PROFESSIONAL DEVELOPMENT CONVOCATION
PHM 183D
Unique numbers 59380-59505
SPRING 2018 COURSE SYLLABUS

Course Coordinator
Clinical Associate Professor and
Assistant Dean for Experiential and Professional Affairs

Office
PHR 5.112C

Phone
(512) 475-9752

E-mail
jennifer.ridings-myhra@austin.utexas.edu

Office Hours
By appointment or check with front desk

Supporting Faculty
Patrick J. Davis, Ph.D.
Senior Associate Dean for Academic Affairs

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davispj@austin.utexas.edu

Office Hours
By appointment

Class period
Mondays, 9:00-9:50 a.m. CST
8:00-8:50 a.m. Mountain Time

Location
Austin: PHR 2.108
UTEP: Room 237
UTHSCSA: MCD 2.108
UTRGV: 1.202 Distance Ed Classroom

Teaching Assistant (TA)

Phone

E-mail

Distance Campus Coordinators:

UT El Paso
Sweta Andrews, Pharm.D.
(915) 747-8183
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UT Health Science Center San Antonio
Jennifer Seltzer, Pharm.D.
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Bianca Cruz, Pharm.D.
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bianca.cruz@utrgv.edu

For questions regarding attendance and quizzes, please contact Ms. Nduaguba.
For questions regarding community service/IPPE, please contact Sherrie Bendele.
For questions regarding reflections, please contact Dr. Davis.
For all other question, please contact Dean Ridings-Myhra.
PREREQUISITES:
Prerequisites for this course include completion of all previous first and second year Professional Development Convocation courses.

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 183D 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® learning management system 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 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. 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 19, 2018, 2:00PM-5:00PM (local time on all campuses) with student check-in and seating occurring about 45 minutes ahead of time. 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.

3. Community Service/IPPE. This course provides two (2) Patient Care IPPE hours, 0 hours of simulation and 0.5 hours of reflection toward the student’s overall Introductory Pharmacy Practice Experience (IPPE) requirement. 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, or may precede the current semester with prior approval from Sherrie Bendele. Hours cannot carry over. Hours earned after the semester deadline cannot be used retroactively to meet the requirement for that semester. 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. Students 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 a student wishes to complete an activity that is not on the approved list, the student must submit a description of the activity via the Request for Approval of an Event form directly to Sherrie Bendele at least three weeks prior to the activity for approval. The description must include the sponsoring organization, a description of the activity, the date of the activity, and the name and contact information for the individual overseeing the experience. Activities
not submitted via the official form at least three weeks prior to the event will not be approved. 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 and The University.

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. Students must use the current version of the form; other versions will not be accepted. 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.

Failure to complete IPPE hours and submit IPPE verification forms prior to the stated deadline below will result in a letter grade deduction for the course. Failure to complete IPPE hours and submit IPPE verification forms prior to 5 p.m. on the last day of class for the semester will result in an F in the course. 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 2018 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. It goes without saying that the activity must have taken place before the due date for the reflection. Students who submit IPPE verifications forms for an activity that occurs after the due date for the third reflection will receive a grade of “0” (zero) for the third reflection assignment.

All hours must be completed, and the IPPE Verification form submitted by 5 p.m. CST on Monday, Monday, April 30, 2018.

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®. Reflections 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, while other assignments will take the place of selected weekly quizzes. Failure to post each reflection by the due date and time will result in a 50% decrease in that assignment’s grade up until one week following the due date at 11:59 p.m., at which time a grade of zero “0” will be assigned. 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. Failure to submit assignments may result in failure of the course.

The reflection assignment topics and due dates are as follows:
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.

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 the purpose of improving an “unacceptable” rating to an “acceptable” one. It is NOT available for the purpose of avoiding the late 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 and Other Assignments. 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. In lieu of a quiz, an assignment related to the presentation may be required. No make-up for missed quizzes will be allowed; 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 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 should be silenced during class time. Text messaging and e-mailing in class is prohibited. The use of cell phones, tablets, laptops, and all other electronic devices during class time is prohibited, unless specifically allowed for
certain purposes and announced in advance of class. 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 once class begins. 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, with possible referral for unprofessional conduct.

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](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/](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](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 lunch to class. All liquids must be in a spill-proof 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:

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Components of Course Grade*</th>
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<tbody>
<tr>
<td>100 – 90</td>
<td>A</td>
</tr>
<tr>
<td>89 – 80</td>
<td>Weekly quiz scores (after dropping two lowest) 50%</td>
</tr>
<tr>
<td>79 – 70</td>
<td>B</td>
</tr>
<tr>
<td>69 – 65</td>
<td>C</td>
</tr>
<tr>
<td>&lt; 65</td>
<td>D</td>
</tr>
</tbody>
</table>

*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, and a professional conduct referral. Failure of this course prevents progressing to the P4 year, and thus automatically delays graduation by one year.

