PHM 182S Foundations of Professional Development III
Fall 2019

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  Pronouns: He, him
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  Office Hours: by appointment

Course Unique Number(s): 57655-57830

Classroom(s): PHR 2.108

Class Days/Times: Friday, 12:00 p.m. – 12:50 p.m.

Course Faculty:
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Course Support:
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    Office: PHR 5.102

For questions regarding
  • attendance, please contact your in-class AAA;
  • community service/IPPE, please contact Ms. Bendele;
  • portfolio/reflection assignments, please contact assigned AAA first and Dr. Duhon second;
  • mentors, please contact Dr. Duhon
  • all other concerns, please contact Dr. Duhon
Course Information

Course Description:
The goal of the FPD course sequence is to provide in-depth education and training to promote personal and professional development of students. The FPD courses are built on five interdependent pillars: Self-Awareness, Professionalism, Leadership, Career Development and Planning, and Contemporary Issues in Practice. These courses employ a series of seminars and team-based workshops to inculcate students into the College of Pharmacy and profession of pharmacy. Class sessions will focus on self-awareness, professionalism, leadership development, career planning and decision-making, and contemporary issues in pharmacy practice.

Course Prerequisites/Co-Requisites: Second year Pharm.D. student

Course Learning Objectives (CAPE Objectives):
By the completion of this course, students should be able to:
1. Develop their plan for personal and professional development for the purpose of individual growth. (Modules I and II) (CAPE 4.1, 4.1.3)
2. Demonstrate personal self-awareness through the use of techniques such as reflection and critical thinking. (Modules I and III) (CAPE 4.1, 4.1.2)
3. Utilize knowledge of self to assist with career development and planning. (Modules I, II, & IV) (CAPE 4.1.3)
4. Evaluate and prioritize personal qualities, skills, competencies and self-awareness aspects essential to leadership effectiveness. (Modules I, II, & IV) (CAPE 4.1, 4.2.1)
5. Evaluate your personal skill set and development opportunities relative to leadership development. (Modules I and III) (CAPE 4.1, 4.2.1)
6. 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. (Module II) (CAPE 4.1, 4.4, 4.4.3)
7. Identify contemporary pharmacy practice issues and their impact on career planning and knowledge of the healthcare enterprise. (Modules IV and V) (CAPE 4.4.5)

Course Success:
Learning methods for the course include reflective writing, threaded discussions, team exercises, collaboration, ongoing interaction, and connection with each other, faculty mentors, advanced academic assistants (AAA), and practitioners. Attendance and active participation in class discussions will provide students with the opportunity to seek clarification and readily apply the material.

Course Website:
This course uses Canvas, a Web-based course management system in which a password-protected site is created for each course. Canvas will be used to distribute course materials, to communicate, and to post grades. Canvas is available at http://canvas.utexas.edu. Support is provided by the ITS Help Desk at 475-9400 Monday through Friday 8 am to 6 pm.
**Course Communications:**
Official course communications will take place in class, through e-mail and on the course Canvas website. Students are advised to configure their Canvas settings to forward course announcements to their official e-mail address. Canvas uses only the e-mail address listed on the official University of Texas directory, so please check the University’s online directory to ensure your e-mail address is listed correctly.

**Course Video Recordings:**
A video capture system will be used in this course. The video streams are offered as a supplement to lecture attendance, not as a substitute. Therefore, if technical problems preclude recording the lecture, the lecture will **not** be re-recorded, but students are still responsible for the content of the lecture. Lecture recordings will be available to you for the balance of the semester unless otherwise specified. Do not expect to have access after the semester is over.

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 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. Likewise, all course materials developed by the faculty member (handouts, PowerPoints, etc.) are the intellectual property of that faculty member and cannot be distributed further without the permission of that faculty member.

Viewing video-streamed recordings of lectures can be streamed on campus or can be viewed off-campus using a DSL broadband connection. Your faculty are not in a position to troubleshoot your video-streaming problems, so please do not ask them to do so; rather, you should access the LRC’s help website at https://www.utexas.edu/pharmacy/help/ to address those problems. You will find additional information about the lecture capture system or can report technical issues at http://sites.utexas.edu/phr-lrc/

**Introductory Pharmacy Practice Experience:**
**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 toward the required hours must take place in the current semester, or **may precede the current semester with prior approval from Dean Ridings-Myhra.** 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 those 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 **may not count as IPPE hours.** If a student wishes to complete an activity that is not on the approved list, the student or sponsoring organization must submit a description of the activity via the Request for Approval of an Event form (in Canvas) directly to this email address: phr-ippe@austin.utexas.edu at least **three weeks prior** to the activity for approval. This includes events that were approved in previous semesters. 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. Incomplete forms will be returned for clarification. 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.

