PHM 181P – Personnel Management and Patient Behavior Laboratory  
SPRING 2020

Course Coordinator: Carolyn M. Brown, PhD  
Pronouns: She/ her/hers  
Email: cmbrown@austin.utexas.edu  
Phone: 512-471-2374  
Office: PHR 3.209D  
Office Hours: TBD or by appointment

Course Unique Number(s): 57490, 57495, 57500, 57505, 57510, 57515, 57520, and 57525

Classroom(s): Various locations across campus (see university course schedule)

Class Days/Times: Monday and Wednesday, 3:00 – 6:00 PM  
Tuesday and Thursday, 3:30 – 6:30 PM

Teaching Assistants (TAs): TBA  
Email: TBA  
Office Hours: TBD

Course Information

Course Description:  
PHM 181P uses a recitation format to discuss and probe key issues in patient care and pharmacy practice. A primary goal of each class session is to promote group activities that will maximize communications among students in the class. This course provides a forum for students to learn from each other using a format that fosters two-way communication. Given this overall purpose for the course, the teaching assistants’ primary responsibilities are to facilitate student discussion and to keep the discussion focused on the particular topic. Your TAs, graduate students in the Health Outcomes Division, will also provide background information as needed, and will draw upon their own relevant experiences to add to class discussions.

Course Prerequisites/Co-Requisites:  
Admission to the professional pharmacy curriculum, and credit or registration for Pharmacy PharmD 281L (or Pharmacy 244C).
Course Learning Objectives:

1. Engage in discussion about each topic as it relates to health, health care services and/or pharmacy practice.

2. Use the case study, hands-on activity approach to highlight key issues relevant to each topic and their application to health, health care services and/or pharmacy practice.

Course Success:
Attendance is mandatory. Students are expected to complete well-written summaries of readings, contribute positively to discussions and be active/attentive participants throughout the semester. Refer to details in “Class Participation” at the end of the syllabus.

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 Policies

Course Grading Policies:

Course Grade:
Grades for this course will be based on the following:

<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group Presentation</strong></td>
<td>40</td>
</tr>
<tr>
<td>• Presentation itself</td>
<td>20</td>
</tr>
<tr>
<td>• Content</td>
<td>10</td>
</tr>
<tr>
<td>• Your participation (Q&amp;A and peer evaluation)</td>
<td>10</td>
</tr>
<tr>
<td><strong>Group Project (Pharmacy Newsletter)</strong></td>
<td>20</td>
</tr>
<tr>
<td>• Layout/Format/Design</td>
<td>5</td>
</tr>
<tr>
<td>• Content</td>
<td>5</td>
</tr>
<tr>
<td>• Form</td>
<td>5</td>
</tr>
<tr>
<td>• Your participation (Peer evaluation)</td>
<td>5</td>
</tr>
<tr>
<td><strong>Class Participation</strong></td>
<td>130</td>
</tr>
<tr>
<td>• Article Summary (7 summaries/10 pts each)</td>
<td>70</td>
</tr>
<tr>
<td>• Discussion and Attentiveness (12 class sessions/5 pts each)</td>
<td>60</td>
</tr>
<tr>
<td><strong>Attendance</strong></td>
<td>130</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>320</td>
</tr>
</tbody>
</table>
No grades will be dropped. No additional work will be assigned to make up for missed assignments or to raise grades.

**Letter Grades**

Letter grades will be assigned according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93% to 100%</td>
</tr>
<tr>
<td>A-</td>
<td>90% to 92%</td>
</tr>
<tr>
<td>B+</td>
<td>87% to 89%</td>
</tr>
<tr>
<td>B</td>
<td>83% to 86%</td>
</tr>
<tr>
<td>B-</td>
<td>80% to 82%</td>
</tr>
<tr>
<td>C+</td>
<td>77% to 79%</td>
</tr>
<tr>
<td>C</td>
<td>73% to 76%</td>
</tr>
<tr>
<td>C-</td>
<td>70% to 72%</td>
</tr>
<tr>
<td>D+</td>
<td>68% to 69%</td>
</tr>
<tr>
<td>D</td>
<td>66% to 67%</td>
</tr>
<tr>
<td>D-</td>
<td>65%</td>
</tr>
<tr>
<td>F</td>
<td>below 65%</td>
</tr>
</tbody>
</table>

Final course grades ≥ xx.5% at the letter grade cut-off points will be rounded to the next higher whole percent for assignment of the letter grade.