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://catalog.utexas.edu/general-information/appendices/appendix-c/student-discipline-and-conduct/](http://catalog.utexas.edu/general-information/appendices/appendix-c/student-discipline-and-conduct/)

**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. See [http://catalog.utexas.edu/general-information/appendices/appendix-c/student-discipline-and-conduct/](http://catalog.utexas.edu/general-information/appendices/appendix-c/student-discipline-and-conduct/) for more information.

**Plagiarism**
Information on (avoiding) plagiarism and related UT policies can be found on the University’s website.

**Undergraduate Writing Center**
Students are strongly encouraged to take advantage of the Undergraduate Writing Center, FAC 211, 471-6222; [http://uwc.utexas.edu](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](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](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 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 should 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/](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.
Disclaimer: Speakers and topics are tentative and may change based on availability.

<table>
<thead>
<tr>
<th>Spring Semester 2018</th>
<th>MONDAYS 9 a.m.</th>
</tr>
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<tbody>
<tr>
<td>Date</td>
<td>Topic</td>
</tr>
<tr>
<td>January 15</td>
<td>MLK holiday — no class</td>
</tr>
<tr>
<td>January 22</td>
<td>APH A Career Pathway Evaluation Program Career Pathway assignment due</td>
</tr>
<tr>
<td>January 29</td>
<td>Board Certification in Pharmacy NO quiz this week</td>
</tr>
<tr>
<td>February 5</td>
<td>Career Path: Veterinary Pharmacy Practice QUIZ over previous week’s material</td>
</tr>
<tr>
<td>February 12</td>
<td>Financial Planning for Professionals QUIZ over previous week’s material Financial planning assignment due</td>
</tr>
<tr>
<td>February 19</td>
<td>Lifelong Learning and Continuing Competency NO quiz this week Lifelong learning assignment due</td>
</tr>
<tr>
<td>February 26</td>
<td>Resumes and CVs NO quiz this week</td>
</tr>
<tr>
<td>March 5</td>
<td>Interviewing Skills (residency and employment) QUIZ over previous week’s material</td>
</tr>
<tr>
<td>March 12</td>
<td>SPRING BREAK — no class</td>
</tr>
<tr>
<td>March 19</td>
<td>The Role of Feedback During Rotations QUIZ over 3/5 material</td>
</tr>
<tr>
<td>March 26</td>
<td>P4 APPE Expectations QUIZ over previous week’s material</td>
</tr>
<tr>
<td>April 2</td>
<td>P4 APPE Expectations QUIZ over previous week’s material</td>
</tr>
<tr>
<td>April 9</td>
<td>Advising and Registration for P4 year QUIZ over previous week’s material</td>
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<tr>
<td>Friday, April 13</td>
<td>Special presentation NO quiz this week</td>
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<tr>
<td>CLASS AT 12 NOON</td>
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<tr>
<td>April 16</td>
<td>No class this week</td>
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<tr>
<td>April 23</td>
<td>Leadership Development: Managing Change QUIZ over 4/13 material</td>
</tr>
<tr>
<td>April 30</td>
<td>IPE: What it means for rotations and practice QUIZ over previous week’s material Possible IPE assignment due</td>
</tr>
</tbody>
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### SPEAKERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position and Affiliation</th>
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</thead>
<tbody>
<tr>
<td>Analiza Amaya-Diaz, Pharm.D.</td>
<td>Regional Director, Rio Grande Valley</td>
</tr>
<tr>
<td>J. Nile Barnes, Pharm.D.</td>
<td>Clinical Assistant Professor, The University of Texas at Austin</td>
</tr>
<tr>
<td>Adam Bauman</td>
<td>Vice President for Business Development, Seton/Ascension</td>
</tr>
<tr>
<td>Julie Bohn, Pharm.D.</td>
<td>District Pharmacy Supervisor, CVS</td>
</tr>
<tr>
<td>Jennifer Bosworth, Pharm.D.</td>
<td>Assistant Director, Pharmacy Continuing Education, The University of Texas at Austin</td>
</tr>
<tr>
<td>Donna Burkett, M.S., R.Ph.</td>
<td>Clinical Associate Professor and Regional Director, Austin/Temple/Waco</td>
</tr>
<tr>
<td>Gregory Caldera, BBA</td>
<td>Director of PharmD Admissions, Advising and Recruiting</td>
</tr>
<tr>
<td>Todd Canada, Pharm.D., BCNSP</td>
<td>Regional Director, Galveston/Houston</td>
</tr>
<tr>
<td>Patricia Gutierrez, MPA</td>
<td>Academic Advising Coordinator</td>
</tr>
<tr>
<td>Cass Grange</td>
<td>Senior Advisor Associate, Lucien, Stirling &amp; Gray Advisory Group, Inc</td>
</tr>
<tr>
<td>Elizabeth Oates Hand, Pharm.D.</td>
<td>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</td>
</tr>
<tr>
<td>Paul Kitchens, R.Ph.</td>
<td>HEB Pharmacy Director, Central Texas North Region</td>
</tr>
<tr>
<td>Jennifer Ridings-Myhra, M.Ed., R.Ph.</td>
<td>Assistant Dean for Experiential and Professional Affairs and Clinical Associate Professor</td>
</tr>
<tr>
<td>Kim Roberson, R.Ph.</td>
<td>Director, Professional Affairs, Texas Pharmacy Association</td>
</tr>
<tr>
<td>Laurajo Ryan, Pharm.D.</td>
<td>Clinical Associate Professor, The University of Texas at Austin and The University of Texas Health Science Center San Antonio</td>
</tr>
<tr>
<td>Jennifer Seltzer, Pharm.D.</td>
<td>Regional Director, San Antonio</td>
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<tr>
<td>Billy Woodward, M.S., R.Ph.</td>
<td>President, Renaissance Pharmacy Services, LLC</td>
</tr>
<tr>
<td>Veronica Young, Pharm.D., MPH</td>
<td>Director of Interprofessional Education and Community Engagement, Clinical Associate Professor</td>
</tr>
</tbody>
</table>
REMEMBER
AND STAY
ALIVE

