PHM 283S Foundations of Professional Development V  
Fall 2019*

Course Coordinator:Jennifer L. Ridings-Myhra, MEd, RPh  
Email:jennifer.ridings-myhra@austin.utexas.edu  
Phone:512-475-9752  
Office:PHR 5.112C  
Office Hours:by appointment or check with Student Affairs front desk

Course Co-Coordinator:Veronica Young, PharmD, MPH  
Email:youngv@austin.utexas.edu  
Phone:512-475-9755  
Office:PHR 5.112P  
Office Hours:by appointment

Course Unique Number(s):57900-58075

Classroom(s):Austin PHR 3.106  
San Antonio MCD 2.108

Class Days/Times:Friday, 8:00-8:50 a.m.

Other Course Faculty:Bryson Duhon, PharmD, BCPS  
duhon@austin.utexas.edu  
512-475-9756  
PHR 5.112B

Althea Woodruff, PhD  
thea.woodruff@austin.utexas.edu  
512-475-6918  
UT Counseling and Mental Health Center

San Antonio coordinator:Jennifer Seltzer, PharmD  
seltzer@uthscsa.edu  
210-567-4285

IPPE Coordinator:Sherrie Bendele  
phr-ippe@austin.utexas.edu  
512-232-2630

* This syllabus is appended by the documents COP Policies for Syllabi 2019 Final and University Policies for Syllabi 2019 Final found on the Syllabus page for this Canvas course.
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 six interdependent pillars: Self-Awareness, Professionalism, Leadership, Career Development and Planning, Contemporary Issues in Practice, and Interprofessional Collaborative Practice (ICP). These courses employ a series of seminars, team-based workshops, and interprofessional learning experiences 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, contemporary issues in pharmacy practice, and interprofessional collaboration.

Course Prerequisites/Co-Requisites
Prerequisites for this course include completion of all previous Foundations of Professional Development courses.

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)

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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](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](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**

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.

**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 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 must submit a description of the activity via the Request for Approval of an Event form (in Canvas) directly to 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. 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

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IPPE hour sheet into the appropriate assignment in Canvas®. Students should verify that submitted hours have been recorded appropriately. Keep the paper version for your records in case there are any questions.

All hours must be completed, and the IPPE Verification form submitted as a Canvas assignment, by 11:59 p.m. on Monday, December 2, 2019.

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.

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 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*
FPD 3 Reflection Assignments @ 10 points each – Total 30 points
FPD 10 E-Portfolio Assignments @ 2 points each – Total 20 points
FPD 50 points
IPE 50 points
Course Grade – 100 Total Points

NOTE: Students must pass both the FPD (≥70%) and the IPE (pass) portions of the course in order to pass the entire course. If a student fails either portion of the course, failure of the entire course is implied.

*Other components of the final grade calculation: Keep in mind that absences beyond the two allowed
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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 deduction of five points from the final course grade per incident. Failure of this course prevents progressing to FPD VI and also the P4 year, and thus automatically delays graduation by one year.

NOTE that Canvas total percentages in Grades do not take into account point deductions for absences, unprofessional conduct, etc.

**Course Grade**
Letter grades will be assigned according to the following scale:

<table>
<thead>
<tr>
<th>Score</th>
<th>Letter Grade</th>
</tr>
</thead>
<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. Both the FPD and IPE components of the course are used to calculate the final course grade.

**Assignments**
Students will have access to two Canvas sites for this course:
- the Canvas site for PHM 283S FPD Friday (Pharmacy) class
- the Canvas site for IPE

All FPD Pharmacy course assignments are to be uploaded into the Professional Development Portfolio (PDP) or the Canvas course site or both as instructed for each assignment. Students are required to complete weekly assignments and three long-form reflections for the pharmacy specific portion of the course, and additional assignments for the interprofessional component of PHM 283S. All activities are assigned through the use of the Canvas Assignment system. See the table in this section for specific assignments and due dates. Weekly assignments, reflections and any additional activities must be submitted by 11:59 p.m. Central Time on the due date. When submitted in the portfolio:

1. the submission must be posted as a comment and made public so that it can be viewed by the AAA; AND
2. the submission must be entered in the right menu with the date and speaker. For example:  
10/4/19  SMIT Dr. Woodruff  
11/1/19  Dr. Hall

Advanced Academic Assistants (AAA) or the Teaching Assistant (TA) will review students' assignments.

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on a weekly basis. The evaluation of all assignments, including the three reflections, make up 50% of the course grade. Assignments and requirements for the interprofessional portion of PHM 283S will make up the other 50% of the course grade but are posted to the IPE Canvas site.

Format for Reflections: Reflections will be written in the format used last year. The reflection components and grading rubric are provided in Canvas. Reflections will be uploaded into the Canvas course Assignments section. Late penalties will be enforced as articulated in this section.