**Assignments:**

**Article summary**

Each week, you will be assigned articles to read and summarize prior to class. You are expected to be fully prepared before each session. See details in “Class Participation” at the end of the syllabus.

**Group Projects**

At the first recitation session, you will be randomly assigned to a group of four depending on class size. Each group will complete two projects for this course: a newsletter and a presentation. See details in “Group Projects” at the end of the syllabus.

**Attendance:**

**Class Attendance:**

Attendance is mandatory. Because this class meets only once a week, and because the value you will obtain from the course will come from class discussions and not from any type of lecture notes you can copy from other students, you will be expected to attend every week. This means being in the room when the class is scheduled to begin. Two points will be deducted for each time that you are late. Up to 26 points can be lost for continual tardiness.

**NOTE:** Your final course grade will be dropped one letter grade for each week you are absent (unexcused). Studying for other courses or other inattentive behaviors constitute an absence.

**Excused Absences:**

The only absences that will be considered excused are for religious holy days or extenuating circumstances due to an emergency. If you plan to miss class due to observance of a religious holiday, please let the course coordinator know at least two weeks in advance, preferably at the beginning of the semester. You will not be penalized for this absence, although you will still be responsible for any work you will miss on that day if applicable. Check with your TA or Dr. Brown for details or arrangements. You will be allowed to attend another recitation session only if you have been authorized to do so by your TA or Dr. Brown.
**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 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.

**Required Materials:**
Readings for each discussion topic will be available on Canvas. Students are expected to have read all articles and summarized the assigned articles prior to class meetings. Please check Canvas frequently.

**Recommended Materials:**
Recommended materials will be identified as ‘Recommended’ and will be available on Canvas or distributed in class.

**Posting Course Materials:**
Posting course materials (handouts, slides, and any other course-related documents provided by the instructors) to websites (e.g., Coursehero) is not permitted.

**Classroom Expectations:**
- **Cell Phones:** Cell phones must be put away during class.
- **Laptops:** Laptop computer use during class is strictly limited to viewing class material or taking notes.

**Important Safety Information:**
If you have concerns about the safety or behavior of fellow students, TAs or Professors, call BCAL (the Behavior Concerns Advice Line): 512-232-5050. Your call can be anonymous. If something doesn’t feel right – it probably isn’t. Trust your instincts and share your concerns. The following recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, [http://www.utexas.edu/safety/](http://www.utexas.edu/safety/)

Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when an alarm or alert is activated. Alarm activation or announcement requires exiting and assembling outside, unless told otherwise by an official representative.

- Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
- Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.
- In the event of an evacuation, follow the instruction of faculty or class instructors. Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
- Link to information regarding emergency evacuation routes and emergency procedures can be found at: [www.utexas.edu/emergency](http://www.utexas.edu/emergency)

**CARE Counseling:**
The College of Pharmacy, in partnership with the Counseling and Mental Health Center, has a CARE counselor located on site. It's common to need support when dealing with feelings and problems that seem beyond your control. CARE counselors support students in a number of different ways. Sometimes we help through a one-time meeting to talk about a specific concern. Other times we might offer short-term counseling. For students who want ongoing support, we can help you navigate connecting to other on-campus and off-campus resources.

Your CARE Counselor for the College of Pharmacy is Gretchen Rees, LCSW-S, located in PHR 2.102a.
You can schedule with Gretchen in the following ways:

- **Call** 512.232.5923 and ask to schedule a CARE appointment. Please leave a voicemail if no answer.
- **Come by Gretchen’s office.** If her door is open, you are welcome to ask her about services.
- **Regularly scheduled office hours** (time set aside for students to ask questions about CARE) are **Fridays from 1pm to 2pm.**

Services are confidential. None of your information will be shared without your written consent.

