Course Purpose
The purpose of this course is to provide a mechanism for understanding and predicting the properties of drugs: absorption, distribution, interaction with receptors and enzymes, metabolism, and excretion. The mechanism involves identification of individual functional groups in drugs, prediction of the physicochemical/biochemical properties of those individual functional groups and prediction of how the collective individual functional groups can contribute to the properties of the drugs. As a pharmacist, these concepts are essential when developing a prioritized problem list and care plan for a patient. Future coursework will require application of concepts taught in this course as the student pharmacist learns to develop a prioritized problem list and care plan.

Course Faculty and Office Hours

Teaching Partnership Leader:
Margaret O. James, Ph.D.
Email: mojames@ufl.edu
Office: Room P6-20
Phone: (352) 273-7707
Office Hours: Dr. James may be contacted through the course website. She is also available by phoning or emailing.

Teaching Partners:
Hendrik Luesch, Ph.D. Email: luesch@cop.ufl.edu Phone: 352-273-7738
John Markowitz, Pharm.D., BCPP Email: jmarkowitz@cop.ufl.edu Phone: 352-273-6262
Joanna Peris, Ph.D. Email: peris@cop.ufl.edu Phone: 352-273-7688
Robin Moorman-Li, Pharm.D., BCACP Email: moorman@cop.ufl.edu Phone: 904-244-9590
Yousong Ding, Ph.D. Email: yding@cop.ufl.edu Phone: 352-273-7742
Robert Huigens, Ph.D. Email: rwhuigens@ufl.edu Phone: 352-273-7718
Michael Napoleon, Pharm.D. (ORL) Email: napoleonmj@aol.com Phone: 407-201-9164
Clare Anderson, Pharm.D. (JAX Facilitator) Email: cmanderson@ufl.edu Phone: 757-636-0626

Academic Coordinator
Christine Salama, M.A. Email: csalama@ufl.edu
Office: HPNP 4312 Phone: 352-273-5617
Office Hours: by email and appointment
This Course Will Prepare You to Perform the Following Activities Which the Public Entrusts a Pharmacist to Perform

- **EPA A2.** Interpret patient data, and identify medication-related problems and develop a prioritized problem list.
- **EPA A3.** Formulate evidence-based care plans. (In collaboration with an inter-professional team)

**Course Objectives**
Upon completion of this course, the student will be able to:
1. Develop and integrate knowledge about principles of medicinal chemistry and pharmacology.
2. Identify the unique role and challenges for natural products in drug discovery.
3. Recognize sources of drugs that increasingly impact healthcare.
4. Determine how to discover new therapeutic targets.
5. Predict the effects of functional groups in drugs on pKa, solubility, and interactions.
6. Predict interactions between functional groups in macromolecules and in ligands that are responsible for binding of ligands to receptors/enzymes based on biochemical principles.
7. Predict the effect of binding to receptors on activity versus potency.
8. Predict the following based on analysis of functional groups: a) metabolism, b) drug interactions.
10. Consider the role of genetics as a determinant of the rate of metabolism of drugs.
11. Predict efflux transport for different classes of drugs.
13. Predict degree of ionization of acids and bases from the Henderson Hasselbalch equation.
15. Select buffer composition to make and maintain pH of a solution.
16. Explain how prodrugs and soft drugs result in drug action.
17. Apply the problem solving strategy learned in the Personal and Professional development course when solving problems related to medicinal chemistry and pharmacology.

**Pre-Requisite Knowledge and Skills**
Admission to the Doctor of Pharmacy program.

**Classroom:**

1. **Gainesville:**
   a. Lectures: Students may attend live lectures in MDL-1 (rooms CG55-CG58 in the Ground Floor of the Communiconore).
b. Active Learning Sessions: MDL-1 (CG-069 to CG-88 in the Ground Floor of the Communicore)

2. Jacksonville & Orlando: Class Sessions are posted in the campus calendar
   a. Orlando: Room 334
   b. Jacksonville: Charter Room

Course Outline

Lectures. Lectures are recorded live in Gainesville and attendance is not required.

**ALERT about Schedule:** Please routinely check your campus calendar and the Canvas course site for any messages about changes in the schedule including meeting dates/times, deadlines, and room changes.