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 undertaking IPPE activities in this course, 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®. Incomplete or inaccurate forms will be marked as incomplete in Canvas with an explanation of the error. It is up to the student to update and resubmit in a timely fashion. Misrepresenting hours or signatures is subject to disciplinary action. Students should verify that submitted hours have been recorded appropriately. The assignments will be reviewed weekly so don’t expect an immediate response upon submission. Keep the paper version for your records in case there are any questions.

| Failure to complete IPPE hours and submit IPPE verification forms prior to the stated deadline above will result in a letter grade deduction for the course. Failure to complete IPPE hours and submit IPPE verification forms prior to 11:59 p.m. on the last day of class for the semester will result in an F in the course. |

**Writing Flag**

The FPD course sequence carries two required University-level Writing Flags. 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.
Course Policies

Course Grading Policies:

3 Reflection Assignments – 20 points each = Total 60 points
10 E-Portfolio Assignments – 4 points each = Total 40 points
Course Grade – 100 Total Points

Course Grade:

Letter grades will be assigned according to the following scale:

<table>
<thead>
<tr>
<th>Score</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>89.50-100</td>
<td>A</td>
</tr>
<tr>
<td>79.50-89.49</td>
<td>B</td>
</tr>
<tr>
<td>69.50-79.49</td>
<td>C</td>
</tr>
<tr>
<td>59.50-69.49</td>
<td>D</td>
</tr>
<tr>
<td>&lt;59.50</td>
<td>F</td>
</tr>
</tbody>
</table>

Final course grades 0.5 or above will be rounded to the next highest grade, e.g., 89.50 = 90 = A for the course. Final course grades 0.49 or below will not be rounded to the next highest grade, e.g., 89.49 = B for the course.

*Other components of the final grade calculation: Keep in mind that absences beyond the two allowed will result in the lowering of 5 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 5 points decrease in course grade per incident. Failure to submit the Mentor Meeting verification form by the specified due date will result in a letter grade decrease in course grade. Failure to attend either a mock interview or CV Review Session as assigned will result in a letter grade decrease in the course grade. Note that Canvas total percentages in Grades does not take into account point deductions for absences, unprofessional conduct, etc.

Assignments:

Reflection Assignment #1 – Leadership
Reflection Assignment #2 – Career Development and Planning Exploration
Reflection Assignment #3 – IPPE Experience
10 e-Portfolio Postings in the Professional Development Portfolio (PDP)

Class 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 seating chart and may be verified by the use of Canvas®. 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 session has started 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.

The final day of class (December 6, 2019) is MANDATORY. An absence on this class date will result in a letter grade deduction in the overall course grade. This date does not count towards the “two absence” policy.

Notifying the AAA 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 Introductory Pharmacy Practice Experiences (IPPE), Know Your Medicine (KYM), and Project Collaborate participation.

Attendance at Professional Meetings:

It is the student's responsibility to ASK permission IN ADVANCE if they plan to attend a professional meeting that would necessitate missing an exam, assignment, or other required course activity. It is at the discretion of the course coordinator as to whether to grant permission and allow the student to make up any missed work.

Course Policies:

1. **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 181S. 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 “Canvas log in” 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.

2. **All course assignments are to be uploaded via Canvas as outlined in the Assignment unless otherwise instructed.** Students are required to complete weekly course assignments within their Professional Development Portfolio (PDP) and four long-form reflections. See the table below for the specific assignments and due dates. AAAs on a weekly basis throughout the semester will review students' assignments. 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. Failure to post and/or submit each course assignment or update by the deadline will result
in no credit granted for that assignment. Failure to submit the initial draft of one of the four long-form reflections by the stated deadline will result in a 7.5-point deduction from the total assignment grade. Late submissions will not receive AAA feedback. Failure to not specifically notate the changes recommended by the AAA in the final draft of a long form reflection will result in a 2.5-point deduction from the assignment 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 and/or e-Portfolio Grading. Students that earn less than full credit on a reflection and/or e-Portfolio assignment may petition the course coordinator for a resubmission. The petition must be submitted within one week of receiving the rating for that particular assignment. If the course coordinator grants the student’s petition, the student will submit a revised assignment to his or her AAA by the date and time set by the course coordinator.

If the AAA determines that the assignment submitted has improved, the course coordinator will replace the original rating. Otherwise, the original grade will stand. Resubmissions cannot be used to remove a late assignment penalty.

