PROFESSIONAL DEVELOPMENT CONVOCATION
PHR 172H
Spring 2014 COURSE SYLLABUS

Course Coordinator
William J. McIntyre, Pharm.D.
Associate Dean for Clinical Programs and Clinical Professor
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Phone
(512) 232-3407
E-mail
bill.mcintyre@austin.utexas.edu
Office Hours
By appointment

Course Coordinator
Rochelle M. Roberts, Ph.D.
Assessment Coordinator and Lecturer
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Office Hours
By appointment

Academic Assistant (AA)
Brendon Hogan, P3
E-mail
brendonhogan2475@gmail.com

Lecture
Fridays, 12:00 p.m. – 12:50 p.m.
Location
PHR 3.106

For questions regarding attendance and quizzes, please contact your AA, Brendon Hogan.
For questions regarding e-portfolio assignments, please contact Dr. Rochelle Roberts.

CONVOCATION SECTIONS:
There are multiple sections for this course. Students will automatically be assigned to a section with one faculty member and advanced academic assistant per section.

THE PROFESSIONAL DEVELOPMENT CONVOCATION SERIES:
These courses employ a series of seminars to inculcate students into the College of Pharmacy and profession of pharmacy. Seminars will focus on professionalism, leadership development, administrative topics, professional practice issues which influence therapeutic decision-making and patient care, communication skills and techniques, and career decision-making.

Goals for the Convocation Series are to provide a mechanism by which:
1. Issues of professionalism can be presented and discussed in a manner that is commensurate with the academic level of the student.
2. Mandatory administrative topics can be addressed with specific classes at the appropriate time in the academic year.
3. Presentations over career options and career decision-making can be addressed at appropriate times in the curriculum.
4. Programmatic requirements can be directly tied to coursework, thus providing a mechanism for evaluation and monitoring.
COURSE OBJECTIVES:
By the completion of this course, students should be able to:

1. Demonstrate self-directed learning abilities through the use of techniques such as reflection and critical thinking.
2. Apply intermediate skills related to career decision-making.
3. Evaluate the requirements and training for different post-graduate training opportunities to apply to personal career decision-making.
4. Relate their personalized understanding of different career paths for pharmacists to real-life examples of pharmacists in those career paths.
5. Identify the impact of specific contemporary issues on pharmacy practice and health care.
6. Understand how University and College regulations and policies affect second year students.

COURSE REQUIREMENTS:

1. Attendance Policy. 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 Turning Point Technologies if a quiz is given. Each student should use his or her own “clicker.” Falsifying the roster, by either signing for another student or using another student’s clicker, will be considered scholastic dishonesty and be dealt with accordingly. The signed class roster will be considered an official university document.

Any students who arrive to class after the speaker has started lecture will be counted absent for that day.

Students are allowed two absences for the semester—“excused” or “unexcused”—it doesn’t matter. Five points will be deducted from the final course grade for each absence beyond the two allowed. Regardless of the reason for the absence, students will be required to view the lecture and complete required assignments by the original published deadlines.

Notifying the AA and/or course coordinator is recommended for any absence. Although the attendance policy does not indicate a need for course coordinator approval of any absence, any extenuating circumstances can be handled more appropriately when relevant information explaining the reason for the absence can be provided by the student. Any resulting action will occur at the discretion of the course coordinator.

“College-approved” absences are not necessarily “instructor-approved.” Students are required to get approval from their instructors to miss other courses for participation in IPPE and Project Collaborate events.

2. Quizzes. Students must complete weekly quizzes based on the previous week’s lecture at the beginning of each class using the Turning Point clicker system. On occasion, a weekly quiz may cover more than one lecture topic, but that quiz will still be weighted equally with all other weekly quizzes. There will be no make-up for missed quizzes; students who miss a quiz will receive a zero for that week’s quiz grade. At the end of the semester, the two lowest quiz scores for each student will be dropped.

