School of Pharmacy
COMMON SYLLABUS INFORMATION
P1-P3 Academic Year: 2023-2024

The following information applies to all UTEP P1-P3 courses. Students are responsible for this information in addition to the specific course syllabus. **Please check with EACH course syllabi for specific course details; if conflicting information between the common syllabus and the course specific language occurs, follow the specific course language.**

Office Hours:

The course coordinator will post office hours and accommodate all students as time permits. Students may request an appointment with the coordinator in person or via email. The course coordinator will try to respond as soon as possible (generally within 24-48 hours). When sending an email, send through the Blackboard® course email or place the course number and name (e.g., PHAR 6477 ISBP IIIB2 and the issue/topic in the subject line of the email). **All appointments should be made at least 2 business days in advance. Individual guest faculty should provide office hours during lecture days. Office hours outside of the lecture day,** please email faculty for their office hours.

If an instructor offers virtual Office Hours, they will be synchronous through a UTEP-approved platform (e.g., Microsoft Teams, Blackboard, or Zoom) and will be used to discuss problematic exam questions and any course logistic problems.

Additional / Detailed Course Meetings & Location:

In a major disruption (e.g., H1N1 epidemic, subzero weather), be prepared to maintain course progress via other means (e.g., Internet, our Blackboard course shell, etc.) and check your email (especially your UTEP miners account) regularly.

Methods of Instruction/Learning:

The SOP primary form of instruction is in person. However, the UTEP SOP may change to primarily online course if major disruption (e.g., pandemic, weather). For tips on succeeding in an online environment, see: https://www.utep.edu/extendeduniversity/utepconnect/blog/february-2017/tips-for-online-learning- success.html.

Required Course Technology/Tools/Needs:

Laptop Computer

- Students are expected to bring laptop computers to the class each day for participation in exercises or assessments. It is the responsibility of the students to make sure that the laptops are in working condition and meets the University and School of Pharmacy IT requirements (See SOP Student Handbook).
- **Audio (speaker & microphone) and video (camera) MUST be checked to be functional for classes and online exams for laptops, tablets, or other portable electronic devices.**
- Students should be ready at any time to share their screen, camera, audio with classmates/faculty for online course learning situations

Software/Technology must be tested in orientation/first week of courses to ensure functionality.

- ExamSoft® Exam Monitor
- Microsoft® Teams or UTEP Zoom®
- Blackboard® Respondus Lockdown
- **Audio (speaker & microphone) and video (camera) MUST be checked to be functional for classes and online exams for laptops, tablets, or other portable electronic devices.**

Attendance:

The attendance policy for the School of Pharmacy is outlined in the UTEP SOP Student Handbook (See https://www.utep.edu/pharmacy/current-students/current- students.html - See Student Handbook-Attendance).

It is expected that students should demonstrate their commitment to the profession and respect for faculty, guest speakers, and colleagues by attending all classes and arriving to class on time prepared for the day's lesson(s). **See individual course for specific guidance.**

Absences from class should follow procedures outlined in the UTEP SOP Student Handbook. It is expected that the student contact their course instructor(s)/facilitator(s), course coordinator(s), preceptor, and/or Experiential Coordinator by email directly to inform them of the absence in classes where attendance is mandatory and for experiential activities. Even with an excused absence, make-up work/activities may not be available. To request an excused absence use the online form – https://www.utep.edu/pharmacy/current-students/student-absence- form.html

To secure approval for an absence related to travel for professional meetings or for events that fall outside of the criteria outlined in the UTEP SOP Student Handbook, please refer to the Handbook for more information regarding required documentation for submission to the Office of Student Affairs.

Classroom / Online Etiquette:

Students are expected to be professionals and will be treated as such unless circumstances deem otherwise. Any behavior that impairs a student's ability to learn will not be tolerated (e.g., side conversation, cell phone use, electronic device use for activities not related to coursework). Laptops or other portable devices may be used during class for taking notes and other in class activities. Using laptops for other activities than taking notes causes a disruption to the class around you. Recording of lectures either video or audio is not authorized unless written permission (e.g., email) is granted by each instructor.

Expectations of Students During Course:

It is the responsibility of the **student** to monitor their progress during the course and see that they are   maintaining the required competency level. Students should seek advice and assistance from the course facilitator as soon as they encounter any difficulty in the course.

Dress Policy:

Please see the UTEP SOP student handbook (Current Students (utep.edu)) and updated policies.

Emergency and/or Health Precautions:

**If the course meets on campus during the semester, then all CURRENT emergency and/or public health precautions/measures should be taken as provided via UTEP communication.

EXAM-RELATED Technology and Guidance:

The SOP provided guidance regarding exam-related technology can be found in Blackboard.

