COLLEGE OF PHARMACY SYLLABUS TEMPLATE

Tips for use:
1. This is a template or outline for your convenience. It highlights language and links that should be universal throughout the College and/or are required by the University of Arizona. Please keep using your amazing and creative formats whenever possible!
2. Anything in **BLACK** is considered "**required**" and should be stated somewhere on your syllabus.
3. Anything in **PURPLE** is considered "**suggested**" and you can decide if it is appropriate.
4. Anything in **RED** is just there to serve as **explanation or examples** & to be deleted from your syllabus.

Course Number, Title and Semester

Class Meeting Times and Locations

    Tucson

    Phoenix

Course Coordinator(s)
Name, office location, telephone number, e-mail address
Instructor's availability:
In-person courses: give office hours or explain the "open-door" policy
Remote/distance learners: give office hours and preferred mechanism for communication
Online courses: clarify the instructor's response time to questions (e.g., 24 hours)
Web information, including course home page, instructor home page, and D2L information

Guest Speakers/Instructors

Credit and hours
    Course delivery and number of hours allotted for each unit (i.e., online delivery) *[Include the UA definition for required contact hours OR include link to the UA Course Types and Component Definitions (https://catalog.arizona.edu/policy/course-type-and-component-definitions)]*

Course Format and Teaching Methods

Course Objectives
    <u>Describe</u> the course overview and goals
    <u>List course objectives</u> (***Please make sure these align with the UA/CAPE outcomes or the Accreditation Standards Appendix 1.***)
    The objectives are to start with the phrase: "this course will"
    Course objectives describe what the <u>instructor plans to cover</u> in the course

Expected Terminal (Learning) Outcomes (REQUIRED)
    Please take the outcomes from the most updated UA/CAPE Outcomes, which are found in the UA COP student handbook.
    Specific outcomes that fit the course should be selected.
    The outcomes are to be started with the phrase: "by the end of this course the student will be able to"

OIA Resources (https://oia.arizona.edu/content/573):
- OIA program-level learning outcomes assessment
- Resource from San Francisco State University

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Recommendation for documenting course objectives and expected terminal (learning) outcomes

SAMPLE: (Adapted from syllabus by Dr. Jeannie Lee)
DESCRIPTION:
The goal of this course is to prepare PharmD students to become pharmacotherapy experts in management of the following **9 commonly occurring acute and chronic conditions: hypertension, diabetes, dyslipidemia, heart failure, coronary artery disease, respiratory diseases (asthma/chronic obstructive pulmonary disease), common infections, pain, and mental illnesses (depression/anxiety).** Using case-based learning and real or simulated patients, this course requires application of the clinical knowledge and critical thinking skills previously acquired.

COURSE OBJECTIVES:
 This course will:
- Develop skills to ask open-ended questions in an organized manner
- Provide students with skills to establish expectations/goals of the visit
- Provide students with skills to acquire thorough chief complaint history
- Provide a framework to conduct a visit as the primary provider for a patient with a chronic condition

LEARNING (TERMINAL) OUTCOMES EXPECTED: From CAPE/UA
(http://www.pharmacy.arizona.edu/sites/default/files/CAPE%20Outcomes%202013%20.pdf)
The following competencies and components from the **Expected Terminal Outcomes for a Graduate of the University of Arizona College of Pharmacy** document are addressed during the course:

Domain 2: Essentials for Practice and Care Provide patient-centered care as the medication expert (collect and interpret evidence, prioritize, formulate assessments and recommendations, implement, monitor and adjust plans, and document activities).	
Competency	**Terminal learning Outcomes for the PharmD Degree.** **By the end of the PharmD program, the student will be able to:**
2.1 Patient-centered care	2.1.1. Collect subjective and objective evidence related to patient, medications, allergies/adverse reactions, and disease, by performing patient assessment (including physical assessment) from chart/electronic health records, pharmacist records and patient interviews. 2.1.2. Interpret evidence and patient data. 2.1.3. Prioritize patient needs. 2.1.4. Formulate evidence-based care plans, assessments, and recommendations.

Absence and Class Participation Policy
Include specific information about absences and tardiness here.
Clearly includes exam, quiz, and indicated activities, i.e., Clinical Skills Assessment (CSA), Objective Structured Clinical Examination (OSCE), absence policy
State the class absence policies, as well as UA policies on the following kinds of excused absences:

UA Policy Concerning Class Attendance, Participation & Administrative Drops
 https://catalog.arizona.edu/policy/class-attendance-and-participation

UA Religious Accommodation Policy
https://policy.arizona.edu/human-resources/religious-accommodation-policy

Documentation for Pre-Approved Absences – Dean of Students
https://deanofstudents.arizona.edu/policies/attendance-policies-and-practices

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Expectations, Prerequisites, Responsibility for Material from Other Classes

Required and Optional Textbooks or Readings

Access Pharmacy Textbooks, Case Studies & Test-Prep Materials Including NAPLEX Reviews
https://accesspharmacy-mhmedical-com.ezproxy1.library.arizona.edu/index.aspx

Required or Special Materials

Required Co-curricular Activities

Assignments and Examinations: Schedule/Due Dates
Method of exam delivery (i.e., D2L, ExamSoft)
Total number of points and points for each assignment or exam
If you administer exams in your course, include that, "All exam sessions will be video recorded."