The three long-form reflections are to be uploaded in the “Assignments” section of Canvas. Weekly PDP assignments are to be posted in the specified Portfolio section within the “Comment” field. Failure to post weekly PDP assignments in the Comment field will result in no credit granted for that assignment (must be time-stamped).

Students are required to submit their reflection assignments to their AAA. Failure to submit your assignment will result in a grade reduction, as detailed above, for the assignment. The pharmacy assignment topics and due dates are as follows:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Posted in Canvas</th>
<th>Comments back from AAA</th>
<th>Due for Final Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload PDP Link to Canvas</td>
<td>Monday, September 9</td>
<td></td>
<td></td>
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<tr>
<td>Weekly PDP Assignment #1: Wellbeing</td>
<td>Monday, September 9</td>
<td></td>
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<tr>
<td>Weekly PDP Assignment #2: Community</td>
<td>Monday, September 16</td>
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<tr>
<td>Weekly PDP Assignment #3: Leadership</td>
<td>Monday, September 23</td>
<td></td>
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</tr>
<tr>
<td>Reflection Assignment #1</td>
<td>Monday, September 30</td>
<td>Friday, October 4</td>
<td>Monday, October 14</td>
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<tr>
<td>Weekly PDP Assignment #4: Academia</td>
<td>Monday, September 30</td>
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<tr>
<td>Weekly PDP Assignment #5: Hospital Staff</td>
<td>Monday, October 7</td>
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<tr>
<td>Weekly PDP Assignment #6: Hospital Management</td>
<td>Monday, October 14</td>
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<tr>
<td>Reflection Assignment #2</td>
<td>Monday, October 28</td>
<td>Friday, November 1</td>
<td>Monday, November 11</td>
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</tbody>
</table>
Detailed information for each assignment will be posted in Canvas.

3. **E-Portfolio.** During the Foundations of Professional Development series of courses, the student will be expected to continue to build and maintain one portfolio in Canvas: the Professional Development Portfolio (PDP). This portfolio will be your repository throughout your tenure at the college to document and track your personal and professional development, reflect on your educational and professional career achievements, and to assist with career planning and selection. During this course, you will be given specific instructions regarding documents and information to add to your portfolio. Your Faculty Mentor (FM) will continue to review your PDP and provide guidance and input as you progress through the Pharm.D. Curriculum.

4. **Milestone Exam.** Students are required to complete the Milestone Exam at the beginning of the fall semester. The date and time of the exam is Thursday Sept 5 from 6:30-9:30PM. Scores on the milestone examination will not be used to determine the final grade in this course; however, students will receive individual feedback about their performance, including areas of competency and areas for improvement.

5. **Mentor Meeting.** Students will be required to meet with their assigned faculty mentor within the second month of the start of the semester (October). Students are responsible for contacting their respective mentor and arranging a meeting time and date. Minimum elements of discussion are required, and faculty mentors will be required to sign a document verifying that the minimum elements were discussed. Students will then upload this document to the Assignments section of Canvas.

### Weekly PDP Assignment Schedule

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly PDP Assignment #7: Psychiatry</td>
<td>Monday, October 28</td>
<td></td>
</tr>
<tr>
<td>Weekly PDP Assignment #8: Ambulatory Care</td>
<td>Monday, November 4</td>
<td></td>
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<tr>
<td>Mentor Meeting Signed Minimum Elements Document Uploaded</td>
<td>Monday, November 4</td>
<td></td>
</tr>
<tr>
<td>Weekly PDP Assignment #9: Pediatrics</td>
<td>Monday, November 25</td>
<td></td>
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<tr>
<td>Reflection Assignment #3 IPPE Experience</td>
<td>Monday, November 25</td>
<td>Monday, December 2</td>
</tr>
<tr>
<td>IPPE Verification Form Upload</td>
<td>Monday, December 2</td>
<td></td>
</tr>
<tr>
<td>Weekly PDP Assignment #10: Adult Medicine</td>
<td>Monday, December 9</td>
<td></td>
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</tbody>
</table>

Failure to upload a working link to your PDP into Canvas by Monday, September 9 at 11:59 p.m. will result in a letter grade deduction in the course.

Failure to take the milestone exam will result in failure of the course.
Failure to submit the signed mentor meeting minimum elements form by Monday, November 4 at 11:59 p.m. will result in a letter grade deduction for the course. Failure to submit this form prior to 11:59 p.m. on the last day of class for the semester will result in an F in the course.

