PHM 181T Foundations of Professional Development II
Spring 2020

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   Office: PHR 5.110D
   Office Hours: by appointment

Course Unique Number: 57535

Classroom(s): PHR 2.108

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

Course Faculty:
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   Office: PHR 5.102
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:
PHM 181S

Course Learning Objectives (CAPE Objectives):
By the completion of this course, students should be able to:

1. Further 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 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 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/or 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/or 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.

All hours must be completed, and the IPPE Verification form submitted by 11:59 p.m. CST on Monday, Monday, April 27, 2020.

Course Policies

Course Grading Policies:

4 Reflection Assignments - 15 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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</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>
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</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.

Assignments:
Reflection Assignment #1 – Foundations of Self-Discovery
Reflection Assignment #2 – Professionalism & Leadership
Reflection Assignment #3 – IPPE Experience
Reflection Assignment #4 – Career Development and Planning Exploration
10 e-Portfolio Postings in the Professional Development Portfolio (PDP)

Attendance:
Class Attendance:
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®. 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 (May 8, 2020) 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 four 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).

**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.

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**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>
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<tbody>
<tr>
<td>Upload link to PDP in Assignment Section in Canvas</td>
<td>Monday, January 27</td>
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<tr>
<td>Weekly PDP Assignment #1: Personal Awareness &amp; Career Development</td>
<td>Tuesday, January 28</td>
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<tr>
<td>Weekly PDP Assignment #2: Career Development</td>
<td>Tuesday, February 11</td>
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<tr>
<td>Reflection Assignment #1 Self-Discovery</td>
<td>Friday, February 14</td>
<td>Thursday, February 20</td>
<td>Monday, February 24</td>
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<tr>
<td>Weekly PDP Assignment #3: Leadership</td>
<td>Tuesday, February 25</td>
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<tr>
<td>Mentor Meeting Signed Minimum Elements Document Uploaded</td>
<td>Monday, March 2</td>
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<tr>
<td>Weekly PDP Assignment #4: Leadership and Professionalism</td>
<td>Tuesday, March 3</td>
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<tr>
<td>Weekly PDP Assignment #5:</td>
<td>Tuesday,</td>
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</tbody>
</table>
### Career Development & Planning

| Weekly PDP Assignment #6: Foundations of Self-Discovery – Personal Life Plan Section in PDP | Tuesday, March 31 |
| Reflection Assignment #2 Professionalism/Leadership | Tuesday, March 31 |
| Weekly PDP Assignment #7: Leadership | Tuesday, April 14 |
| Weekly PDP Assignment #8: Self-Awareness & Well-Being | Tuesday, April 21 |
| Reflection Assignment #3 IPPE Experience | Wednesday, April 29 |
| IPPE Verification Form Upload | Monday, April 27 |
| Weekly PDP Assignment #9: Professionalism & Career Planning | Wednesday, April 29 |
| Weekly PDP Assignment #10: Career Development | Tuesday, May 12 |
| Reflection Assignment #4 Career Development | Monday, May 11 |
| | Thursday, May 14 |
| | Sunday, May 17 |

**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. **Failure to upload a working link to your PDP by January 27th 11:59PM CST will result in a letter grade deduction in the course.**

4. **Mentor Meeting.** Students will be required to meet with their assigned faculty mentor by **March 2nd.** 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 forms by March 2nd 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.

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.
# Course Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>FPD Topic</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/24</td>
<td>Course Overview – Tools for Personal Assessment</td>
<td>Diane Ginsburg</td>
</tr>
<tr>
<td>1/31</td>
<td>Module IV: Career Development &amp; Planning – APhA Career Pathway Evaluation Program</td>
<td>Diane Ginsburg</td>
</tr>
<tr>
<td>2/7</td>
<td>Module IV: Career Development &amp; Planning - Set Yourself Up for Success</td>
<td>Kristin Janzen</td>
</tr>
<tr>
<td>2/14</td>
<td>Module II &amp; III: Leadership &amp; Professionalism Connection</td>
<td>Claire Latiolais</td>
</tr>
<tr>
<td>2/21</td>
<td>Module II &amp; III: Leadership &amp; Professionalism Connection</td>
<td>Claire Latiolais</td>
</tr>
<tr>
<td>2/28</td>
<td>Module IV: Career Development &amp; Planning - Dealing with Difficult Situations</td>
<td>Diane Ginsburg</td>
</tr>
<tr>
<td>3/6</td>
<td>Module I: Foundations of Self-Discovery Wellbeing</td>
<td>Althea Woodruff</td>
</tr>
<tr>
<td>3/13</td>
<td>Module IV: Career Development &amp; Planning - Coaching &amp; Mentoring</td>
<td>Diane Ginsburg</td>
</tr>
<tr>
<td>3/20</td>
<td><strong>Spring Break – No Class</strong></td>
<td></td>
</tr>
<tr>
<td>4/3</td>
<td>Module V: Contemporary Issues in Healthcare (Joint Session with P2 and P3 Classes)</td>
<td>Cheryl Anderson, Diane Ginsburg</td>
</tr>
<tr>
<td>4/10</td>
<td>Module III: Leadership Development – Establishment of Culture/Fit</td>
<td>Diane Ginsburg</td>
</tr>
<tr>
<td>4/17</td>
<td>Module I: Foundations of Self-Discovery - Wellbeing</td>
<td>Althea Woodruff</td>
</tr>
<tr>
<td>4/24</td>
<td>Module IV: Career Development and Planning - Learning from Failures</td>
<td>Diane Ginsburg</td>
</tr>
<tr>
<td>5/1</td>
<td><em>Interprofessional Health Showcase – Mandatory Attendance – No FPD from 12:00 p.m. – 12:50 p.m.</em></td>
<td></td>
</tr>
<tr>
<td>5/8</td>
<td>Module IV: Career Development and Planning APhA Career Pathway Evaluation Program – Planning for the P2 Year</td>
<td>Diane Ginsburg</td>
</tr>
</tbody>
</table>