two-part P3 examination is planned for the spring semester of 2016. It is summative and must be completed with a passing score in order to progress to the P4 year.

3. Community Service/IPPE. Students will be required to complete two (2) hours of health-related community service in an approved activity. Events that count towards the required hours must take place in the current semester. Hours cannot carry over. The hours will count toward the Introductory Pharmacy Practice Experience (IPPE). Activities will be health-related with a preference for activities that include interactions with other health professionals. A list of approved activities will be posted on the course Canvas website. The list will be updated based on availability of new activities. Project Collaborate and Know Your Medicine events are automatically approved. If a student wishes to complete an activity that is not on the approved list, the student must submit the activity to Dr. Davis ([davispj@mail.utexas.edu](mailto:davispj@mail.utexas.edu)) **at least two weeks prior** to the activity for approval. The request must include the sponsoring organization, a description of the activity, the date of the activity, plus the name and contact information for the individual overseeing the experience. If the activity involves the provision of pharmaceutical care, the person overseeing the activity must be a licensed pharmacist and listed as a preceptor with the Texas State Board of Pharmacy.

The following rules govern any IPPE activity:

- a. Students may not be paid for participation in any experiential activity (this includes IPPEs and APPEs). To earn experiential hours during employment hours is a violation of accreditation standards, and will result in penalties as determined by the Dean’s Office.
- b. Falsification of hours constitutes academic dishonesty and will be dealt with accordingly, and could result in failure of the course.

c. Students should follow the site’s or activity’s instructions for use of cell/smart phones and other electronic devices. Inappropriate use of these devices may result in disciplinary action against the student.

Prior to the activity, the student will review the [American Association of Colleges of Pharmacy Center for the Advancement of Pharmacy Education \(CAPE\) 2013 Educational Outcomes](#). Upon completion of the activity, students will complete the IPPE Verification Form and have the person overseeing the activity sign the form to document the hours. Students in Austin should submit IPPE Verification forms to Sherrie Bendele in PHR 5.102. Students on other campuses should follow the course coordinator’s instructions for submitting these forms locally. One of the reflection assignments may require the student to reflect on this experience in relation to the CAPE Outcomes. Failure to submit IPPE verifications forms prior to the deadline will result in a 5% reduction in course grade.

**All hours must be completed, and the IPPE Verification form submitted by 5 p.m. CST on Monday, November 16, 2015.**

4. Reflections and other Course Assignments. Students are required to complete and submit three reflections, and additional activities as assigned, through the use of the Canvas® learning management system. Faculty members on a regular basis throughout the semester will review student assignments. Failure to submit assignments may result in failure of the course. Reflections and any additional activities must be submitted (posted on Canvas) by 11:59 p.m. Central Time on the due date. The evaluation of the three reflections will make up 50% of the course grade. Failure to post each reflection in a timely manner will result in a 50% decrease in that assignment’s grade. Similar to the attendance policy stated above, any extenuating circumstances that may impact a student’s ability to submit an assignment on time will be handled on a case-by-case basis, and any resulting action will occur at the discretion of the course coordinator.

**The assignment topics and due dates are as follows:**

To be determined  
 Career Pathways and Rotation Selection  
 Leadership Development

**For Faculty Review**  
 Monday, September 28  
 Monday, October 26  
 Monday, November 30

**Detailed information for each assignment will be posted in Canvas®.**

Petition for Re-evaluation of Reflection Rating. Students will not, as in previous years, have the opportunity to revise and resubmit a rated reflection assignment at the end of the semester. Rather, should a student earn an “unacceptable” rating on a reflection, he or she may petition the course coordinator for a resubmission. This petition must be submitted within one week of receiving the unacceptable rating for that particular reflection. If the course coordinator grants the student’s petition, the student will submit a revised reflection to his or her faculty reviewer by the date and time set by the course coordinator.

If the faculty reviewer determines that the essay has improved and assigns a rating of “acceptable”, that rating will replace the original one. Otherwise, the original rating of unacceptable will stand. Resubmissions cannot be used to remove a late assignment penalty.

5. E-Portfolio. During the Professional Development Convocation series of courses, the student will be expected to build and maintain an electronic portfolio. The portfolio is a dynamic reflection of our

educational and professional career achievements. During this course, you will be given specific instructions regarding documents to add to your portfolio.

