**Advanced Institutional Rotation**  
**Advanced Pharmacy Practice Experience**  
**PHAR 7684**

*Information provided in this syllabus is unique to this course but must be supplemented with the information contained in the Ben and Maytee Fisch College of Pharmacy Experiential Programs Manual*

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**Catalogue Description**  
Professional experiential rotation designed to provide experience in the delivery of pharmaceutical care in an institutional pharmacy setting.

**Course Description**  
This course is an advanced pharmacy practice experience where students, under the direct supervision of a Registered Pharmacist Preceptor, will build on knowledge and skills acquired through didactic education and introductory pharmacy practice experiences and apply them in direct patient care activities in the hospital setting. Students will actively participate in pharmacy operations and services relating to systems for drug distribution and drug control, scope of clinical services provided by the department, management of the department, and department relationships within the institution and health system.

**Course Credit**  
6 hours

**Pre-Requisites**  
Students must have successfully completed Introductory Pharmacy Practice Experiences and required didactic courses prior to beginning their Advanced Community Pharmacy Practice Experience.

**Class Meeting Days, Time & Location**  
Students must participate in rotation activities for a minimum of 40 hours per week. Specific schedules may vary based on the preceptor and site needs. In general, students are required to provide appropriate patient care at the times designated by the preceptor. Students may be required to participate in patient care activities before 8 AM and after 5 PM if deemed necessary by the preceptor.

**Course Coordinator**  
Kawanda Williams, Pharm.D.  
W.T. Brookshire Hall Room 348  
Phone number: 903.566.6146  
Email: kawandawilliams@uttyler.edu  
Office hours: TBD  
Preferred method of contact: Email

**Required Materials**  
1. Ben and Maytee Fisch College of Pharmacy Experiential Programs Manual  
2. Most course required materials are available through the Robert R. Muntz Library. These materials are available either online* ([http://library.uttyler.edu/](http://library.uttyler.edu/)) or on reserve and may include:  
   - Micromedex  
   - UpToDate
• Lexi-Comp
• Therapeutics textbooks

Course Format
The course may include, but are not limited to, the following activities:
• Patient care activities
• Independent research/study
• Literature evaluation/journal clubs
• Writing
• Oral presentations
• Teaching/inservices
• Topic discussions
• Documentation of clinical services/interventions
• Written Exams

Course Learning Outcomes (CLOs)

<table>
<thead>
<tr>
<th>³CLOs</th>
<th>Related PLO(s)</th>
<th>Assessment Methods</th>
<th>Grading Method</th>
<th>JCPP Skill(s) Assessed</th>
<th>AACP Std. 11 &amp; 12</th>
<th>Appendix 2</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Exhibits behaviors and values that are consistent with trust given to the profession</td>
<td>3,8,12,13,15</td>
<td>13</td>
<td>RUB</td>
<td>NA</td>
<td>11.1</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>2. Effectively educates all audiences and assess understanding</td>
<td></td>
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<td></td>
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<tr>
<td>3. Develops, integrates and applies knowledge from foundational knowledge</td>
<td>1,2</td>
<td>1,4</td>
<td>RUB</td>
<td>1-5</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>4. Use the pharmacist patient care process to provide optimal pharmaceutical care.</td>
<td>2,5,6</td>
<td>4</td>
<td>RUB</td>
<td>1-5</td>
<td>NA</td>
<td>1,3</td>
<td></td>
</tr>
<tr>
<td>5. Actively participates and engages as a healthcare team member</td>
<td>4,9</td>
<td>6,13</td>
<td>RUB</td>
<td>NA</td>
<td>11.1, 11.2, 11.3</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

