

PROFESSIONAL DEVELOPMENT CONVOCATION IV
PHM 182D
Unique numbers 59785-59910
SPRING 2017 COURSE SYLLABUS

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Office Hours	By appointment
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 3.106
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.***

CONVOCAATION 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 PHM 182C

THE PROFESSIONAL DEVELOPMENT CONVOCAATION 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. Mandatory administrative topics can be addressed with specific classes at the appropriate time in the academic year.
3. Presentations over career options and career decision-making can be addressed at appropriate times in the curriculum.
4. 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. 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. Evaluate the requirements and training for different post-graduate training opportunities to apply to personal career decision-making.
5. Identify the impact of specific contemporary issues on pharmacy practice and health care.
6. Understand how University and College regulations and policies affect second year students.

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*. If you are not physically in class at the time the quiz is administered, you are not permitted to take the quiz.

Students are allowed two absences for the semester—“excused” or “unexcused”—it doesn’t 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.

2. **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 and prior to the stated deadline. Hours cannot be carried over.** The hours will count toward their Introductory Pharmacy Practice Experience (IPPE). The 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 information will be updated based on availability of new activities. Project Collaborate and Know Your Medicine (KYM) events are automatically approved. You can find the calendar of events for Project Collaborate and KYM events on the college’s Community Outreach website at <http://sites.utexas.edu/phr-student-orgs/community-outreach/> **Simulation activities may not be counted as IPPE hours.** If the student is having trouble finding opportunities to complete these hours, it should be brought to the attention of Dr. McIntyre as soon as possible and not the last week before the hours are due. If a student wishes to complete an activity that is not on the approved list, the student must submit the activity directly to Dr. McIntyre (bill.mcintyre@austin.utexas.edu) at least two weeks prior to the date of 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 is involving 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 IPPE activity, the student will review the American Association of Colleges of Pharmacy Center for the Advancement of Pharmaceutical Education (CAPE) 2013 Educational Outcomes (<http://www.aacp.org/resources/education/cape/Pages/default.aspx>). Upon completion of the activity students will complete the IPPE Verification Form and have the preceptor or the organization

representative overseeing the activity sign the form to document the hours. Students should upload the IPPE Verification Form into the appropriate Assignment in Canvas. Keep the paper version for your records and in case there are any questions. Students must use the current version of the form (dated 6/7/2016); other versions will not be accepted. The form must be filled out completely or it will be returned to the student for completion. The third reflection assignment will require the student to reflect on this experience in relation to the CAPE Outcomes. Students who do not submit IPPE verification forms will receive a grade of “0” (zero) for the third reflection assignment.

Failure to submit IPPE verification forms by the deadline will result in a letter grade reduction for the final course grade. Failure to submit the IPPE form prior to the end of the semester will result in an “Incomplete” grade for this semester, until such time as the student submits the form. ***Failure to submit your form prior to the first day of the summer semester will result in an Incomplete for the course, and thus delayed progression through the curriculum by one year, since you must pass PDC IV in order to progress to PDC V and enroll in the first semester of the P3 year.***

All hours must be completed by Monday, April 21, 2017.

3. Reflections and other Course Assignments. The University of Texas at Austin (UTA) uses Canvas as the learning management system (LMS) for the University. Canvas is the official LMS for PHM 182D. 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. 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 Standard Time (CST) 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 by the due date 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 penalty.

PLEASE NOTE: If your graded assignment was submitted late and therefore has the 50% late penalty, then the late penalty will be upheld, regardless of whether you complete an instructor-approved revision or not (for an “unacceptable” evaluation). In other words, the approved revision is available for regrading for an acceptable rating. It is NOT available for the purpose of avoiding the late penalty.

Students are required to submit their reflection assignments to their AAA and Faculty Reflection Reviewer (FRR). Failure to submit your assignment will result in a “0” for the assignment. The reflection assignment topics and due dates for P2 students are as follows:

Topic	Due to AAA	Comments back from AAA	Due to FRR*
Career Goals	February 13	February 17	February 20
CAPE Outcomes	March 20	March 24	March 27
IPPE Reflection	April 12	April 16	April 19

***P2 students will submit their reflection assignments directly to their faculty reflection reviewer.**

Detailed information for each assignment will be posted in Canvas.

- 4 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 complete the quiz.

If you are not physically in class at the time the quiz is administered, you are not permitted to take the quiz.

5. Professional Classroom Decorum. All cell phones and other electronic devices must be silenced during lecture. Talking, 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 5% decrease in course grade per incident and a professional conduct referral.**

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 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 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. Students who violate the professional classroom decorum (including tardiness) and/or commit any other professionalism offense will result in a 5% decrease in course grade per incident and a professional conduct referral.*

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

E-Portfolio reflection assignments will be reviewed by a Faculty Reflection Reviewer, and for coordination purposes only, assignments may also be viewed by Dr. Davis. The AA for this course provides assistance with attendance and the weekly quizzes. Therefore, the faculty and the AA 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.

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

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 IV
PHM 182D
SPRING 2017 LECTURE SCHEDULE**

Date	Topic	Speaker
January 20	State of the College	Dean Crismon
January 27	Career Pathways	Dean Ridings-Myhra
February 3	Career Pathway Informatics	Jon Olson
February 10	Poison Control	Hollie Blair
February 17	Career Pathway Patient Safety	Emory Martin
February 24	Interprofessional Education	Veronica Young
March 3	Career Pathway Industry	Donna Jermain
March 10	Professional Association Leadership	Brian Cohen
March 17	SPRING BREAK – NO CLASS	
March 24	Career Pathway Health Service	Michael Lee
March 31	Career Pathway Nuclear Pharmacy	Aaron Buchan
April 7	Advising Lecture	Acosta/Caldera
April 14	IPPE Orientation	Burkett/Bendele
April 21	Leadership	Woodward
April 28	Career Pathway Health Care Administration	Michael Sanborn
May 5	Student Evaluations of the Curriculum	Rochelle Roberts

SPEAKERS AND FACULTY COORDINATORS

Renee Acosta, M.S., R.Ph.	Assistant Dean for Admissions and Advising and Clinical Professor
Donna Burkett, M.S., R.Ph.	Course Coordinator and Clinical Associate Professor
Greg Caldera	Academic Advisor
Aaron Buchan	PIC, Cardinal Health Austin
Hollie Blair	Pharmacist & Certified Specialist in Poison Information, Central Texas Poison Center
Patrick J. Davis, Ph.D.	Senior Associate Dean for Academic Affairs and Professor
Donna Jermain	Senior Director, Neuroscience & Pain Field Medical Director, Pfizer
Diane B. Ginsburg, Ph.D.	Assistant Dean for Student Affairs and Clinical Professor
Emory Martin, III	Baylor Scott & White Pharmacy, Central Texas Division
Jon Olson, PharmD.	Clinical Informatics Pharmacist, Seton Healthcare Family
Jennifer Ridings-Myhra, R.Ph.	Assistant Dean for Experiential and Professional Affairs and Clinical Associate Professor
Rochelle Roberts, Ph.D.	Assessment Coordinator and Lecturer
Michael Sanborn, PharmD, MBA	President/CEO, BSW All Saints Medical Center, Ft. Worth
Billy Woodward, M.S., R.Ph.	President, Renaissance Pharmacy Services, LLC
Veronica Young	Clinical Associate Professor, Director of Interprofessional Education & Community Engagement, UT College of Pharmacy