6. Quizzes. Students must complete weekly quizzes based on the previous week's lecture at the beginning of each class through Canvas®. On occasion, a weekly quiz may cover more than one lecture topic, but that quiz will still be weighted equally with all other weekly quizzes. There will be no make-up for missed quizzes; students who miss a quiz will receive a zero for that week's quiz grade. At the end of the semester, the two lowest quiz scores for each student will be dropped.

Back-up paper quizzes may be used at the discretion of the course coordinator or local coordinator. In the event of a Canvas® failure, the paper quiz will be the official record.

If a student enters the classroom after the quiz has started, no additional time will be allotted to take the quiz.

7. Professional Classroom Decorum. All cell phones and other electronic devices must be silenced during lecture. Text messaging and e-mailing in class is prohibited. The use of cell phones, tablets, and all other electronic devices is prohibited, unless specifically allowed for certain purposes and announced in advance of class.

The use of laptop computers is prohibited during class EXCEPT when required by the instructor or guest lecturer for that particular class day. Students should plan to download and print any slides they may wish to access for lecture in advance of class.

The use of devices to capture photographs of quiz questions or to save quiz content information in any other way is prohibited.

**Dress Code is as follows:**

- a. Clean white lab jacket with nametag
- b. Men: full length slacks, dress shirt or polo shirt (shirts must have collars)
- c. Women: pants or skirts with blouses or dresses
- d. No scrubs, shorts, jeans, sneakers, athletic shoes, flip-flops, caps or hats will be permitted.

Students are required to wear their white lab coats upon entering the classroom. Failure to wear a white coat and professional attire, as well as other violations of professional classroom decorum, will result in a warning on the first offense, either individually or corporately (in other words, if students are reminded to put their lab coats on as a class, that counts as a warning to all). Subsequent offenses will result in a 5% decrease in course grade per incident.

8. Class Recordings. If video recordings of a class are made available by the College of Pharmacy, they are intended solely for the purpose of review by students currently enrolled in that class. Faculty and students utilizing class video recordings should be careful to not compromise the privacy of either themselves or other users (<http://registrar.utexas.edu/students/records/ferpa>), or the rights of the presenter. Students are free to make their own recordings of lectures **for personal use only** unless specifically prohibited from doing so by the presenter. ***Any additional distribution of College- or student-generated recordings (regardless of format) is prohibited without the written and signed permission of the presenter and students identifiable on the recording.***
9. Course Communications. Instructors will use Canvas®, <https://canvas.utexas.edu/>, as the primary means of communication for course information. Students should check Canvas well in advance of each

class period for any assignments due for that class. All lecture materials and web sites needed to access information for class will be posted in Canvas®. Course grades will also be posted in Canvas®. You can find Canvas® support through the Canvas® website home page.

E-mail is recognized as an official mode of university correspondence; therefore, you are responsible for reading your e-mail for university and course-related information and announcements. You are responsible for keeping the university informed about changes to your e-mail address. You should check your e-mail regularly and frequently—daily is recommended, but at minimum twice a week—to stay current with university-related communications, some of which may be time-critical. You can find UT Austin’s policies and instructions for updating your e-mail address at <http://www.utexas.edu/its/help/utmail/1564>. Consequently “I didn’t see the e-mail” or returned mail and “Mailbox Full” or “user unknown” should not be a problem for any communication. Students are required to use the e-mail account that is part of their University record for course correspondence.

There are no required textbooks for this class.

10. Food Policy. Students may bring a light breakfast to class. All liquids must be in a resealable container. Items that may generate significant noise or odor that would impact others’ ability to concentrate on classroom activities are not permitted. You are responsible for making sure that your area is completely clean for the next class.

### **GRADING POLICY:**

<b>Grading Scale</b>		<b>Components of Course Grade*</b>	
100 – 90	A	Weekly quiz scores (after dropping two lowest)	50%
89 – 80	B	Reflection and e-portfolio assignments	50%
79 – 70	C		
69 – 65	D		
< 65	F		

*\*Other components of the final grade calculation: Keep in mind that absences beyond the two allowed will result in the lowering of five points on the final course grade for each absence. In addition, students who violate the professional classroom decorum (including tardiness) will receive a warning on the first offense. Subsequent offenses will result in a 5% decrease in course grade per incident.*

### **OTHER COURSE, COLLEGE OR UNIVERSITY POLICIES AND INFORMATION**

#### **Confidentiality of Student Information**

Reflection assignments will be reviewed by a Faculty Reviewer, and for coordination purposes only, assignments may also be viewed by Dr. Davis. The TA for this course provides assistance with attendance and the weekly quizzes. Therefore, the faculty and the TA must complete FERPA training and are required to keep all student information confidential.