³Course Assessment Methods

<table>
<thead>
<tr>
<th>Assessment Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Final Exam Multiple Choice or Multiple Selection Question(s)</td>
<td>Standard MCQ and Select All that apply questions.</td>
</tr>
<tr>
<td>7 Individual Project</td>
<td>Inservice, drug information response, journal club</td>
</tr>
<tr>
<td>8 Oral Presentation</td>
<td>Students will give a presentation to their preceptor on a disease state topic selected by preceptor and/or student</td>
</tr>
<tr>
<td>9 Poster Presentation</td>
<td></td>
</tr>
<tr>
<td>10 SOAP Note</td>
<td></td>
</tr>
<tr>
<td>11 Reflection Essay</td>
<td></td>
</tr>
<tr>
<td>13 Internship/Observation (Competency Assessment)</td>
<td>Students will be evaluated by preceptor at midpoint and final of each rotation. Preceptor will check off skills demonstrated by the student and provide a final evaluation</td>
</tr>
</tbody>
</table>
Grading Policy & Grade Calculation

- **Course grades**: Grades will be determined based on evaluation of a number of knowledge, practice and skills components (Table 1) by your preceptor.
- **Students will receive a letter grade, similar to previous courses in the curriculum.**
- **Grades and Documents**: Students cannot be awarded a rotation grade until the following documents are submitted in RxPreceptor™:
  1. APPE Evaluation by Preceptor - Midterm and Final
  2. Rotation hours logged by student and verified by preceptor
  3. Evaluation of Preceptor, Evaluation of Site, and Student Self-Evaluations
- **Students are responsible for accomplishing the rotation requirements and submitting required evidence that must be submitted in the course site.**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100 %</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89.999 %</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79.999 %</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 69.999 %- repeat APPE</td>
</tr>
</tbody>
</table>


Table 1: Rotation Grading Components

<table>
<thead>
<tr>
<th>Grading Components</th>
<th>Weight</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competency Assessment (see below) –</td>
<td>65 %</td>
<td>- The competency assessment will be performed by the preceptor at mid-rotation and at the end of the rotation in RxPreceptor. The final evaluation will be credited toward your grade (i.e. midpoint = formative; final = summative). - The program allows for a Non-Applicable (N/A) if the student has not been exposed to a specific competency during the rotation. - Includes the Pharmacist’s Patient Care Process, daily patient care responsibilities, informal patient discussions, medication histories/documentation, discharge counseling, medication education to patients, drug information questions/requests and formal inservices, drug information responses.</td>
</tr>
<tr>
<td>Drug Information Response</td>
<td>Pass/Fail</td>
<td>-</td>
</tr>
<tr>
<td>Clinical Intervention Report</td>
<td>Pass/Fail</td>
<td>-</td>
</tr>
<tr>
<td>Formal Inservice</td>
<td>Pass/Fail</td>
<td>-</td>
</tr>
<tr>
<td>Formal Oral Patient Presentation</td>
<td>10 %</td>
<td></td>
</tr>
<tr>
<td>Reflection Essay</td>
<td>5 %</td>
<td></td>
</tr>
<tr>
<td>Drug Information Response/ or Journal Club</td>
<td>5 %</td>
<td></td>
</tr>
<tr>
<td>Final Written Exam</td>
<td>Pass/Fail</td>
<td>- All students will be required to take a final written exam covering the core disease states. The final written exam is 90-minute exam composed of multiple-choice questions covering each of the core disease states. The written exam will be administered during the final week of rotation at the college of pharmacy.</td>
</tr>
<tr>
<td>Professionalism</td>
<td>15 %</td>
<td>- Egregious lack of professionalism may result in immediate dismissal and/or failure of the rotation.</td>
</tr>
</tbody>
</table>

Table 2: Competency Assessment Rubric
In order to achieve the stated course learning outcomes, students completing the Adult Medicine/Acute Advanced Pharmacy Practice Experience should complete the following activities/assignments.