*Note: The Instructor Contact Hours listed below designate structured learning that involves a faculty member. As noted by UF policy, for each 1 hour of “Instructor Contact”, students are expected to spend a minimum of 2 hours of additional time completing learning activities. Example: If a week has 7 hours of Instructor Contact, the student should plan on a minimum of 14 hours of additional study. Therefore, the typical student will devote 21 hours of effort to the course that week. Note this is a “typical” student – some students will find they devote less time and others will find need to devote more time.*

<table>
<thead>
<tr>
<th>Dates/Times</th>
<th>Instructor</th>
<th>Related Learning Objective</th>
<th>Topic/Learning Activities</th>
<th>Instructor Contact Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Lecture Times (GNV):</td>
<td>Hendrik Luesch,</td>
<td>1-4</td>
<td>Module 1: How new drugs are developed: Natural products and drug discovery</td>
<td>4 hrs</td>
</tr>
<tr>
<td>Tues, Sept 22</td>
<td>Ph.D.</td>
<td></td>
<td>Independent Learning/Online-GNV Live:</td>
<td></td>
</tr>
<tr>
<td>10:40am – 12:35pm</td>
<td></td>
<td></td>
<td>Video lectures:</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• From plants to natural products to marketed drug</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Complementary drug discovery approaches</td>
<td></td>
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<tr>
<td>Wed, Sept 23</td>
<td></td>
<td></td>
<td>• Emerging new sources and targets of drugs</td>
<td></td>
</tr>
<tr>
<td>10:40am – 12:35pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Week 2</strong></td>
<td>Robert Huigens,</td>
<td>1,5,6,13,14,15</td>
<td>Module 2: Relationships of functional groups to pharmacological activity – Part 1</td>
<td></td>
</tr>
<tr>
<td>Lecture Times (GNV):</td>
<td>Ph.D.</td>
<td></td>
<td>Independent Learning/Online-GNV Live:</td>
<td>6 hrs</td>
</tr>
<tr>
<td>Tues, Sept 29</td>
<td></td>
<td></td>
<td>Video lectures:</td>
<td></td>
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<tr>
<td>9:35am – 11:30am</td>
<td></td>
<td></td>
<td>• Basic organic chemistry of drug molecules</td>
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<tr>
<td>Wed, Sept 30</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>9:35 – 11:30am</td>
<td></td>
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<td></td>
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<tr>
<td>Dates/Times</td>
<td>Instructor</td>
<td>Related Learning Objective</td>
<td>Topic/Learning Activities</td>
<td>Instructor Contact Hours*</td>
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</tbody>
</table>
| Fri, Oct 2 9:35 – 11:30am | Robert Huigens, Ph.D. | 1,5 | • Types of functional groups  
| | | | • Estimated pKa values  
| | | | • Degree of ionization at pH 7.4 and 2.0  
| | | | **Module 2-Continued: Relationships of functional groups to pharmacological activity – Part 1**  
| | | | **Independent Learning/Online-GNV Live:**  
| | | | • Estimation of water solubility  
| | | | • Partition coefficients  
| | | | | | 3 hrs |
| **Week 3** **Lecture Times (GNV):**  
| Thurs, Oct 8 10:40am – 12:35pm  
| And  
| 1:55 – 2:45pm | Robert Huigens, Ph.D. | 1,5 | **Module 2-Continued: Relationships of functional groups to pharmacological activity – Part 1**  
| | | | **Independent Learning/Online-GNV Live:**  
| | | | • Estimation of water solubility  
| | | | • Partition coefficients  
| | | | | | 3 hrs |
| **Week 4** **Collaborative Learning:**  
| **Tues, Oct 13**  
| **GNV:** 8:30 – 10:25am  
| **JAX:** 8:30 – 10:25am  
| **ORL:** 7pm – 9PM | Robert Huigens, Ph.D.  
| | John Markowitz, Pharm.D.  
| | Robin Moorman-Li, Pharm.D. | 1,5,6,13,  
| | | | 14,15,17 | **In Class Activity 1 (2 hours)**  
| | | | **Relationships of Functional Groups to Pharmacological Activity – Part 1**  
| | | | **IRAT, TRAT and application exercise.**  
| | | | | | 2 hrs |
| **Week 4 – Contd Lecture Times (GNV):**  
| **Wed, Oct 14**  
| **8:30 – 10:25am** | Yousong Ding, Ph.D. | 1,5,6 | **Module 3: Relationships of functional groups to pharmacological activity – Part 2**  
| | | | **Independent Learning/Online-GNV Live:**  
| | | | • Stereochemistry  
| | | | • Interactions of functional groups with receptors (give concrete examples)  
| | | | • Salt bonds  
| | | | • Covalent bonds  
| | | | • Hydrogen bonds  
| | | | • Van der Waals interactions  
| | | | • Other  
| | | | | | 6 hrs |
| **Week 5** **Collaborative Learning:** | Yousong Ding, Ph.D. | 1-6,17 | **In Class Activity 2 (2 hours)**  
| | | | **Relationships of Functional Groups to Pharmacological Activity – Part 2**  