Back-up paper quizzes may be used at the discretion of the course coordinator or local coordinator. In the event of a failure in Turning Point technology, the paper quiz will be the official record.

If a student enters the classroom after the quiz has started, only questions remaining may be answered—no earlier questions may be answered.
3. **Community Service/IPPE.** Students will be required to complete two (2) hours of health-related community service in an approved activity. The hours will count toward their Introductory Pharmacy Practice Experience (IPPE). The activities will be health-related with a preference for activities that include interactions with other health professionals. A list of approved activities will be posted on the course Blackboard website. The list will be update based on availability of new activities. If a student wishes to complete and activity that is not on the approved list, the student must submit the activity to Dr. McIntyre (bill.mcintyre@austin.utexas.edu) at least two weeks prior to the activity taking place. The request must include the sponsoring organization, a description of the activity, the date of the activity, plus the name and contact information for the individual overseeing the experience. If the activity is involving 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 (IPPE or APPE). 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. Inappropriate use of these devices may result in disciplinary action against the student.

Prior to the activity, the student will review the American Association of Colleges of Pharmacy Center for the Advancement of Pharmaceutical Education (CAPE) 2004 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. For students in Austin please submit your IPPE Verification Forms to Sherrie Bendele (5102). For student on other campuses, the IPPE Verification forms should be submitted directed to the local course coordinator. The third e-portfolio assignment will require the student to reflect on this experience in relation to the CAPE Outcomes. Students who do not submit IPPE verifications forms will receive a grade of “0” (zero) for the third e-portfolio assignment.

**All hours must be completed by April 14, 2014.**

4. **E-Portfolios.** Students are required to document three major course assignments and additional activities as assigned through the use of the LiveText™ E-Portfolio system. Each student’s assigned Faculty Mentor (and peer mentor) on a regular basis throughout the semester will review his/her e-portfolio. Failure to maintain the e-portfolio may result in failure of the course. Course assignments and any additional activities must be submitted (posted on LiveText™) by 11:59 p.m. Central Time on the due date. The evaluation of the three major course assignments will make up 50% of your course grade. Failure to post each course assignment in a timely manner will result in a 50% decrease in that assignment’s 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.

**The e-portfolio assignment topics and due dates are as follows:**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>For AAA Comments</th>
<th>For Faculty Review</th>
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</thead>
<tbody>
<tr>
<td>Career Goals</td>
<td>Monday, February 10</td>
<td>Monday, February 17</td>
</tr>
<tr>
<td>CAPE Outcomes</td>
<td>Monday, March 17</td>
<td>Monday, March 24</td>
</tr>
<tr>
<td>Spring 2014 IPPE</td>
<td>Monday, April 14</td>
<td>Monday, April 21</td>
</tr>
</tbody>
</table>
Detailed information for all assignments will be posted on Blackboard by the end of January.

**E-Portfolio Optional Revision.** Students will have the opportunity to revise and resubmit *one of their first two graded e-portfolio assignments* for additional feedback from your Faculty Mentor and the chance for higher ratings. If you choose to do this, please adhere to the following guidelines:

a) You may revise **only one of your first two assignments**, and it must be submitted via LiveText™ by 11:59PM on Friday, May 2 (i.e., the last day of classes). Any assignments submitted past May 2 will not be accepted.

b) It is strongly recommended that you look back at the feedback already provided to you by your Faculty Mentor on the graded assignment. If you still have questions about how best to improve your essay, please contact your Faculty Mentor directly.

c) When you prepare to submit, please submit your entire e-portfolio, including the revised essay on the appropriate page, for the LiveText™ assignment called "Optional E-Portfolio Assignment Revision" listed on your Dashboard. On the last screen before you click the final "Submit Assignment" button, please include a comment in the "Note" section to tell your Faculty Mentor which essay you have revised.

d) Please email Dr. Roberts to let her know which essay you have revised.

If your Faculty Mentor determines that your essay has improved and assigns you higher ratings, then those ratings will replace the original ratings (otherwise, you will keep the original ratings).