**Required Activities/Assignments:**
In order to achieve the stated learning objectives, students completing the Advanced Hospital Practice Experience should complete the following activities/assignments:

1. Participate in the hospital's medication reconciliation process, as applicable, performing and documenting at least one medication reconciliation.
2. Deliver at least one presentation (journal club, patient case, new drug review, etc) to pharmacy and/or other health care professionals, including analysis and interpretation of the primary literature.
3. Participate in a P&T committee and/or in other pharmacy department or multi-disciplinary meetings as able.
4. Discuss with the preceptor, or other pharmacist, national quality measures and safe medication use. Topics may include review of National Patient Safety Goals, Joint Commission accreditation, National Hospital Quality Measures, HEDIS, HCAHPS, etc.
5. Participate in preparing and/or submitting an actual or simulated adverse event or medication error report to a standard reporting system (e.g., FDA MedWatch, medication error reporting, etc). Note: student's role may include reporting simulation and/or discussion with the preceptor.
6. Participate in the processing of drug orders (including preparation of IV medications) from entry into the pharmacy system to patient delivery (student's role may include simulation and/or training in some areas, depending on institutional policies and procedures).
7. Complete at least two written drug information responses using appropriate institutional documentation on the College of Pharmacy Drug Information Question Form.

**Required Patient Care Activities**

1. Follow an average of 5-8 patients weekly (dependent on practice site).
2. Use the Pharmacists’ Patient Care Process to formulate, recommend and implement therapeutic plans.
3. Use a patient following form (or other organized method as determined by the preceptor) to keep track of patients on a daily and ongoing basis.
4. Make therapeutic recommendations (to preceptor or other healthcare professionals as appropriate)
5. Participate in therapeutic drug monitoring activities, including:
   a. Application of pharmacokinetic dosing principles; and
   b. Recommendation of dosing adjustments for renal and hepatic impairment
6. Obtain and record accurate medication histories (formal or informal based on practice site)
7. Counsel patients and/or caregivers during their stay and upon discharge regarding therapeutic agents and regimens.
8. Document clinical interventions/activities, via a method provided by the preceptor or site (list of interventions, notes in the medical record, etc.)
Interprofessional Education

9. Attend at least one interprofessional meeting (e.g., Pharmacy and Therapeutics Committee meeting, Patient Safety Committee, etc.). Provide a written summary of what was discussed. Use the Pharmacists’ Patient Care Process to formulate, recommend, and implement therapeutic plans.

Other Learning Activities:
Students will benefit from exposure to the following learning activities during their Advanced Institutional Practice Experience, when feasible within the rotation/site:

1. Spend time with a registered nurse to observe the following: a) delivery of medication from pharmacy; b) dispensing from a dispensing device; c) patient identification; d) delivery method; e) record of delivery; and f) resolution of discrepancies.
2. Spend time with the pharmacy staff member(s) responsible for controlled substances, with exposure to the following: a) procedures for procurement of controlled substances; b) inventory/storage requirements within the pharmacy department and in patient care areas; c) procedures for distribution/tracking of controlled substances and prevention of theft/diversion; and d) procedures for disposal/handling of expired or partially used products.
3. Participate in the preparation of stocking a code cart and attend/observe a code if applicable.
4. Be familiar with the investigational drug process in the institution including, but not limited to, storage, distribution, and record keeping requirements. Participate in the dispensing of an investigational drug, if applicable.
5. Spend time with the purchaser/buyer for the pharmacy, with exposure to: a) how an order is placed and received; b) process for obtaining non-formulary medications; c) how drug shortages are handled; and d) how drug recalls are handled.
6. Spend time with pharmacy management to help the student gain an understanding of basic principles of pharmacy management and supervision, including pharmacist and technician supervision, hiring, scheduling, conflict resolution, and performance evaluation and review.
7. Review with the preceptor a detailed organizational chart for the department of pharmacy and high-level organizational chart of the hospital.