<p>| | | | | | 2 hrs |</p>
<table>
<thead>
<tr>
<th>Dates/Times</th>
<th>Instructor</th>
<th>Related Learning Objective</th>
<th>Topic/Learning Activities</th>
<th>Instructor Contact Hours*</th>
</tr>
</thead>
</table>
| **Tues, Oct 20**  
GNV: 8:30-10:25am  
JAX: 8:30–10:25am  
ORL: 7:00pm–9:00pm | John Markowitz, Pharm.D.  
Robin Moorman-Li, Pharm.D. | IRAT, TRAT and application exercise | | |
| **Week 5**  
Mid-Term Exam  
Thurs, Oct 22  
4:00 – 6:00pm | | Mid-term Exam | | 2 hrs |
| **Week 5**  
Lecture Times (GNV):  
Fri, Oct 23  
1:55 – 3:50pm | Margaret James, Ph.D. | 11 | Module 4: Physicochemical and biopharmaceutical properties of drug substances: Drug Absorption  
Independent Learning/Online-GNV Live:  
• Drug absorption  
i) Facilitated transport  
ii) Passive transport  
iii) Active transport  
iv) Influx vs efflux transporters | | 3 hrs |
| **Week 6**  
Lecture Times (GNV):  
Tues, Oct 27  
11:45 – 12:35pm | Yousong Ding, Ph.D. | 16 | Module 5: Prodrugs and soft drugs (Examples that are sold)  
3 hours of lecture | | 3 hrs |
| **Week 7**  
Collaborative Learning:  
Tues, Nov 3  
GNV: 8:30 – 10:25am  
JAX: 8:30 – 10:25am  
ORL: 7:00pm–9:00pm | Margaret James, Ph.D.  
Yousong Ding, Ph.D.  
John Markowitz, Pharm.D. | 17 | In Class Activity 3 (2 hours)  
Absorption and ProDrugs  
IRAT, TRAT and application exercise | | 2 hrs |
<table>
<thead>
<tr>
<th>Dates/Times</th>
<th>Instructor</th>
<th>Related Learning Objective</th>
<th>Topic/Learning Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 7</td>
<td>Robin Moorman-Li, Pharm.D.</td>
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<tr>
<td>Lecture Times (GNV):</td>
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<tr>
<td>Thurs, Nov 5</td>
<td></td>
<td></td>
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<tr>
<td>1:55 – 3:45pm</td>
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<tr>
<td>Week 8</td>
<td>Margaret James, Ph.D.</td>
<td>8,9,10, 12</td>
<td><strong>Module 6: Metabolism</strong></td>
</tr>
<tr>
<td>Lecture Times (GNV):</td>
<td></td>
<td></td>
<td>Independent Learning/Online-GNV Live:</td>
</tr>
<tr>
<td>Thurs, Nov 12</td>
<td></td>
<td></td>
<td>1. Major pathways of drug metabolism</td>
</tr>
<tr>
<td>10:40 – 12:35pm</td>
<td></td>
<td></td>
<td>2. Predict the pathways of metabolism of drugs based on analysis of functional groups</td>
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<tr>
<td>Week 9</td>
<td></td>
<td></td>
<td>3. Predict drug interactions based on metabolism of functional groups</td>
</tr>
<tr>
<td>Lecture Times (GNV):</td>
<td></td>
<td></td>
<td>4. Effect of biotransformation – therapeutic activity and toxicity</td>
</tr>
<tr>
<td>Wed, Nov 18</td>
<td></td>
<td></td>
<td>5. Organs where biotransformation occurs and entero-hepatic cycling</td>
</tr>
<tr>
<td>8:30-10:25am</td>
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<td></td>
<td>6. Factors affecting rate and extent of biotransformation</td>
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<tr>
<td>And</td>
<td></td>
<td></td>
<td>7. Regulation of drug-metabolizing enzymes by genetic and environmental factors, and</td>
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<tr>
<td>Thur, Nov 19</td>
<td></td>
<td></td>
<td>implications for drug therapy</td>
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<tr>
<td>1:55 – 3:45pm</td>
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<td>8. Predict drug-drug, drug-food, and related interactions based on alterations of drug</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>metabolism.</td>
</tr>
<tr>
<td>Week 9</td>
<td>Margaret James, Ph.D.</td>
<td>17</td>
<td><strong>In Class Activity 4 (2 hours)</strong></td>
</tr>
<tr>
<td>Collaborative</td>
<td></td>
<td></td>
<td>Metabolism</td>
</tr>
<tr>
<td>Learning:</td>
<td></td>
<td></td>
<td>IRAT, TRAT and application exercise</td>
</tr>
<tr>
<td>Mon, Nov 23</td>
<td>John Markowitz, Pharm.D.</td>
<td></td>
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<tr>
<td>JAX: 8:30 – 10:25am</td>
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<tr>
<td>Tues, Nov 24</td>
<td>Robin Moorman-Li, Pharm.D.</td>
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<tr>
<td>GNV: 8:30 – 10:25am</td>
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<td></td>
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<tr>
<td>ORL: 7:00pm – 9:00am</td>
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<tr>
<td>Week 10</td>
<td></td>
<td></td>
<td><strong>FINAL EXAM</strong></td>
</tr>
<tr>
<td>Thurs, Dec 3</td>
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</tbody>
</table>