Remediation Policy:

Remediation occurs if a student fails the course. **Students must participate fully (e.g., submit all assignments/exams, attend class) in the course to be eligible for remediation.**

Please refer to the UTEP SOP **Student Handbook** for end-of-course remediation policies and timelines (*see Student Handbook: Table of Contents for End of Course Remediation*). https://www.utep.edu/pharmacy/current-students/current-students.html

Grading Rounding/Curving:

Unless otherwise stated in the specific course syllabus, SOP Instructors will not round or curve grades.

In Course Assessment Grade Questions/Concerns:

Students should address a grade question, for an assignment, quiz, exam, or other course assessment, immediately after a grade is posted (e.g. No more than 5 business days). Students should work within SOP procedures and start the process with the individual instructor, then course coordinator, then Department Chair and finally the Associate Dean for Academic Affairs. For the final course grade, students should refer to the SOP student handbook for Final Course Grade Review and Course Grade Grievance. Students may file a formal grade appeal to the Faculty Senate's Grievance Committee. A challenge to a grade may be pursued only on the basis of: malice, bias, arbitrary or capricious grade determination or impermissible discrimination. Additional information on grade grievance is found **https://www.utep.edu/student-affairs/dean-of-students-office/resources/grade-grievance.html**

Missed Quizzes/Exams/Assignments:

Missed quizzes, exams and assignments may not be available for students with excused or unexcused absences. Students should speak with the course instructor or coordinator before an absence to discuss specific concerns and specific course policies.

For a Missed Quiz or Exam:

- The course coordinator MUST be notified on the day of the exam for the student to be excused from that exam for an emergency.
- In the case of religious holidays, the student MUST notify the course coordinator 10 business days prior to the exam. Students should not assume that they can miss an exam for vacation or other personal conflicts.
- Any excused absence from an exam for health reasons must be documented with a note from an appropriate health professional.
- Any unexcused absence from an exam will result in a grade of zero for that exam.

***IF IPPE-ASSOCIATED COURSE ***Any unexcused absence from an IPPE will result in a failure of the course in accordance to the UTEP SOP Student Handbook.

The course coordinator will determine the time and date for a make-up exam, which should occur before the final exam period. If the student is unable to attend either the original exam or the make-up exam, the course coordinator is not required to provide additional opportunities for the student make-up exam. The format of the make-up examination is at the discretion of the course coordinator, and may include any question type including, but not limited to, open-ended questions, an essay examination, or oral examinations.

Course Evaluation:

During this course, you will be provided with an opportunity to evaluate this course and your instructors. Course coordinators will remind students of the end of course evaluations toward the end of the semester for you to complete the course evaluation. The course coordinators may provide additional clarification about which instructors should be included in the course evaluation's (e.g., those with significant teaching roles in the course). UTEP uses an online course evaluation system, which is managed by UTEP Technology Support. Only aggregated results (without any identifying information) are provided to course instructors after final grades are released. Course Evaluations can be taken at **my.utep.edu** by clicking on the CLASSES TAB on the left. The Course Evaluation module will appear and your classes will be listed. Click on the Course Name, or CRN, to complete   the evaluation for the course. Your participation is an integral part of this course and the accreditation   process, and your feedback is vital to improving education at the School of Pharmacy.

General Statement about Course Policy:

The Individual Course and Common language syllabi are subject to change to meet course needs, especially if there are unexpected disruptions or   changes in class size, resources, etc. The most updated individual course syllabus can be found on the course Blackboard shell. The Common Language Syllabus can be found on the SOP Website under Current Students.   It is the student's responsibility to review the syllabus periodically for updates.

If syllabus language is unclear, students need to seek clarification with the course coordinator.

UTEP and SOP Policy for Academic Integrity:

Any student who commits an act of academic dishonesty is subject to discipline (which could include failure of course or dismissal from School of Pharmacy). Please refer to the Student Handbook for SOP guidance on academic integrity (*see Student Handbook - Table of Contents for Curriculum and Classroom Policies: Academic Integrity*).

Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such acts.

Proven violations of the detailed regulations, as printed in the Handbook of Operating Procedures (HOP), and available in the Office of the Dean of Students and on the homepage of the Dean of Students at www.utep.edu/dos, may result in sanctions ranging from disciplinary probation, to a failing grade on the work in question, to a failing grade in the course, to suspension or dismissal, among others. For more information, see: https://www.utep.edu/student-affairs/osccr/student-conduct/academic-integrity.html.

Professionalism and Professional Conduct:

While enrolled at the University, a student neither loses the rights nor escapes the responsibilities of citizenship. Thus, UTEP and the SOP value professionalism and expect all students to not only acquire but also maintain the highest standards of professional attitudes and behaviors in their interactions with their fellow classmates, staff, faculty, colleagues and their patients, as described in **the UTEP School of Pharmacy Student Handbook** and as per UTEP's student conduct policies (see **https://www.utep.edu/student-affairs/osccr/student- conduct/index.html** for further information). Any student who engages in conduct that is prohibited by the Board of Regents' Rules and Regulations, University or SOP rules or by federal, state, or local law is subject to discipline whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.