Rotation Assignments:
1. One (1) Presentation Handout – Handout or other evidence that documents a presentation (the presentation may be a journal club, patient case, new drug review, etc.)
   a. The presentation should include:
      1. Discussion of disease state
      2. Discussion of drug therapy options
      3. Analysis and interpretation of the primary medical literature as it applies to the patient case
      4. Individualized drug therapy plan
      5. Conclusion and critique of therapy
2. One (1) Adverse Event Report – Written reflection about an experience in preparing and/or submitting an actual or simulated adverse event
3. Two (2) Drug Information Responses
4. Provide a written reflection/description of an interaction you had with a health care professional for clarification, correction, or verification of a medication order. Was this encounter an example of
interprofessional collaboration or conflict resolution? If conflict resolution, how would you change the process to encourage team collaboration?

**College of Pharmacy Policies**

**Examination Policies**

The term exam in this document refers to any assessment (e.g. RAT, CAT, midterm examination, final exam, OSCE, skills test/assessment) used for formative or summative student learning outcome evaluations.

Most exams will be taken using ExamSoft. It is the students’ responsibility to have a device that is compatible and works with ExamSoft under exam conditions. Each student will use a privacy screen on the device used to take the exam.

- Students will be allowed entry to the classroom after an exam has started ONLY at faculty or proctors’ discretion.
- Exams using ExamSoft will be available for downloading 24 hours in advance of the exam. All students must have the exam downloaded and be prepared to start the exam at the scheduled exam time. Students will NOT receive additional time if the exam was not downloaded in advance and the student has technical difficulties as a result. The password to access the exam will be given at the time the exam is scheduled to begin.
- Some exams are administered on multiple days (i.e., laboratory assessments or assignments) or throughout the day (i.e., OSCEs). In such instances, students already completing the exams shall not share the questions or activities with students yet scheduled to take the exams. Sharing of any part of the exams with those who have not yet taken the exam is considered academic dishonesty and the person(s) receiving the information will receive a score of zero (0), as well as the person(s) sharing the information about the exams.
- All personal items, such as Google glasses, purses, books, backpacks, cellphones, pagers, notebooks, and briefcases will be left in the front or back of the room during testing.
- Silence will be enforced during exam time. No one may be enter or leave the room during the exam without the permission of the exam proctor(s) to avoid distracting other students during the exam.
- Students will not share calculators during exams. Calculators will be provided by the college during the exam period if required.
- Course exams will not be returned. A review of the exam will be conducted at the discretion of the faculty. Exam reviews may be scheduled with faculty during office hours and within TWO (2) business days from the return of the exam grades.
- Official notification of exam scores will be posted on Canvas after faculty analysis and review. Every effort will be made to post the scores in a timely manner.
- Any student achieving an exam grade <70% MUST schedule an appointment with the course coordinator within two business days from the official notification of the exam grades.
- If an absence for an exam is necessary, the student is responsible for notifying the course coordinator PRIOR to the exam with an acceptable reason. Failure to meet this requirement may result in denial of opportunity to make up the exam at a later date. Make-up exams may be given at the time designated by the course coordinator.
• Exams missed for medical/emergency will require official documentation and the documentation must be given to the coordinator no later than five (5) business days after the exam.
• Make-up exams may only be given at the discretion of the course coordinator or relevant faculty and may be in a different format from the original exam.
• Any student suspected of cheating may be immediately removed from the testing area. Strict enforcement of the college Honor Code is maintained.

Appeals Policy
All grading related appeals for a particular project or assignment must be submitted IN WRITING to the responsible instructor and course coordinator within TWO (2) business days of the publication of that grade on Canvas. All appeals must be defended with relevant evidence from appropriate current textbooks and primary literature, and must be properly referenced.

A student can file an appeal if there is a disagreement with a final course grade. The appeal must be submitted within TWO (2) business days of online posting of final course grades. The student must initiate a formal grade appeal process by completing the Course Grade Appeal form available on the College web page and by submitting this form to the course coordinator.

Classroom Behavior Expectations
Overall, students are expected to exhibit professional behaviors as described in the Student Handbook.