**Emergency Procedures:** ([utexas.edu/emergency](http://utexas.edu/emergency))

1. Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated or an official announcement is given.
2. Evacuation procedures require orderly exiting and assembly outside.
3. Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
4. Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.
5. During an evacuation — follow the instructions of faculty or class instructors.
6. Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or the Fire Prevention Services.

7. **CAMPUS CARRY:**
   Students should familiarize themselves with the information provided by the University regarding the implementation of “Campus Carry” legislation. You will find an information sheet specifically for students (as well as sheets for parents, visitors, faculty, and staff) at [http://campuscarry.utexas.edu/info-sheets](http://campuscarry.utexas.edu/info-sheets).

8. **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.**

9. **SHELTER-IN-PLACE:**
   **For weather:**
   1. Go to the lowest level of the building if possible.
   2. Stay away from the windows.
   3. Go to interior hallways and rooms.
   4. Use arms to protect head and neck in a “drop and tuck” position.
   5. Monitor emergency communications for specific instructions ([www.utexas.edu/emergency](http://www.utexas.edu/emergency)).

   **For environmental incidents (chemical, biological, or radiological releases):**
   1. Go inside the nearest building.
   2. Close all doors, windows, and other inlets from the outside.
   3. Shut down the fresh air intake or HVAC system if possible.
   4. Monitor emergency communications for specific instructions ([www.utexas.edu/emergency](http://www.utexas.edu/emergency)).
Exam Policies

There are no exams in this laboratory course.

Class Participation

The 130 points for class participation during the semester will be assigned by the TA using the following guideline: If you complete well-written summaries of readings, contribute positively to discussions and are active/attentive throughout the semester, you will receive full credit of 130 points.

Article Summary (70 points). Each week, you are assigned articles to be read, summarized and uploaded to Canvas prior to class. You are expected to be fully prepared before each session. Each summary should include the following: 1) key point(s) of the article (3 points); 2) conclusion(s) of the article (3 points); and 3) relevance of the article's topic to pharmacy practice (4 points). Your summaries should clearly show that you have given sufficient thought to the article's topic. Each summary should be typed in your own words and should be at least ½ page and no more than 1 page in length. Use 10 or 12 font type and double spacing between lines. Correct form and content are expected and evaluated. You will upload summaries to Canvas by class time and will be penalized 10 points for every summary you fail to turn in and 3 points for late submissions. In addition, selected students will be called upon each week to orally present their summaries to the class.

Discussion and attentiveness (60 points). This course employs a recitation format in order for active discussions to take place. If you make little or no contributions during the class discussions, you will lose up to 30 points. We have tried to address topics that should be of interest to anyone desiring to practice pharmacy, and our goal is to promote active discussions involving everyone, using readings as a guide for our discussions. During the week of February 17 – February 20, you will be given a preliminary evaluation of your participation up to that time in the semester.

Among other things that will be included in your participation grade are:

- Do you make an effort to participate in the discussion?
- Are the points you make relevant to the topic being discussed?
- Is there a willingness to consider the views of others even if they differ from your own?
- Do you listen to what others in the class have to say?
- Are you willing to respectfully challenge what other students are saying?
- Are you able to provide a rationale for positions you take on issues?
- Do you build on what already has been said during the discussion, and move the level of discussion forward?
- Do you avoid dominating the discussion by allowing (encouraging) others in the class to be involved?
- Do you show respect for your classmates?

Instructions for Individual and Group Assignments

Collaboration vs. Collusion

"Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
Collaboration is unlimited with your own group members for group assignments (e.g., group projects and presentations) and with all other students for discussion of readings. The writing of summaries is to be done on an individual basis.

**Plagiarism**
"Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit. Details are found in the Policy Statement on Ethical Conduct and Scholastic Integrity.