6. **Mock Interview Session.** During the 2nd year course, the student will be required to complete a thirty – minute mock interview with either a faculty member, the course coordinator or a representative from Texas Recruitment + Interview Services (TRIS). Due to space accommodations, half of the students will complete this mock interview session in the fall and half in the spring semester course. There will be seventy - five (75) time slots arranged on weekdays between the weeks of XXX and XXX. Students with a last name beginning with an “A through K” letter will be required to select a session slot by October 1st. Please utilize the following Google Form to **sign up for a Mock Interview by September 16th @ 11:59 CST:**

https://www.signupgenius.com/go/70a0a4faba62ba6fa7-

Failure to complete a mock interview prior to 11:59 p.m. on the last day of class for the semester will result in a letter grade deduction in the course.

7. **CV Review Session.** During the 2nd year course, the student will be required to attend a peer group CV review/editing session. Due to space accommodations, half of the students will complete this CV Review session in the fall and half in the spring semester course. Students with a last name beginning with an "L through Z" letter will be required to select a session slot by October 1st. There will be a total of four (4) sessions offered with space to accommodate twenty (20) students per session. Please use the following Qualtrics survey to sign up for your date and time: **REPLACE QUALTRICS**

The information for the four sessions is below:

- a. Friday Sep 27; 1:30-2:30PM; PHR 2.208
- b. Thursday Oct 31; 12:30-1:30PM; PHR 4.212
- c. Friday Nov 1; 1-2PM; PHR 4.212
- d. Friday Nov 22; 1-2PM; PHR 4.212

Failure to attend one of the CV Review Sessions for the semester will result in a letter grade deduction in the course.

**Classroom Expectations:**

**Cell Phones:** All cell phones and other electronic devices must be silenced during lecture and interprofessional activities. 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.

**Laptops:** The use of laptop computers is prohibited during class and interprofessional activities 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.
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.

Dress Code for Class:

1. Clean white lab jacket with nametag
2. Men: full length slacks, dress shirt or polo shirt (shirts must have collars)
3. Women: pants or skirts with blouses or dresses
4. 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-point decrease in course grade per incident.

Academic Integrity:
Students who violate University rules on academic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. See College Policies and Information, and University Policies and Information for more details.

Religious Holy Days
If you will miss a class, an examination, a work assignment or a project in order to observe a religious holy day, you must notify the course coordinator the first week of class so that arrangements for all such students can be made for the full semester.

Services for 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 471-6259 (voice) or 232-2937 (video phone) or https://diversity.utexas.edu/disability/. All University rules concerning accommodations must be followed, including the student arranging for special accommodations prior to each examination. In the absence of such prearrangement, it will be assumed that the student is not requesting special accommodations for that exam, and will be expected to take the exam with the rest of the class at the regularly scheduled exam time.

Please provide a copy of the letter to the course coordinator and the office of the Associate Dean for Academic Affairs as soon as possible after receipt.
FOUNDATIONS OF PROFESSIONAL DEVELOPMENT - III
PHM 182S
FALL 2019 SCHEDULE

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

<table>
<thead>
<tr>
<th>Date</th>
<th>FPD Topic</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/30</td>
<td>Course Introduction</td>
<td>Duhon</td>
</tr>
<tr>
<td>9/6</td>
<td>Wellbeing: Self Compassion / Growth Mindset</td>
<td>Duhon/Woodruff</td>
</tr>
<tr>
<td>9/13</td>
<td>Community Pharmacy Management</td>
<td>Moore</td>
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<tr>
<td>9/20</td>
<td>Leadership: Harvard Business Reviews</td>
<td>Duhon/Patel</td>
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<tr>
<td>9/27</td>
<td>Academia Career Speaker</td>
<td>Acosta</td>
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<tr>
<td>10/4</td>
<td>Hospital Pharmacy Staff Speaker - Adult</td>
<td>Giddings</td>
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<tr>
<td>10/11</td>
<td>Hospital Pharmacy Management Speaker</td>
<td>Johnston</td>
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<td>10/18</td>
<td>Leadership: Kaiser / BSW</td>
<td>Duhon/Patel</td>
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<tr>
<td>10/25</td>
<td>Psychiatry Pharmacy Speaker / Performance Based Interviewing</td>
<td>Hogan</td>
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<tr>
<td>11/1</td>
<td>Ambulatory Care Pharmacy Speaker</td>
<td>Litten</td>
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<tr>
<td>11/8</td>
<td>Leadership</td>
<td>TBD</td>
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<td>11/15</td>
<td>State of The College</td>
<td>Crisman</td>
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<tr>
<td>11/22</td>
<td>Hospital Career Speaker – Pediatric Clinical Specialist</td>
<td>Hamilton</td>
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<tr>
<td>12/6</td>
<td>Adult Medicine / End of Course Evals</td>
<td>Janzen</td>
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