FOR BAD WEATHER

Shelter in Place:

1. Get Low
   Go to the lowest level of the building, if possible.

2. Avoid Windows
   Stay away from the windows.

3. Go to Interior
   Go to interior rooms and hallways.

4. Protect Yourself
   Use arms to protect head and neck in a “drop and tuck” position.

5. Keep in the Know
   Monitor emergency communications for specific instructions:
   www.utexas.edu/emergency

FOR VIOLENT THREAT IN YOUR BUILDING

Follow the 5 OUTS for Lockdown:

1. GET Out
   Get out of the facility, if possible.

2. CALL Out
   Use mobile phone to call 911.

3. KEEP Out
   Do not lock exterior doors. Close, lock, and barricade interior doors, if possible.

4. HIDE Out
   Seek shelter in nearest secured place. Turn off lights and any devices indicating that the room is occupied.
   Keep out of the line of sight. BE QUIET.
   Do not respond to anyone at the door.

5. TAKE Out
   Last resort. Use anything to distract or disable the suspect.
**EMERGENCY TERMS**

**OUTDOOR WARNING SYSTEM SIREN**
One of the ways campus will be notified of an emergency is the Outdoor Warning System (Siren). If you hear the siren at a time other than the scheduled monthly test (11:50 a.m. on the first Wednesday of each month), you should immediately seek cover in the closest building or facility and await further instructions through other communication systems. The siren is NOT used to signal all clear.

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**LOCKDOWN**
The directive “Lockdown” is used to protect occupants in proximity of an immediate threat by limiting access to buildings and rooms. If no specific locations are given, all buildings should initiate lockdown procedures.

Should you discover that there is a violent or potentially violent person in your building or area, DO NOT CONFRONT THE PERSON UNLESS THERE IS NO OTHER OPTION TO SAVE YOUR LIFE.

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**If you are outside a building in lockdown:**
1. **DO NOT ENTER THE BUILDING.** Move as far away as possible from the building under lockdown.
2. **Await further instructions from law enforcement.**
3. **Check the university’s website and university social media sites for updates and further information as it becomes available.**
4. **DO NOT CALL THE LOCATION THAT IS IN LOCKDOWN.** Phone calls to anyone inside the building that is in lockdown may endanger them.
5. **DO NOT LEAVE YOUR SAFE AREA until law enforcement has opened the door.**

**If the threat is outside your building:**
1. **If the exterior doors are not electronic and it is safe to reach them, lock them.**
2. **If safe, leave a person at the door to let others (non-threatening) coming from outside into the building.**
3. **Close interior doors. Lock doors, if possible. Barricade the doors.**
4. **Follow Step 4 for “HIDE Out” listed below.**
5. **Follow Step 2 for “CALL Out” listed below.**

**If the threat is inside your building:**
Follow the 5 OUTS
1. **GET Out:** Get OUT OF THE FACILITY if possible.
2. **CALL Out:** Use mobile devices to call emergency personnel at 911 or 471-4441 and provide relevant information. High mobile phone volume may interfere with emergency communications and should be limited to contact with emergency personnel only.
3. **KEEP Out:** Do not lock exterior doors. Close, lock, and barricade interior doors, if possible.
4. **HIDE Out:**
   Seek shelter in the nearest secured place, i.e. classroom or office. Turn off lights and any devices that may indicate that the room is occupied. If you are on the first floor, close any window blinds or curtains. Stay away from doors and try to keep out of the line of sight. Sit or lie on the floor or crouch behind or under desks. Be as invisible as possible.
   **BE QUIET:** DO NOT respond to anyone at the door while in lockdown mode. Law enforcement will announce themselves and release anyone in that room when it is safe. Should the fire alarm be activated during a lockdown, wait for direction on the building PA System or from the police before evacuating if there is no immediate danger. If there is smoke or fire present, you may need to evacuate.
5. **TAKE Out:**
   Last resort. Use anything to distract or disable the suspect.