**PLEASE NOTE:** If your graded assignment was submitted late and therefore has the 50% late penalty, then the late penalty will be upheld, regardless of whether you complete the optional revision or not. In other words, the optional revision is available for extra feedback and the chance for higher ratings; it is NOT available to allow students to avoid the late penalty.

We strongly encourage you to use the Undergraduate Writing Center, FAC 211, 471-6222: [http://www.uwc.utexas.edu/](http://www.uwc.utexas.edu/). The UWC offers free, individualized, expert help with writing for any UT undergraduate, by appointment or on a drop-in basis. These services are not just for writing that has "problems": Getting feedback from an informed audience is a normal part of a successful writing project. The UWC’s trained consultants work with students from every department on both academic and non-academic writing. Using methods that preserve the integrity of your work, they help you develop strategies to improve your writing and become a more independent writer. Whether you are writing a lab report, a resume, a term paper, a statement for an application, or your own poetry, UWC consultants will be happy to work with you.

5. **Professional Classroom Decorum.** All cell phones and PDAs should be silenced during lecture. Text messaging and e-mailing in class is prohibited. The use of cell phones, tablets, and all other electronic devices is prohibited, unless specifically allowed for certain purposes and announced in advance of class.

The use of laptop computers is prohibited during class UNLESS students receive permission to use them otherwise due to the nature of the course material. Students should plan to download and print any slides they may wish to access for lecture in advance of class.

The use of devices to capture photographs of quiz questions or to save quiz content information in any other way is prohibited.
Dress Code is as follows:

a. Clean white lab jacket with nametag
b. Men: full length slacks, dress shirt or polo shirt (shirts must have collars)
c. Women: pants or skirts with blouses or dresses
d. No shorts, jeans, sneakers, athletic shoes, flip-flops, caps or hats will be permitted.

Students who violate the professional classroom decorum will receive a warning on the first offense. Subsequent offenses will result in a 5% decrease in course grade per incident.

6. Class Recordings. If video recordings of a class are made available by the College of Pharmacy, they are intended solely for the purpose of review by students currently enrolled in that class. Faculty and students utilizing class video recordings should be careful to not compromise the privacy of either themselves or other users (http://registrar.utexas.edu/students/records/ferpa), 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.

7. Course Communications. Instructors will use Blackboard, http://courses.utexas.edu, as the primary means of communication for course information. Students should check Blackboard well in advance of each class period for any assignments due for that class. All lecture materials and web sites needed to access information for class will be posted on Blackboard. Course grades will also be posted on Blackboard. You can find Blackboard support through the ITS Help Desk at 512-475-9400, Monday through Friday, 8 a.m. to 6 p.m., so plan accordingly.

E-mail is recognized as an official mode of university correspondence; therefore, you are responsible for reading your e-mail for university and course-related information and announcements. You are responsible to keep the university informed about changes to your e-mail address. You should check your e-mail regularly and frequently—daily is recommended, but at minimum twice a week—to stay current with university-related communications, some of which may be time-critical. You can find UT Austin’s policies and instructions for updating your e-mail address at http://www.utexas.edu/its/help/utmail/1564. Consequently “I didn’t check my e-mail” or returned mail and “Mailbox Full” or “user unknown” should not be a problem for any communication. Students are required to use an official University e-mail account for course correspondence.

8. Food Policy. Students may bring a light lunch and/or snack to class. All liquids must be in a resealable container. Sandwiches and other cold items are permissible. Items that may generate significant noise (e.g. chips) that would impact other’s ability to hear the lecture are not permitted. You are responsible for making sure your area is completely clean for the next class.