<table>
<thead>
<tr>
<th>Failure to successfully submit or post each weekly assignment, update, reflection or other course requirement per the instructions above by the deadline will result in no credit, or “0”, for that assignment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to submit the initial draft of each long-form reflection by the stated deadline will result in a five-point deduction for the total assignment grade. Late submissions will not receive AAA feedback.</td>
</tr>
<tr>
<td>Failure to specifically notate the changes recommended by the AAA in the final submission will result in a 2.5-point deduction from the final assignment grade; therefore, a total of 7.5 points will be deducted for the final reflection grade.</td>
</tr>
</tbody>
</table>

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 or Weekly Assignment Grading: Students earning less than full credit on any 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 and assigns a rating of “acceptable”, the course coordinator will replace the original rating. Otherwise, the original rating of unacceptable will stand. Resubmissions cannot be used to remove a late assignment penalty.

The pharmacy assignment topics and due dates are as follows:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Post in:</th>
<th>Due</th>
<th>Comments back from AAA</th>
<th>Due for final submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link to PDP</td>
<td>Canvas</td>
<td>Monday, September 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2: Career Speaker Assignment</td>
<td>PDP, Career Development tab</td>
<td>Monday, September 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 3: Career Speaker Assignment</td>
<td>PDP, Career Development tab</td>
<td>Monday, September 16</td>
<td></td>
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<tr>
<td>Week 4: Career Speaker Assignment</td>
<td>PDP, Career Development tab</td>
<td>Monday, September 23</td>
<td></td>
<td></td>
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<tr>
<td>Reflection #1: Student’s Choice!</td>
<td>Canvas</td>
<td>Monday, September 23</td>
<td>Friday, September 27</td>
<td>Friday, October 4</td>
</tr>
<tr>
<td>Week 5: Career Speaker Assignment</td>
<td>PDP, Career Development tab</td>
<td>Monday, September 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 6: Career Speaker Assignment</td>
<td>PDP, Career Development tab</td>
<td>Monday, October 7</td>
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</tbody>
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### Speaker Assignment

| Week 7: Career Speaker Assignment | PDP, Career Development tab | Monday, October 14 |
| Reflection #2: Rotation Selection | Canvas | Monday, October 14 | Friday, October 18 | Friday, October 25 |
| Week 8: SMIT or other assignment | PDP, Leadership tab | Monday, October 21 |
| Week 9: Career Speaker Assignment | PDP, Career Development tab | Monday, October 28 |
| Week 10: Career Speaker Assignment | PDP, Career Development tab | Monday, November 4 |
| Week 11: Career Speaker Assignment | PDP, Career Development tab | Monday, November 11 |
| Week 13: Career Speaker Assignment | PDP, Career Development tab | Monday, November 25 |
| Reflection #3: Your Spring 2019 IPPE experience | Canvas AND PDP, Community Service IPPE tab | Monday, November 25 | Monday, December 2 | Friday, December 6 |
| IPPE Verification Form | Canvas | Monday, December 2 |
| Mentor Form | Canvas | Monday, December 2 |
| Week 15: SMIT or other assignment | PDP, Foundations of Self Discovery tab | Monday, December 9 |

**Detailed information for assignments will be posted in Canvas.**

**E-Portfolio:** During the Foundations of Professional Development series of courses, the student will be expected to maintain the Professional Development Portfolio (PDP) in Canvas. 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. Your Faculty Mentor (FM) will continue to review your PDP and provide guidance and input as you progress through the Pharm.D. Curriculum.

**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.**

**Mentor Meeting:** Students will be required to meet with their assigned faculty mentor during the month of November. 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.

**Failure to submit the signed mentor meeting minimum elements form by Monday, December 2 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.**

**Attendance**

PHARMACY SESSIONS every Friday, 8:00-8:50 a.m.

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IPE SESSIONS as scheduled on Wednesdays, 8:00-8:50 a.m. 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. 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.

Signing in and then leaving class will be considered an absence. Any student who arrives to class after the speaker 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, Friday, 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 in the “two absence” policy.

Notifying the TA and/or course coordinator is highly recommended for any absence. Although the attendance policy does not indicate a need for course coordinator approval of any absence, 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.

Attendance at “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 Experience (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 planning 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.

**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

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download and print any slides they may wish to access for lecture in advance of class.

**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.

**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.

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**Exam Policies**

**Milestone Examinations**
Students are required to complete the P2 formative milestone examination during the week of Labor Day. More information will be provided by Dr. Roberts via email. 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. **Failure to take the milestone exam will result in failure of the course.**

As a reminder, this will be the second in a series of milestone examinations. The P1 and P2 examinations are formative and intended to be a diagnostic tool for students to determine areas for improvement. The P3 examination utilizing the national PCOA is planned for January 2020. It is summative and must be completed with a passing score in order to progress to the P4 year.