

PROFESSIONAL DEVELOPMENT CONVOCATION
PHM 182R
Unique numbers 58855-58980
SPRING 2017 COURSE SYLLABUS

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Supporting Faculty	Bill McIntyre, Pharm.D. Associate Dean for Clinical Programs PHR 5.112
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Office Hours	By appointment
Class period	Mondays, 9:00-9:50 a.m. CST
Location	Austin: PHR 2.108 UTEP: Room 237 UTHSCSA: MCD 2.108 UTRGV: 1.202 Distance Ed Classroom
Teaching Assistant (TA)	Sabina Nduaguba
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Distance Campus Coordinators:	
UT El Paso	Sweta Andrews, Pharm.D. (915) 747-8183 sandrews@utep.edu
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*For questions regarding attendance and quizzes, please contact Ms. Nduaguba.
For questions regarding community service/IPPE, please contact Dr. McIntyre.
For questions regarding reflections, 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, 172H, and PHM 183C.

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.

PHM 182R 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 advanced 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 a 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 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 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.

- Pharmacy Curriculum Outcome Assessment. Students are required to complete the PCOA, a computer-based exam developed by the National Association of Boards of Pharmacy (NABP) that is mandated by both NABP and our pharmacy accrediting body, the Accreditation Council for Pharmacy Education (ACPE). The exam is scheduled for Friday, January 20, 2017, 8:00AM-12:00PM (local time on all campuses). NABP will provide the College with overall exam results as well as an individual report for each student containing detailed feedback about performance in specific areas. After results are received by the College, each student will have access to his/her own individual report. Compared to the previous two formative milestone examinations developed and administered by the College, the PCOA is a summative (i.e., high-stakes) examination, which means that students must achieve a passing score in order to progress to the P4 year. More information about the administration as well as the results of the PCOA will be communicated to students via email.
- 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 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 or a website 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 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 do not count 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 to Sherrie Bendele (s.bendele@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 preceptor or the organization representative overseeing the activity sign the form to document the hours. Then, students will upload the IPPE hour sheet into the appropriate assignment in Canvas®. Keep the paper version for your records in case of questions. Students *must use the current version of the form*; other versions will not be accepted, and should verify that submitted hours have been recorded appropriately. The form must be filled out completely or it will be returned to the student for completion. Uploads will be verified once a week in Canvas.

Failure to submit IPPE verifications 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 last day of class for the semester will result in an "Incomplete" grade for the semester until such time as the student submits the form. ***P3 students will not be approved to progress to the P4 year until PDC and all other courses are completed. Failure to complete all required and elective coursework by the end of the spring 2017 semester may result in a delay in graduation.***

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 verifications forms prior to the due date will receive a grade of "0" (zero) for the third reflection assignment. It goes without saying that the activity must have taken place before the due date for the reflection.

All hours must be completed by April 21, 2017.

4. Reflections and other Course Assignments. Students are required to complete and submit three reflections, and additional activities as assigned, through the use of Canvas®. 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 course assignment in a timely manner will result in a 50% decrease in that assignment's grade. ***If the assignment is not submitted by 11:59 p.m. on the fourth day after the deadline, the student will receive a grade of "0" on the assignment.*** 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 reflection assignment topics and due dates are as follows:

Your Ideal Career
CVs and Resumes
Spring 2017 IPPE

For Faculty Review

Monday, February 6
Monday, March 6
Monday, April 17

Detailed information for each assignment will be articulated in Canvas®.

Petition for Re-evaluation of Reflection Grading. Students who earn an “unacceptable” rating on a reflection 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 spring semester, the student will be expected to build an electronic portfolio. The portfolio is a dynamic reflection of your educational and professional career achievements. During this course, you will be given specific instructions regarding how to create and add documents 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 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.

7. Professional Classroom Decorum. All cell phones and other electronic devices should 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 5% decrease in course grade per incident. Repeated incidents as determined by the course coordinator will result in a professional conduct referral.**

7. 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.***
8. 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 the e-mail account that is part of their University record for course correspondence.

There are no required textbooks for this class.