Final Examination or Project
The date & time of the final exam or project (Office of Student Services will send the final exam schedule).

Final Exam Regulations & Info/Common Final Exam Schedule
https://registrar.arizona.edu/faculty-staff-resources/room-course-scheduling/schedule-classes/final-exams/final-exams-fall-2022

Grading Scale and Policies
Grades & Grading System – Academic Policies
https://catalog.arizona.edu/policy/grades-and-grading-system

Requests for incomplete (I) or withdrawal (W), dropping a course must be made in accordance with university policies

https://catalog.arizona.edu/policy/grades-and-grading-system#incomplete
https://catalog.arizona.edu/policy/grades-and-grading-system#withdrawal

Course Management System
Where the grades are kept, assignments are posted, etc. (i.e., D2L)

Dispute of Grade Policy
Provide the acceptable time period for disputing a grade on a paper, project, or exam.

Scheduled Topics/Activities
List topics in logical units in a weekly/daily schedule, including assignment due dates and exam dates.

Classroom Behavior Policy
Recommended language: To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities (e.g., texting, chatting, reading a newspaper, making phone calls, web surfing, etc.).
Additional recommendations depending on instructor preferences: Students are asked to refrain from disruptive conversations with people sitting around them during lecture. Students observed engaging in disruptive activity will be asked to cease this behavior. Those who continue to disrupt the class will be asked to leave lecture or discussion and may be reported to the Dean of Students.
Alternate language for those who want to restrict computers and laptops to an area of the classroom: Some learning styles are best served by using personal electronics, such as laptops and iPads. These devices can be distracting to other learners. Therefore, students who prefer to use electronic devices for notetaking during lecture should use one side of the classroom.
Alternate recommended language for those who do not wish to permit laptops in the classroom: The use of personal electronics such as laptops, iPads, and other such mobile devices is distracting to the other students and the instructor. Therefore, students are not permitted to use these devices during the class period.

Threatening Behavior Policy
The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students

Disruptive Behavior in an Instructional Setting
https://policy.arizona.edu/education-and-student-affairs/disruptive-behavior-instructional-setting

Notification of Objectionable Materials
Recommended language, if applicable: This course will contain material of a mature nature, which may include explicit language, depictions of nudity, sexual situations, and/or violence. The instructor will provide advance notice when such materials will be used. Students are not automatically excused from interacting with such materials, but they are encouraged to speak with the instructor to voice concerns and to provide feedback.

Accessibility and Accommodations
Recommended language is provided on the Disability Resource Center website:
http://drc.arizona.edu/instructors/syllabus-statement.

Code of Academic Integrity
Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog. See: https://deanofstudents.arizona.edu/policies/code-academic-integrity

The University Libraries have some excellent tips for avoiding plagiarism, available at
https://new.library.arizona.edu/research/citing/plagiarism

Selling class notes and/or other course materials to other students or to a third party for resale is not permitted without the instructor's express written consent. Violations to this and other course rules are subject to the Code of Academic Integrity and may result in course sanctions. Additionally, students who use D2L or UA e-mail to sell or buy these copyrighted materials are subject to Code of Conduct Violations for misuse of student e-mail addresses. This conduct may also constitute copyright infringement.

UA Nondiscrimination and Anti-harassment Policy
The University is committed to creating and maintaining an environment free of discrimination; see
https://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy

Our classroom is a place where everyone is encouraged to express well-formed opinions and their reasons for those opinions. We also want to create a tolerant and open environment where such opinions can be expressed without resorting to bullying or discrimination of others.

Subject to Change Statement
Information contained in the course syllabus, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.

Additional Resources for Students (recommended links):

UA Academic policies and procedures are available at
https://catalog.arizona.edu/policies

Student Assistance and Advocacy information is available at:
https://deanofstudents.arizona.edu/support/student-assistance

Confidentiality of Student Records
http://www.registrar.arizona.edu/personal-information/family-educational-rights-and-privacy-act-1974-ferpa?topic=ferpa

Harm to self and or others
There are resources in the community independent of the University that you can access if you or someone you know is having thoughts of hurting themselves and/or others.
Tucson: The Crisis Response Center is open 24 hours a day, 7 days a week, 365 days a year and is located at 2802 E. District St (next to Banner University Medical Center South). The phone number to the Crisis Response Center is 520-622-6000.
Phoenix: Mercy Maricopa Integrated Care offers crisis services in Maricopa County 24 hours a day, 7 days a week, 365 days a year. To reach this crisis line, you can call either 1-800-631-1314 or 602-222- 9444. Calling 911 is also an option for urgent or emergency situations.