#### **Scholastic Dishonesty and Standards of Ethical Conduct**

The “Policy Statement on Ethical Conduct and Scholastic Integrity in the College of Pharmacy” reads as follows: “Pharmacy practitioners enjoy a special trust and authority based upon the profession’s commitment to a code of ethical behavior in its management of client affairs. The inculcation of a sense of responsible professional behavior is a critical component of professional education, and high standards of ethical conduct are expected of pharmacy students. Students who violate University rules on scholastic dishonesty not only violate that trust, but are also subject to disciplinary penalties, including failure of the course involved and

dismissal from the College and/or University. Since dishonesty harms the individual, fellow students, and the integrity of the University and College of Pharmacy, policies on scholastic dishonesty will be strictly enforced.

Faculty and students of the College of Pharmacy have pledged their support to the Policy Statement on Ethical Conduct and Scholastic Integrity and the Code of Ethics that implements this Policy Statement. Upon entering the College of Pharmacy, and each academic year thereafter, students are asked to recite and sign the following pledge:

“As a student of the University of Texas College of Pharmacy, I have reviewed and hereby pledge my full support to the Honor Code. I pledge to be honest myself, and in order that the spirit and integrity of the Honor Code may endure, I pledge that I will make known to the appropriate authorities cases of dishonesty which I observe in the College of Pharmacy.”

### **University of Texas Student Honor Code**

As a student of The University of Texas at Austin, I shall abide by the core values of the University and uphold academic integrity. <http://www.utexas.edu/about-ut/mission-core-purpose-honor-code>

### **University of Texas Code of Conduct**

The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community. <http://www.utexas.edu/about-ut/mission-core-purpose-honor-code>

### **Plagiarism**

Information on (avoiding) plagiarism and related UT policies can be found at [http://deanofstudents.utexas.edu/sjs/acadint\\_plagiarism.php](http://deanofstudents.utexas.edu/sjs/acadint_plagiarism.php).

### **Undergraduate Writing Center**

Students are strongly encouraged to take advantage of the Undergraduate Writing Center, FAC 211, 471-6222; <http://uwc.utexas.edu>. The UWC offers free, individualized, expert help with writing for any UT undergraduate, by appointment or on a drop-in basis. These services are not just for writing that has "problems": Getting feedback from an informed audience is a normal part of a successful writing project. The UWC's trained consultants work with students from every department on both academic and non-academic writing. Using methods that preserve the integrity of each student's work, they help develop strategies to improve independent writing. Whether writing a lab report, a resume, a term paper, a statement for an application, or poetry, UWC consultants will be happy to assist.

### **Students with Disabilities**

The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, at 512-471-6259 (voice) or 232-2937 (video phone) or [www.utexas.edu/diversity/ddce/ssd](http://www.utexas.edu/diversity/ddce/ssd).

### **Accommodations for Religious Holidays**

In accordance with University of Texas at Austin policy, you must notify the course coordinator or teaching assistant of your pending absence from class at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.



### **Behavioral Concerns Advice Line (BCAL)**

If you are worried about someone who is acting differently, you may use the Behavior Concerns Advice Line to discuss by phone your concerns about another individual's behavior. This service is provided through a partnership among the Office of the Dean of Students, the Counseling and Mental Health Center (CMHC), the Employee Assistance Program (EAP), and the University of Texas Police Department (UTPD). Call 512-232-5050 or visit <http://www.utexas.edu/safety/bcal>.

### **Emergency Evacuation Policy**

Occupants of buildings on the UT Austin campus are required to evacuate and assemble outside when a fire alarm is activated or an announcement is made. Please be aware of the following policies regarding evacuation: Familiarize yourself with all exit doors of the classroom and the building. Remember that the nearest exit door may not be the one you used when you entered the building.

If you require assistance to evacuate, inform the course instructor in writing during the first week of class. In the event of an evacuation, follow course coordinator instructions. Do not re-enter a building unless given permission to do so by the Austin Fire Department, the UT Austin Police Department, or the Fire Prevention Services office.

Students on the other College of Pharmacy affiliated campuses will be instructed on this process as specific for the classroom and building on that campus.

### **Emergency Preparedness**

All students are encouraged to become familiar with your campus' safety policies and procedures. Visit <http://www.utexas.edu/safety/preparedness/> for UT Austin information, or, on an affiliated campus, check with your course coordinator for information specific to your location.