UT Tyler Policies and Further Information

Student Rights and Responsibility
All students are responsible for reviewing the syllabus and abiding by all that is within it. Students are encouraged to seek clarification within the first week of the course. The student is responsible to know and understand the policies that affect her or his rights and responsibilities as a student at UT Tyler. Please follow this link: http://www2.uttyler.edu/wellness/rightsresponsibilities.php.

Course Website
Course faculty and coordinators will use Canvas course management tools (uttyler.edu/canvas) to facilitate communication and to provide access to materials, assessment scores, and other resources. Materials will be posted to the website before formal student engagement and readiness assessment tests.

Instructor Communication and Response
Course faculty-strive to have open communication with students both in and outside of the classroom. Students are encouraged to contact faculty to discuss questions or other issues related to the course. Responses to phone or email messages will be transmitted during regular working hours. If you do not have a response within a reasonable time, please check to assure you have used the correct email address or phone number and follow up if with course faculty if needed. Faculty will respond to student questions received during evenings and weekends once they are back in the office during regular business hours. Communications from faculty and course coordinators to students, regarding the course, will be made via the Canvas website and/or UT Tyler email.

Attendance and Make-up Policy
Experiential education and other off-site activities have a mandatory attendance requirement of 40 hours weekly during each six-week rotation. For Advanced Pharmacy Practice Experiences, a standard attendance policy is established that meets the requirements of the curriculum and the internship hours needed for licensure by the Texas State Board of Pharmacy. If a holiday occurs when the practice site is closed, the student is expected to coordinate a time with the preceptor to make up the day. If the site is open on the holiday, the student is expected to be onsite unless notified otherwise by the preceptor. All absences are required to be made up, except those due to attendance at a state or national professional pharmacy meeting.

**Late Arrival:** A student who is late for 3 or more rotation days will earn an unexcused absence, and must make up a rotation day. Continued tardiness will result in failing the course. *See Unexcused Absence Policy*

**Known Excused Absence:** A student may request an excused absence from pharmacy practice experiences for known qualifying professional meetings, school sponsored event or interview. Known excused absence requests are initiated in writing to the office of experiential education. Generally, *known* excused absences are for one or two academic days. Known excused absences may not exceed four days. Students will be required to present appropriate documentation to support a request for a known excused absence. *The decision to grant a known excused absence is at the discretion of the course coordinator and is final.*

**Unexpected Excused Absence:** In the event of an unexpected circumstance or illness, students are responsible for IMMEDIATELY notifying BOTH the preceptor (by phone and email) and the Office of Experiential Education. Students will be required to present appropriate documentation to support a request for an unexpected excused absence. The missed time from an excused absence must be made up at a time acceptable to the Preceptor. After three (3) excused absences, the student must make an appointment with the Experiential Director and/or Assistant Dean for Experiential Programs. *All absences must be made up.* *The decision to grant an unexpected excused absence is at the discretion of the course coordinator and is final.*

**Unexcused Absence:** This is an absence from the assigned site (whether it is not coming in to the practice site or leaving early without permission) without advanced notification to the Preceptor and Experiential Director, or advanced approval by the Preceptor and Experiential Director or without acceptable reason. The student must make an appointment with the Experiential Director and/or Assistant Dean for Experiential Programs to determine need for corrective action.
- **Students will lose 1 letter grade for each unexcused absence from the final grade**

**Course Withdrawal and Census Date**
To withdraw from the course, students should initiate withdrawals with the course coordinator. The course coordinator is not responsible for officially withdrawing you from the class. If you do not withdraw by the official dates you will automatically receive a letter grade of “F”.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:
- Requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit;
- Receiving 100% refunds for withdrawals. (There is no refund after the Census Date);
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade);
- Being reinstated or re-enrolled in classes after being dropped for non-payment;
- Completing the process for tuition exemptions or waivers through Financial Aid.

