

PROFESSIONAL DEVELOPMENT CONVOCATION
PHM 182C
Unique numbers 59060-59185
FALL 2016 COURSE SYLLABUS

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Supporting Faculty	William J. McIntyre, Pharm.D. Clinical Professor and Associate Dean for Clinical Programs
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Office Hours	By appointment
Class period	Fridays, 12:00 p.m. – 12:50 p.m.
Location	PHR 2.108
Academic Assistant (AA)	Christopher Medlin
E-mail	cgmedlin@utexas.edu

For questions regarding:

- *attendance and quizzes, please contact your AA;*
- *reflection assignments, please contact Dr. Davis;*
- *community service/IPPE, please contact Dr. McIntyre;*
- *all other questions, please contact Professor Burkett.*

CONVOCATION SECTIONS:

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

PREREQUISITES FOR THIS COURSE:

The prerequisite for this course is PHR 152H.

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, career planning and decision-making, professional practice issues, which influence therapeutic decision-making and patient care, and administrative topics.

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. Mandatory administrative topics can be addressed with specific classes at the appropriate time in the academic year.
3. Students can develop leadership skills necessary to advance patient care and advocate for the profession of pharmacy.
4. Reflection and critical self-assessment skills are taught so students are aware and understand their thought processes.
5. Presentations over career options and career planning and decision-making can be addressed at appropriate times in the curriculum.
6. 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 planning and decision-making.
3. Relate their personalized understanding of professional development expectations (e.g., professional and ethical behavior, leadership) to a real-life example of a professional in pharmacy.
4. Identify the impact of specific contemporary issues on pharmacy practice and health care.
5. Understand how University and College regulations and policies affect second year students.
6. Evaluate the requirements and training for different post-graduate training opportunities to apply to personal career decision-making.

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 AA 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 Examination. Students are required to complete the P1 formative milestone examination during the week of Labor Day on **Wednesday, September 7**. 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 is the first 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. During the spring of the P3 year, students must complete the Pharmacy Curriculum Outcomes Assessment (PCOA), which the College considers a summative exam. Students must achieve a passing score on the PCOA 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. McIntyre bill.mcintyre@austin.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. Then, students will upload the IPPE hour sheet into the appropriate assignment in Canvas®. Students should verify that submitted hours have been recorded appropriately.

Failure to submit IPPE verifications forms prior to the deadline will result in the following:

- a. The student must complete two IPPE hours between the end of classes this semester and Friday, January 13. Any activities **MUST** be approved by Dean McIntyre, so submit them directly to him. Then, the form verifying your hours must be submitted to Canvas® by 11:59 p.m. on January 13. **You may not submit any hours earned between the fall due date (11/21) and the end of classes.** Even if you completed the hours during this time period, they will not satisfy this requirement--these must be new events.
- b. Failure to submit the hours prior to or on January 13 will result in failure of the course, and thus delayed progression through the curriculum by one year.
- c. Once the hours are submitted, the Incomplete grade will be changed, but the student will automatically drop a letter grade from the grade that would have been earned had the assignment been submitted on time.

All hours must be completed, and the IPPE Verification form submitted by 5 p.m. CST on Monday, November 21, 2016.

4. Course Assignments. The University of Texas at Austin (UTA) used Canvas as the learning management system (LMS) for the University. Canvas is the official LMS for PHM 182C. All course communications and assignments will be conducted through Canvas. Students can access Canvas from the UTA home page (<http://www.utexas.edu/>) by selecting the link for "Resources" from the homepage and clicking on the tab for "Canvas" in the middle of the page. From the link, students can choose the "Log into Canvas" button. Upon selecting that button, students will see the Canvas page for UTA (<http://canvas.utexas.edu/>). From the UTA Canvas page students can view Student tutorials and login into Canvas. Students are encouraged to view all the Canvas tutorials. Canvas tutorials can be found in the Canvas Training Center link (<https://utexas.instructure.com/courses/633028>). Please review the uploading documents to Canvas tutorial.