9. 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:

Grading Scale		Components of Course Grade*	
100 – 90	A		
89 – 80	B	Weekly quiz scores (after dropping two lowest)	50%
79 – 70	C	E-Portfolio 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 5% decrease in course grade per incident, and a professional conduct referral.*

OTHER COURSE, COLLEGE OR UNIVERSITY POLICIES AND INFORMATION

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.

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.

Undergraduate Writing Center

I strongly encourage you to use 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 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 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're given instructions 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
PHM 182R
SPRING 2017 LECTURE SCHEDULE (tentative)**

Disclaimer: Speakers and topics are tentative and may change based on availability.

Spring Semester 2017 MONDAYS 9 a.m.

Date	Topic	Speaker
January 16	MLK holiday—no class	
FRIDAY, JANUARY 20 AT NOON	Dean's Address to the student body	Dean Lynn Crismon
January 23	NO CLASS on this date	
January 30	APhA Career Pathway Evaluation Program QUIZ over Dean Crismon's material Career Pathway assignment due	Jennifer Ridings-Myhra
February 6	Board Certification in Pharmacy NO quiz this week	Nile Barnes
February 13	Financial Planning for Professionals QUIZ over previous week's material	Cass Grange and Chris Vasquez
February 20	Lifelong Learning and Continuing Competency QUIZ over previous week's material	Jennifer Bosworth and Kim Roberson
February 27	Resumes and CVs QUIZ over previous week's material	Elizabeth Hand and Paul Kitchens
March 6	Interviewing Skills (residency and employment) QUIZ over previous week's material	Julie Bohn and Laurajo Ryan
March 13	SPRING BREAK-no class	
March 20	The Role of Feedback During Rotations QUIZ over 3/6 material	Donna Burkett and Jim Wilson
March 27	P4 APPE Expectations QUIZ over previous week's material	Current P4 Students
April 3	Advising and Registration for P4 year QUIZ over previous week's material	Greg Caldera
April 10	Dean's departing address to the P3s NO quiz this week	Dean Crismon
April 17	Leadership Development: Managing Change QUIZ over previous week's material	Bill Woodward
April 24	IPE: What it means for rotations and practice QUIZ over previous week's material	Veronica Young
May 1	Student Evaluations of the Curriculum Optional QUIZ over previous week's material	Rochelle Roberts

SPEAKERS AND FACULTY COORDINATORS

J. Nile Barnes, Pharm.D.	Clinical Assistant Professor, The University of Texas at Austin
Julie Bohn, Pharm.D.	District Pharmacy Supervisor, CVS
Jennifer Bosworth, Pharm.D.	Assistant Director, Pharmacy Continuing Education, The University of Texas at Austin
Donna Burkett, M.S., R.Ph.	Clinical Associate Professor, The University of Texas at Austin
Greg Caldera	Academic Advisor
M. Lynn Crismon, Pharm.D.	Dean, College of Pharmacy, The University of Texas at Austin
Cass Grange	Senior Advisor Associate, Lucien, Stirling & Gray Advisory Group, Inc
Elizabeth Oates Hand, Pharm.D.	Clinical Assistant Professor, The University of Texas at Austin and The University of Texas Health Science Center San Antonio; PGY1 Residency Program Director, University Health System
Paul Kitchens, R.Ph.	HEB Pharmacy Director, Central Texas North Region
Jennifer Ridings-Myhra, M.Ed., R.Ph.	Assistant Dean for Experiential and Professional Affairs and Clinical Associate Professor
Kim Roberson, R.Ph.	Director, Professional Affairs, Texas Pharmacy Association
Rochelle Roberts, Ph.D.	Assessment Coordinator and Lecturer
Laurajo Ryan, Pharm.D.	Clinical Associate Professor, The University of Texas at Austin and The University of Texas Health Science Center San Antonio
Chris Vasquez	Financial Services Professional, Lucien, Stirling & Gray Advisory Group, Inc
James P. Wilson, Ph.D.	Associate Professor, The University of Texas at Austin
Billy Woodward, M.S., R.Ph.	President, Renaissance Pharmacy Services, LLC
Veronica Young, Pharm.D., MPH	Director of Interprofessional Education and Community Engagement, Clinical Associate Professor