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<th>APPE starts</th>
<th>Census date</th>
<th>Last withdrawal date</th>
<th>End date</th>
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<tbody>
<tr>
<td>Summer I</td>
<td>May 21</td>
<td>May 24</td>
<td>June 18</td>
<td>June 29</td>
</tr>
<tr>
<td>Summer II</td>
<td>July 2</td>
<td>July 6</td>
<td>July 30</td>
<td>Aug 10</td>
</tr>
<tr>
<td>Fall I</td>
<td>Aug 13</td>
<td>Aug 16</td>
<td>Sep (7)</td>
<td>Sep 21</td>
</tr>
<tr>
<td>Fall II</td>
<td>Sep 24</td>
<td>Sep 27</td>
<td>Oct 19</td>
<td>Nov 2</td>
</tr>
<tr>
<td>Fall III</td>
<td>Nov 5</td>
<td>Nov 8</td>
<td>Nov 30</td>
<td>Dec 14</td>
</tr>
<tr>
<td>Spring I, 2019</td>
<td>Jan 7</td>
<td>Jan 10</td>
<td>Feb 1</td>
<td>Feb 15</td>
</tr>
<tr>
<td>Spring II</td>
<td>Feb 18</td>
<td>Feb 21</td>
<td>March 18</td>
<td>March 29</td>
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<tr>
<td>Spring III</td>
<td>April 1</td>
<td>April 4</td>
<td>April 26</td>
<td>May 10</td>
</tr>
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Handling of Student Accommodations
In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit https://hood.accessiblelearning.com/UTTyler and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at http://www.utttyler.edu/disabilityservices, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Students must notify instructors of accommodation needs at least five (5) business days prior to needing the accommodation so that the course coordinator has adequate time to coordinate with the Student Accessibility and Resources (SAR). A letter from the SAR office must accompany this request. Authority for disability accommodation can be found in the Handbook of Operating Procedures, Section 5.14.1 and can be found at:

Notice of Permission / Non-Permission
All course materials (including but not limited to; audio, visual, print and electronic) are copyrighted. External distribution outside of Canvas or for purposes other than classroom use is prohibited without first gaining permission. For additional information regarding the use of copyrighted materials, please refer to the Handbook of Operating Procedures, 2.3.1. Copyrighted materials http://uttyler.smartcatalogiq.com/en/UTTyler/2015-2016-HOP/Series-200-General-Policies-and-Procedures/2-3-1-Copyrighted-Materials.
Holidays and Religious Observations
Students who anticipate the necessity of being absent from class due to the observation of a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second class meeting. Authority for approved absence policy can be found in the Handbook of Operating Procedures, Section 5.10.1 and can be found at:

Professionalism Expectations / Handling of Academic Misconduct

Academic Misconduct and Consequences

- The University policies regarding academic misconduct will be strictly enforced. Student suspected of cheating during a quiz or examination will receive zero points for the assessment and will be reported to the College’s Office of Academic Affairs and/or the University of Texas at Tyler Office of Judicial Affairs for further sanctions. (See Examination and/or Major Assignment Policies and Procedures). Upon confirmation of academic misconduct in these circumstances of serious disregard for academic integrity, course faculty may recommend sanctions including that the student be awarded a failing grade in the course.
- Course faculty will adhere to a no tolerance policy for cheating and expect students to abide by university, college and program policies. The Honor Code will apply at all times. Students also are expected to help enforce this code.
- Students are expected to work independently on all individual assignments, quizzes and exams. Group projects will be clearly identified. The use of any resources other than the student’s own recollection and reasoning ability on an individual assignment, paper, quiz, or exam is cheating. Inappropriate use of electronic or wireless technology (e.g., cellular telephone, pagers, PDA’s, laptops) during quizzes or examinations is considered academic misconduct. Students must be honest when reporting on work completed within the course. Putting a student’s name on a report that he/she did not actually contribute to in a meaningful way is dishonest and is considered cheating. Both the student whose name is placed on the report or assignment and the student(s) doing so will be sanctioned.
- Plagiarism, another form of cheating that occurs when another person’s work is used or copied without proper acknowledgement, is not condoned and will not be allowed.
- Students may be asked to move during an examination if proctors believe a student is knowingly committing or unknowingly contributing to academic misconduct.