All course assignments are to be uploaded via Canvas unless otherwise instructed. Students are required to complete three major course assignments and additional activities as assigned through the use of the Canvas Assignment system. Faculty members on a regular basis throughout the semester will review students' assignments. Failure to submit assignments may result in failure of the course. Course assignments and any additional activities must be submitted (posted on Canvas) by 11:59 p.m. Central Daylight Time (CDT) on the due date. The evaluation of the three major course assignments will make up 50% of your course grade. Failure to post each course assignment 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.

Petition for Re-Evaluation of Reflection Grading. Students that earn an "unacceptable" grade on a reflection assignment may petition the course coordinator for a resubmission. The petition must be submitted within one week of receiving the rating for that particular reflection assignment. If the course coordinator grants the student's petition, the student will submit a revised reflection assignment 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 rating. Otherwise, the original rating of unacceptable will stand. Resubmissions cannot be used to remove a late assignment policy.

The assignment topics and due dates are as follows:

Topic	For AAA Comments	For Faculty Review
Resume Building	Monday, September 12	Monday, September 19
Leadership Exploration	Monday, October 10	Monday, October 17
Introductory Pharmacy Practice Experience (IPPE)	Wednesday , November 9	Wednesday , November 16

Detailed information for each assignment will be distributed via email and/or Canvas.

5. Quizzes. Students must complete weekly quizzes based on the previous week’s lecture at the beginning of each class using 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. In the event of a failure in Canvas, 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 or complete the quiz.

6. 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, smart watches, and all other electronic devices is prohibited, unless specifically allowed for certain purposes and announced in advance of class.

There will be no talking allowed during the lecture presentations. Please be professional and courteous and show respect to the speakers. They are volunteering their time to come and talk to the class.

The use of laptop computers is prohibited during class EXCEPT when required by the instructor or guest lecturer for that particular class day and for taking quizzes in Canvas. 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.

Also, please note that if a faculty member perceives unprofessional conduct exhibited by a student, they may choose to fill out a “Faculty Referral for Alleged Unprofessional Conduct” form on the student which will be referred to the Dean’s Office for intervention. A copy of this form is uploaded in Canvas for your information.

6. 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.*
7. 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 to keep 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 their e-mail account that is part of their University record for course correspondence.

There are no required textbooks for this class.

7. Food Policy. Students may bring a lunch 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:

Grading Scale		Components of Course Grade*	
100 – 90	A		
89 – 80	B	Weekly quiz scores (after dropping two lowest)	50%
79 – 70	C	Reflection assignments	50%
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.*

Writing Flag

This course carries the Writing Flag. Writing Flag courses are designed to give students experience with writing in an academic discipline. In this class, you can expect to write regularly during the semester, complete substantial writing projects, and receive feedback from your instructor to help you improve your writing. You will also have the opportunity to revise one or more assignments, and you may be asked to read and discuss your peers' work. You should therefore expect a substantial portion of your grade to come from your written work. Writing Flag classes meet the Core Communications objectives of Critical Thinking, Communication, Teamwork, and Personal Responsibility, established by the Texas Higher Education Coordinating Board.

OTHER COURSE, COLLEGE OR UNIVERSITY POLICIES AND INFORMATION**Confidentiality of Student Information**

Reflection assignments will be reviewed by an AAA, Faculty Mentor, and for coordination purposes only, assignments may also be viewed by Dr. Davis and Professor Burkett. The AA for this course provides assistance with attendance and the weekly quizzes. Therefore, the faculty and the AAA 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>

Oath of Pharmacist

Students are required to adhere to the principles that guide our profession including the oath taken by all pharmacist practitioners.

Oath of Pharmacist¹

“At this time, I vow to devote my professional life to the service of all humankind through the profession of pharmacy.

I will consider the welfare of humanity and relief of human suffering my primary concerns.

I will apply my knowledge, experience, and skills to the best of my ability to assure optimal drug therapy outcomes for the patients I serve.

I will keep abreast of developments and maintain professional competency in my profession of pharmacy.

I will maintain the highest principles of moral, ethical, and legal conduct.