**PROFESSIONAL DEVELOPMENT CONVOCATION  
PHR 182H  
FALL 2015 LECTURE SCHEDULE (tentative)**

**Disclaimer: Speakers and Topics are tentative and may change based on availability of speakers**

**Fall Semester 2015 FRIDAYS 8 a.m. EXCEPT AS OTHERWISE NOTED**

<b>Date</b>	<b>Topic</b>	<b>Speaker</b>
August 28	Orientation and Professional Expectations for the P3 Year Reflections and ePortfolio P3 Year	Jennifer Ridings-Myhra
September 4	Career Path: Consultant Pharmacy Practice QUIZ over 8/28 material	Genoveva Garza
September 11	Interprofessional Education in Practice QUIZ over 9/4 material	Veronica Young
September 18	Career Path: Psychiatric Pharmacy Practice QUIZ over 9/11 material	Cynthia Gutierrez
September 25	Board Certification in Pharmacy QUIZ over 9/18 material	Debra Lopez
October 2	First General Orientation to the P4 Year QUIZ over 9/25 material	Jennifer Ridings-Myhra
October 9	Career Path: Pharmacy Benefits Management and Mail Order QUIZ over 10/2 material	Fred Brinkley
October 16	Advising and Registration for Spring 2016 QUIZ over 10/9 material	Renee Acosta and Greg Caldera
October 23 <b>NOTE TIME for each region</b>	Region Orientations 8-9 a.m. Austin/Temple/Waco, San Antonio 12 noon-1 p.m. Dallas/Fort Worth, Galveston/Houston UTEP and UTRGV TBD NO quiz this week	Regional directors
October 30 <b>12 NOON CST</b>	Distinguished Speaker: Senator Kirk Watson- The Role of Advocacy in Pharmacy NO quiz this week	Sen. Kirk Watson
November 6 <b>12 NOON CST</b>	Dean's Address: State of the College NO quiz this week	Dean Lynn Crismon
November 13	Leadership Development: Leaders Unplugged QUIZ over 10/30 and 11/6 material	Billy Woodward and panel
November 20	Career Path: Nutrition Support and Oncology Pharmacy Practice QUIZ over 11/13 material	Todd Canada
November 27	Thanksgiving (no class)	
December 4	Student Evaluations of the Curriculum QUIZ optional over 11/20 material	Rochelle Roberts

### SPEAKERS AND FACULTY COORDINATORS

Renee Acosta, M.S.	Assistant Dean for Admissions and Advising
Linda Albrecht, M.S., R.Ph.	Clinical Assistant Professor and Regional Director, Dallas/Fort Worth Regional Experiential Program
Analiza Amaya-Diaz, Pharm.D.	Clinical Assistant Professor and Regional Director, Rio Grande Valley Regional Experiential Program
Fred S. Brinkley, Jr.	Lecturer, Health Care Consultant
Donna Burkett, MS, R.Ph.	Clinical Associate Professor and Regional Director, Austin/Temple/Waco Regional Experiential Program
Greg Caldera	Academic Advisor
Todd Canada, Pharm.D., BCNSP	Nutrition Support Specialist, UT M.D. Anderson Cancer Center/Clinical Assistant Professor
M. Lynn Crismon, Pharm.D.	Dean and Professor
Genoveva "Hennie" Garza, MS, R.Ph., CDE	Director of Pharmacy, Senior Care Centers Management LLC
Debra Lopez, Pharm.D.	
Cynthia Mascarenas-Gutierrez, Pharm.D.	Clinical Assistant Professor and Clinical Pharmacist, South Texas Veterans Affairs Health Care System
Jacqueline Navarette, Pharm.D.	Clinical Assistant Professor and Regional Director, El Paso Regional Experiential Program
Jennifer Ridings-Myhra, R.Ph.	Assistant Dean for Experiential and Professional Affairs and Clinical Associate Professor
Rochelle Roberts, Ph.D.	Assessment Coordinator and Lecturer
Sharla Tajchman, Pharm.D., BCPS, BCNSP	Adjunct Assistant Professor and Regional Director, Galveston/Houston Regional Experiential Program
Senator Kirk Watson	State Senator, District 14
Billy Woodward, M.S., R.Ph.	President, Renaissance Pharmacy Services, LLC
Veronica Young, Pharm.D.	Clinical Associate Professor and Director of Interprofessional Education