Students are encouraged to obtain a copy of A Student Guide to Conduct and Discipline at UT Tyler, available in the Office of Student Affairs.

Authority for handling of academic misconduct can be found in the Handbook of Operating Procedures, Sections 5.5.1 and 5.5.2 and can be found at:


Social Security and FERPA Statement
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

FERPA Statement for Courses That Utilize Plagiarism Detection Software

The University of Texas at Tyler has an account with an automated plagiarism detection service which allows instructors and students to submit student assignments to be checked for plagiarism. Faculty reserve the right to 1) request that assignments be submitted as electronic files and 2) electronically submit assignments to SafeAssign, or 3) ask students to submit their assignments to SafeAssign through the LMS course management program of UT Tyler. Assignments are compared automatically with a database of journal articles, web articles, and previously submitted papers. The instructor receives a report showing exactly how a student’s paper was plagiarized. For more information about the University’s policies regarding plagiarism, go to Subchapter 8-800-Student Standards of Conduct in the Manual of Policies and Procedures for Student Affairs. It can be found at: http://www.uttler.edu/mopp/documents/8Student%20Conduct%20and%20Discipline.pdf.

Please remove your name from the body of your paper and replace it with your UT Tyler ID#. Also remove your name from the file name and replace it with your UT Tyler ID# (e.g., “U12345678 Essay 1.docx”) before submitting it to SafeAssign. Pursuant to the provisions of the Family Educational Rights and Privacy Act (FERPA), students are requested to maintain confidentiality as a way to keep their personal contact information (i.e. name, address, telephone) from being disclosed to vendors or other outside agencies. By your submission, you are also agreeing to release your original work for review for academic purposes to SafeAssign.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Emergency Exit and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Emergency Preparedness for Academic Continuity

In the event of an emergency, it may be necessary for UT Tyler to suspend normal operations. During this time, UT Tyler may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main UT Tyler, College, and department websites and emails for important general information.

Syllabus Content Change Disclaimer

The course coordinator retains the right to make adjustments to the course content, schedule or grading policy as deemed necessary to enhance student learning.

Instructional Technology Assistance
If you experience technical problems or have a technical question about this course, you can obtain assistance by emailing itsupport@patriots.uttler.edu or call 903.565.5555.

When you email IT Support, be sure to include a complete description of your question or problem including:

- The title and number of the course
- The page in question
- If you get an error message, a description and message number
- What you were doing at the time you got the error message

Netiquette Guide
"Netiquette" is network etiquette, the do's and don'ts of online communication. Netiquette covers both common courtesy online and informal "rules of the road" of cyberspace. Review and familiarize yourself with the guidelines provided. (http://www.learnthenet.com/learn-about/netiquette/index.php)

Course and Instructor Evaluations
Evaluations are a professional responsibility. Constructive evaluation is a valuable tool utilized by the faculty as a method for quality control of the curriculum. Student evaluations are viewed by the faculty and administration as one method for maintaining high, consistent levels of quality education in the College. As a professional pharmacy student, evaluation requires maturity and objectivity. This evaluation tool is the student’s opportunity to participate in the on-going evaluation process. The evaluations will be online and links to the tool will be provided on Canvas toward the end of the term. Evaluations are collated and presented in a composite format after final grades are submitted to the Registrar’s Office.

Dress Code
Please refer to the Student Handbook

Handgun Policy
We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at http://www.uttler.edu/about/campus-carry/index.php.

Tobacco-Free University
All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttler.edu/tobacco-free.