I will embrace and advocate change in the profession of pharmacy that improves patient care.

I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public.”

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.

Undergraduate Writing Center

I strongly encourage you to use the Undergraduate Writing Center, FAC 211, (512) 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 your work, they help you develop strategies to improve your writing and become a more independent writer. Whether you are writing a lab report, a resume, a term paper, a statement for an application, or your own poetry, UWC consultants will be happy to work with you.

Students with Disabilities

¹Developed by the American Pharmaceutical Association Academy of Students of Pharmacy/American Association of Colleges of Pharmacy Council of Deans (APhA-ASP/AACP-COD) Task Force on Professionalism; June 26, 1994 American Association of Colleges of Pharmacy 1426 Prince St. Alexandria, VA 22314 Phone: (703) 739-2330 Fax: (703) 836-8982
Email AACCP

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 (512) 232-2937 (video phone) or 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 me in writing during the first week of class. In the event of an evacuation, follow my instructions or those of class instructors. Do not re-enter a building unless you are given instructions by the Austin Fire Department, the UT Austin Police Department, or the Fire Prevention Services office.

Campus Carry

Students should familiarize themselves with the information provided by the University regarding the implementation of "Campus Carry" legislation. You will find an information sheet specifically for students (as well as sheets for parents, visitors, faculty, and staff) at <http://campuscarry.utexas.edu/info-sheets>.

PROFESSIONAL DEVELOPMENT CONVOCATION
PHM 182C
FALL 2016 LECTURE SCHEDULE

Date	Topic	Speaker
August 26	Course Overview	Donna Burkett
September 2	Career Pathway Community Chain	Mark Comfort
September 9	Career Pathway Central Fill	Clint Conlin
September 16	Career Pathway Institutional Practice	Scott Soefje
September 23	Career Pathway Community Independent	Mark Newberry
September 30	APhA Career Pathway	Jennifer Ridings-Myhra
October 7	Leadership Series – Trust	Diane Scamardo Billy Woodward
October 14	Career Pathway Regulatory	Gay Dodson
October 21	Advising Lecture	Greg Caldera Renee Acosta
October 28	Career Pathway Association	Kim Roberson
November 4	Career Pathway Infusion/Compounding	Ernie Faucher Jobby John
November 11	Residency Panel	To be announced
November 18	Career Pathway Academic Pharmacy	Bill Williams Lucas Hill
November 25	Thanksgiving (No class)	
December 2	Student Evaluations of the Curriculum	Rochelle Roberts

SPEAKERS AND FACULTY COORDINATORS

Renee Acosta, M.S., R.Ph.	Clinical Professor and Assistant Dean for Admissions
Clint Conlin	Assistant Mgr., HEB Central Fill
Donna Burkett, M.S., R.Ph.	Clinical Associate Professor
Greg Caldera	Academic Advisor
Mark Comfort, Pharm.D.	HEB, Pharmacy Manager
Gay Dodson, R.Ph.	Executive Director, TSBP
Ernie Faucher, Pharm.D.	American Medical Direct (AMD)
Jobby John, Pharm.D., FACA	Lake Hills Pharmacy/North Texas Pharmacy
Mark Newberry, Pharm.D.	Owner, Tarrytown Pharmacy
Jennifer Ridings-Myhra, R.Ph.	Assistant Dean for Experiential and Professional Affairs and Clinical Associate Professor
Rochelle Roberts, Ph.D.	Assessment Coordinator and Lecturer
Kim Roberson, R.Ph.	Senior Director, Pharmacy Practice, Texas Pharmacy Association
Andy Ruiz, Pharm.D.	Stonegate Pharmacy
Diane Scamardo	President, Variate
Scott Soefje, Pharm.D., MBA, BCOP, FCCP	Dir. of Pharmacy, University Medical Center Brackenridge
Lucas Hill, Pharm.D.	Clinical Assistant Professor, HOPP Division
Bill Williams III, Ph.D.	Professor, Division Head Pharmaceutics
Billy Woodward, M.S., R.Ph.	President, Renaissance Pharmacy Services, LLC