**Plagiarism is unacceptable in all writings.**

**Undergraduate Writing Center**
I strongly encourage you to use the Undergraduate Writing Center (UWC), FAC 211, 471-6222: [http://uwc.fac.utexas.edu/](http://uwc.fac.utexas.edu/). The Undergraduate Writing Center offers free, individualized, expert help with writing for any UT undergraduate, by appointment or on a drop-in basis. Any undergraduate enrolled in a course at UT can visit the UWC for assistance with any writing project. They work with students from every department on campus, for both academic and nonacademic writing. 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. Their services are not just for writing with “problems.” Getting feedback from an informed audience is a normal part of a successful writing project. Consultants help students develop strategies to improve their writing. The assistance they provide is intended to foster independence. Each student determines how to use the consultant’s advice. The consultants are trained to help you work on your writing in ways that preserve the integrity of your work.

**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, 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/](https://diversity.utexas.edu/disability/). All University rules concerning accommodations must be followed.

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.
# Course Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Readings and Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/27 - 1/30</td>
<td>Course Introduction</td>
<td>Formation of groups</td>
</tr>
</tbody>
</table>
| 2/10 - 2/13| Social Determinants of Health               | Robert Wood Johnson Foundation Issue Briefs  
- Education  
- Race, Socioeconomic Factors  
- Income, Wealth  
- Stress  
- Housing  
- Neighborhoods  
- Work, Workplaces  
- Violence, Social Disadvantage  
- Early Childhood Experiences |

*DUE: Topic Selections for Group Presentations*  
*Preliminary evaluation of class participation*  
*DUE: Pharmacy Newsletter Group Project*
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>References</th>
</tr>
</thead>
</table>
3. The Four Domains of Chronic Disease Prevention Working Toward Healthy People in Healthy Communities. Centers for Disease Control and Prevention. 4 pages. [https://www.cdc.gov/chronicdisease/resources/publications/four-domains.htm](https://www.cdc.gov/chronicdisease/resources/publications/four-domains.htm) |
| 3/16 - 3/19| Spring Break                                                         |                                                                                                                                                                                                            |
| 4/20 - 4/23| Groups 1 and 2 Presentations                                         |                                                                                                                                                                                                            |
| 4/27 - 4/30| Groups 3 and 4 Presentations                                         | *Course/Instructor Evaluations Administered*                                                                                                                                                               |
Group Projects

At the first recitation session, you will be randomly assigned to a group of four depending on class size. Each group will complete two projects for this course: 1) a newsletter and 2) a presentation.

Pharmacy Newsletter Project
The assigned activity is to develop and prepare a 2-page pharmacy newsletter. Your newsletter may be institutional-oriented with a target audience of institutional personnel, or it may be community-oriented with a target audience of current or potential patients. In addition, your newsletter must reveal some type of theme. For example, your newsletter could focus on asthma and feature relevant components regarding asthma education and therapy management. After reading your newsletter, it should be obvious to your TA that your newsletter is a product of teamwork and not of fragmented individualized efforts. You are encouraged to be creative (but professional) with layout, format, and content. Details regarding the evaluation of your newsletter are contained in the attached “Pharmacy Newsletter Project – Evaluation Summary.” Sample newsletters will be available on Canvas.

After completion of the newsletter, each member of the group will rate other group members’ contributions to the preparation of the newsletter. The average of these ratings will represent the 5-point Peer Evaluation portion of the 20-point Newsletter Project grade. The Peer Evaluation Form for the newsletter is attached for your use. This project is due at the beginning of your recitation session during the week of February 24 – February 27.

Group Presentations
Your group will select two topics (a primary and an alternate) from a list of topics provided (other topics are acceptable if approved by your TA). Topic selections are due in your recitation session during the week of February 3 – February 6. Your group’s presentation will be given on the date listed in the Schedule of Activities for the semester. Each presentation will be approximately 40 minutes in length and again, creativity is encouraged and professionalism is mandatory. You must present your topic information in the context of pharmacy practice – put it in the perspective of this lab. In other words, just clinical aspects of a topic are not sufficient for this presentation. Please do not wear jeans or shorts for your presentations. You will be required to turn in a list of references and a copy of your slides to your TA. Details regarding the evaluation of your presentation are contained in the attached “Group Presentation – Evaluation Summary.” Following each presentation, the TA will ask questions for the group as well as the entire class to answer. In addition, the class is encouraged to ask questions of the group.