Please refer to the Student Handbook for specific expectations regarding professional conduct in the SOP (*see Student Handbook: Table of Contents for Academic Progression: Good Standing: Professional*).

Cell Phones:

Students should carry cell phones, but keep the phone on the vibrate mode in the event students need to be notified by the emergency alert system. Disruptive cell phone use for the purpose of texting, email or social media is not permitted. This use is disruptive to fellow classmates, faculty and the learning environment. The use of a cell phone or the ringing of the phone in class is considered unprofessional behavior. No cellphones, calculators, laptops or other items may be used during an assessment (e.g., exam or a quiz) unless specifically as part of that assessment and approved by the faculty member/instructor.

Technical Assistance:

Checking computer/tablet requirements and ensuring that all software up to date is essential for students to access course content. **Supported browsers include** –

　　1) **For a PC**: Mozilla FireFox and Google Chrome (NOT Internet Explorer)
　　2) **For a Mac**: Safari, Firefox, and Chrome
　　Check for updates on supported browsers:
　　https://help.blackboard.com/Collaborate/Ultra/Participant/Get_Started/Browser_Support#supported-browsers_OTP-0

To enhance browser performance, students should clear the browser cache and allow pop-ups. In addition to testing the web browser, check to ensure that the computer has an updated version of **Java** (go to http://java.com, click on "Do I have Java", click on "Verify Java Version," update Java if needed). Additional browser plug-ins may also be needed to view some content that your instructor may share on the learning management system. Common plug-ins include: **Adobe Reader, Flash Player, Windows Media Player, QuickTime**. When creating documents, slide presentations, spreadsheets, etc., be sure to use Microsoft Office or a compatible

program (see 10 Free MS Word Alternatives). The UTEP Technology Support Services (3rd floor, UTEP Library) can also provide students with any applications, compatibility packs, patches, and updates that may be needed.

Students working off campus may need to set up a **Virtual Private Network (VPN)** on their computer to access UTEP resources for this class (i.e., Library). The link below provides information in setting up a VPN connection depending on the operating system. Students may contact the UTEP Help Desk (915-747-HELP) for assistance (or https://www.utep.edu/technologysupport/ServiceCatalog/NET_VPNGlobalProtect.html).

    ExamSoft Technical Support: 866.429.8889 or 954.429.8889

If technical problems are experienced with the course, students should contact the **UTEP Help Desk** during: Monday–Friday: 8AM – 5PM. If calling within UTEP: 915.747.4357. If calling from outside UTEP: 915.747.5257. For more information, please visit http://helpdesk.utep.edu. For help with **Blackboard:** https://www.utep.edu/technologysupport/ServiceCatalog/BB_Students.html

Students can also visit an on-campus lab such as the ATLAS lab located within the Undergraduate Learning Center (UGLC building) for additional technical assistance. In addition to the various campus computer labs (ATLAS in UGLC or LACIT in Liberal Arts for example), Technology Support Services provides workstations for student use.
To learn more, please visit: https://www.utep.edu/technologysupport/ServiceCatalog/BB_Students.html

UTEP and SOP Policy for Special Accommodations (ADA):

"If you have or suspect a disability and need classroom accommodations, you should contact the Center for Accommodations and Support Services (CASS) at 747-5148." You can also e-mail the office at cass@utep.edu or go by their office in Union Building East (Room 106). For additional information, visit the CASS website at http://sa.utep.edu/cass/
Students who have CASS accommodations need to meet and discuss with each course coordinator at the beginning of the semester and at least 1 week prior to using the accommodations.

Additional Information:

Campus Concealed Carry:

Effective August 1, 2016. https://www.utep.edu/campuscarry/

Civility Statement:

You are expected to follow basic standards of courtesy (https://www.utep.edu/student-affairs/dean-of-students-office/community-of-care/) and may be dismissed from class for blatant or sustained disruptive behavior.

Student Support:

UTEP provides a variety of resources for those in need (e.g., if you feel overwhelmed, stressed or dealing with a crisis):
- UTEP's Counseling Center (free counseling to all students): **915-747-5302,** which after-hours goes to a crisis line
- Emergence Health Crisis Line: **915-779-1800, https://emergencehealthnetwork.org/**
- National Suicide Prevention Hotline: **1-800-273-8255** / suicidepreventionlifeline.org
- Veterans Crisis Line**: 1-800-273-8255 /** www.veteranscrisisline.net
- NAMI (National Alliance on Mental Illness) of El Paso: **915-778-5726**/ https://namiep.org

Title IX:

Title IX of the Education Amendments of 1972 (Title IX), prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual violence refers to physical sexual acts

perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual coercion, stalking, and relationship violence. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

In accordance with Title IX of the Education Amendments of 1972, UTEP does not discriminate on the basis of sex in the operation of its educational programs and activities. This commitment to non-discrimination applies to both employment in and admission to such programs and activities. [Link to full text at https://www.utep.edu/titleix/]