**GRADING POLICY:**

<table>
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<tr>
<th>Grading Scale</th>
<th>Components of Course Grade*</th>
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<tbody>
<tr>
<td>100 – 90</td>
<td>A</td>
</tr>
<tr>
<td>89 – 80</td>
<td>B</td>
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<tr>
<td>79 – 70</td>
<td>C</td>
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<tr>
<td>69 – 65</td>
<td>D</td>
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<tr>
<td>&lt; 65</td>
<td>F</td>
</tr>
</tbody>
</table>

Weekly quiz scores (after dropping two lowest) | 50%
E-Portfolio assignments | 50%
*Attendance: Keep in mind that absences beyond the two allowed will result in the lowering of five points on the final course grade. In addition, students who violate the professional classroom decorum (including tardiness) will receive a warning on the first offense. Subsequent offenses will result in a 5% decrease in course grade per incident.

Confidentiality of Student Information
E-Portfolio assignments will be reviewed by a AAA (a P3 or P4 student) and by a Faculty Mentor, and for coordination purposes only, assignments may also be viewed by Dr. Rochelle Roberts. The AA for this course provides assistance with attendance and the weekly quizzes. Therefore, the faculty, the AAAs, and the AA must complete FERPA training and are required to keep all student information confidential.

Scholastic Dishonesty and Standards of Ethical Conduct
The “Policy Statement on Ethical Conduct and Scholastic Integrity in the College of Pharmacy” reads as follows: “Pharmacy practitioners enjoy a special trust and authority based upon the profession’s commitment to a code of ethical behavior in its management of client affairs. The inculcation of a sense of responsible professional behavior is a critical component of professional education, and high standards of ethical conduct are expected of pharmacy students. Students who violate University rules on scholastic dishonesty not only violate that trust, but are also subject to disciplinary penalties, including failure of the course involved and dismissal from the College and/or University. Since dishonesty harms the individual, fellow students, and the integrity of the University and College of Pharmacy, policies on scholastic dishonesty will be strictly enforced.

Faculty and students of the College of Pharmacy have pledged their support to the Policy Statement on Ethical Conduct and Scholastic Integrity and the Code of Ethics that implements this Policy Statement. Upon entering the College of Pharmacy, and each academic year thereafter, students are asked to recite and sign the following pledge:

“As a student of the University of Texas College of Pharmacy, I have reviewed and hereby pledge my full support to the Honor Code. I pledge to be honest myself, and in order that the spirit and integrity of the Honor Code may endure, I pledge that I will make known to the appropriate authorities cases of dishonesty which I observe in the College of Pharmacy.”

University of Texas Honor Code
The core values of the University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

Plagiarism
Information on (avoiding) plagiarism and related UT policies can be found at http://www.utexas.edu/lbj/writing/plagiarism.pdf.

Students with Disabilities
The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, at 512-471-6259 (voice) or 232-2937 (video phone) or www.utexas.edu/diversity/ddce/ssd.

Accommodations for Religious Holidays
In accordance with University of Texas at Austin policy, you must notify the course coordinator or teaching assistant of your pending absence from class at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a
religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after
the absence.

**Behavioral Concerns Advice Line (BCAL)**
If you are worried about someone who is acting differently, you may use the Behavior Concerns Advice Line to
discuss by phone your concerns about another individual’s behavior. This service is provided through a
partnership among the Office of the Dean of Students, the Counseling and Mental Health Center (CMHC), the
Employee Assistance Program (EAP), and the University of Texas Police Department (UTPD). Call 512-232-5050 or visit [http://www.utexas.edu/safety/bcal](http://www.utexas.edu/safety/bcal)

**Emergency Evacuation Policy**
Occupants of buildings on the UT Austin campus are required to evacuate and assemble outside when a fire
alarm is activated or an announcement is made. Please be aware of the following policies regarding evacuation:
Familiarize yourself with all exit doors of the classroom and the building. Remember that the nearest exit door
may not be the one you used when you entered the building.

If you require assistance to evacuate, inform me in writing during the first week of class. In the event of an
evacuation, follow my instructions or those of class instructors. Do not re-enter a building unless you’re given
instructions by the Austin Fire Department, the UT Austin Police Department, or the Fire Prevention Services
office.
SPEAKERS AND FACULTY COORDINATORS

Sheryll Brown, R.Ph. Pharmacy Call Center, H.E.B.