After each presentation, each member of the presenting group will rate other group members’ contributions to the preparation of the presentation. The average of these ratings will represent the 5-point Peer Evaluation portion of the 40-point Group Presentation grade. The Peer Evaluation Form for the group presentation is attached for your use.
PHM 181P  
Pharmacy Newsletter Project – Peer Evaluation Form

In the appropriate space below, write the names of all of the other members of your pharmacy newsletter group. Then in the space to the right of each name, indicate your evaluation of each of the other member's contribution to the preparation of the newsletter using the scale below (5 points maximum). Please include a rationale for your each of your indicated scores.

0      1    2    3    4    5
Did not Participate
        Fully

Name: ________________________________ Score: __________
Brief rationale for score (especially if ≤3).

Name: ________________________________ Score: __________
Brief rationale for score (especially if ≤3).

Name: ________________________________ Score: __________
Brief rationale for score (especially if ≤3).

Name: ________________________________ Score: __________
Brief rationale for score (especially if ≤3).

Name: ________________________________ Score: __________
Brief rationale for score (especially if ≤3).
In the appropriate space below, write the names of all of the other members of your presentation group. Then in the space to the right of each name, indicate your evaluation of each of the other member’s contribution to the presentation using the scale below (5 points maximum). Please include a rationale for your each of your indicated scores.

<table>
<thead>
<tr>
<th>Score</th>
<th>Did not Participate</th>
<th>Participated Fully</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Name:</td>
<td>Score:</td>
</tr>
<tr>
<td>1</td>
<td>Brief rationale for score (especially if ≤3).</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Name:</td>
<td>Score:</td>
</tr>
<tr>
<td>3</td>
<td>Brief rationale for score (especially if ≤3).</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Name:</td>
<td>Score:</td>
</tr>
<tr>
<td>5</td>
<td>Brief rationale for score (especially if ≤3).</td>
<td></td>
</tr>
</tbody>
</table>

Name: ___________________________  Score: __________
Brief rationale for score (especially if ≤3).

Name: ___________________________  Score: __________
Brief rationale for score (especially if ≤3).

Name: ___________________________  Score: __________
Brief rationale for score (especially if <3).

Name: ___________________________  Score: __________
Brief rationale for score (especially if ≤3).

Name: ___________________________  Score: __________
Brief rationale for score (especially if ≤3).
Pharmacy Newsletter Project – Evaluation Summary (for TA use)

The scores listed below for Content, Presentation and Participation are the scores given by your TA. The Peer evaluation score is the mean of the scores given by the other members of your group.

**FORM** (5 points possible)

Spelling  
Punctuation  
Grammar/sentence structure

**LAYOUT/FORMAT/DESIGN** (5 points possible)

Visual appeal  
Creativity

**CONTENT** (5 points possible)

Relevance  
Accurate/factual with References

**PEER EVALUATION** (5 points possible)

Participation in project from development to completion

**TOTAL SCORE** (out of 20 points possible)
Group Presentation – Evaluation Summary *(for TA use)*

The scores listed below for Content, Presentation and Participation are the scores given by your TA. The Peer evaluation score is the mean of the scores given by the other members of your group.

**CONTENT** (10 points possible)

Substance of presentation; Facts and logical ideas included
Accuracy and legitimacy of information

**PRESENTATION** (20 points possible)

Originality of ideas
Innovative expression of issue/topic; Ability to keep audience interested
Effective use of time
Ideas presented clearly; Easy to follow
Quality of Visual Aids
Individual presentation style
Delivery (eye contact, vocal inflection, clarity, enthusiasm)

**PARTICIPATION** (5 points possible)

Participation in Question & Answer session

**PEER EVALUATION** (5 points possible)

Participation in project from development to completion

**TOTAL SCORE** (out of 40 possible points)