Aaron Buchan, Pharm.D. Nuclear Pharmacist

Donna Burkett, M.S., R.Ph. Clinical Associate Professor, Health Outcomes & Pharmacy Practice

Greg Caldera Academic Advisor

M. Lynn Crismon, Pharm.D. Dean and Professor

Donna Jermain, Pharm.D. Industry

Emory Martin, Pharm.D. Baylor Scott and White

Mary Roth McClurg, Pharm.D. Associate Professor, University of North Carolina

William J. McIntyre, Pharm.D. Associate Dean for Clinical Programs and Clinical Professor

Jon Olsen, Pharm.D. Informatics, Seton Family Hospitals

Jennifer Ridings-Myhra, R.Ph. Assistant Dean for Experiential Programs and Clinical Associate Professor

Rochelle Roberts, Ph.D. Assessment Coordinator and Lecturer

Richard Wilcox, Ph.D. Assistant Dean for Admissions and Professor

Billy Woodward, M.S., R.Ph. President, Renaissance Pharmacy Services, LLC
PROFESSIONAL DEVELOPMENT CONVOCATION  
PHR 172H  
Spring 2014 LECTURE SCHEDULE (tentative)

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

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<th>Speaker/Coordinator</th>
<th>E-Portfolio Assignments</th>
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<td>1/17</td>
<td>Nuclear Pharmacy</td>
<td>Aaron Buchan, Pharm.D.</td>
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<tr>
<td>1/24</td>
<td>Pharmacy Industry</td>
<td>Donna Jermain, Pharm.D.</td>
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<tr>
<td>1/31</td>
<td>Residencies</td>
<td>Resident Panel</td>
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</tr>
<tr>
<td>2/7</td>
<td>Patient Safety</td>
<td>Emory Martin, Pharm.D.</td>
<td>Career Goals due by 2/10 (A)</td>
</tr>
<tr>
<td>2/14</td>
<td>Mail Order Pharmacy</td>
<td>TBA</td>
<td>Career Goals due by 2/17 (F)</td>
</tr>
<tr>
<td>2/21</td>
<td>CV Development</td>
<td>William McIntyre, Pharm.D.</td>
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<td>2/28</td>
<td>Central Fill/Call Center</td>
<td>Sheryll Brown, R.Ph.</td>
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<tr>
<td>3/7</td>
<td>State of the College</td>
<td>M. Lynn Crismon, Pharm.D.</td>
<td></td>
</tr>
<tr>
<td>3/14</td>
<td>Spring Break (no class)</td>
<td></td>
<td>CAPE Outcomes due by 3/17 (A)</td>
</tr>
<tr>
<td>3/21</td>
<td>Informatics</td>
<td>Jon Olsen, Pharm.D.</td>
<td>CAPE Outcomes due by 3/24 (F)</td>
</tr>
<tr>
<td>4/4</td>
<td>Advising and Registration</td>
<td>Rich Wilcox, Ph.D.</td>
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<td>Greg Caldera</td>
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<tr>
<td>4/11</td>
<td>Distinguished Speaker Series</td>
<td>Mary Roth McClurg, Pharm.D.</td>
<td>Spring 2014 IPPE due by 4/14 (A)</td>
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<tr>
<td>4/18</td>
<td>Career Pathway Evaluation</td>
<td>Jennifer Ridings-Myhra, R.Ph.</td>
<td>Spring 2014 IPPE due by 4/21 (F)</td>
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<tr>
<td>4/25</td>
<td>Institutional IPPE Orientation</td>
<td>Donna Burkett, M.S., R.Ph.</td>
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<tr>
<td>5/3</td>
<td>Students’ Evaluations of the</td>
<td>Rochelle Roberts, Ph.D.</td>
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<td></td>
<td>Curriculum</td>
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