*Contact Hours*
### Textbooks
**The following textbooks are required:**


### Materials and Supplies Fees: None

### Student Evaluation & Grading
**Evaluation Methods and how grades are determined**

#### Assessments:

<table>
<thead>
<tr>
<th>Assessment Item</th>
<th>Grade Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Learning IRAT Quizzes (N=4)</td>
<td>15%</td>
</tr>
<tr>
<td>Active Learning TRAT Quizzes (N=4)</td>
<td>15%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>30%</td>
</tr>
<tr>
<td>Final Exam (Comprehensive)</td>
<td>40%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

#### Grading Scale

- > 92.5%       A
- 89.5-92.4%    A-
- 86.5-89.4%    B+
- 82.5-86.4%    B
- 79.5-82.4%    B-
- 76.5-79.4%    C+
- 72.5-76.4%    C
- 69.5-72.4%    C-
- 66.5-69.4%    D+
62.5-66.4%  D
59.5-62.4%  D-
< 59.4%  E

Rounding of grades: Final course grade will only be rounded up if the decimal is 0.5 or higher. The above scale depicts this policy.

Educational Technology Use
The following technology below will be used during the course and the student must have the appropriate technology and software. Appendix A outlines who to contact if you have questions about technology.

1. ExamSoft®
2. Canvas Learning Management System

Class Attendance Policy
Policy Across All 1PD-3PD courses:
Class attendance is mandatory for active learning sessions such as problem-solving sessions, case discussions, and laboratory sessions. Student attendance may be excused by the Teaching Partnership Leader in the following situations: documented illness, family emergencies, religious holidays, and other reasons of serious nature. Conflict with work schedules is an unexcused absence.

Requests for excused absences MUST be made by an email to the Academic Coordinator and the course facilitator prior to the scheduled session. The student is responsible for follow up and confirming whether the absence is excused or unexcused. The Teaching Partnership Leader and your campus specific director must be copied (CC) in this communication. The following format is recommended:

| To: Academic Coordinator and Campus Course Facilitator |
| CC: Teaching Partnership Leader and your specific campus director |
| Subject: PHA XXXX – Excused Absence request |
| Dear Prof. ___________. |
| Professionally and politely request an excused absence. |
| Explain the nature of conflict and rationale for receiving an excused absence. |
| Thank the faculty member for their consideration of your special request. |
| Salutation, |
| Type in your full name and last 4 digits of UF-ID #, and Campus Name |

Failing to follow this policy will render the absence not excusable. A request for an "excused absence" does not guarantee acceptance. No precedence can be drawn from any courses in the College of Pharmacy or any other college within University of Florida.

Makeup assignment(s) will be made for any excused absence(s) and must be submitted within one-week of the missed session(s). If the situation leads to missing multiple class sessions and makeup becomes difficult, the student and Teaching Partnership Leader will meet with the Associate Dean of Student Affairs to explore options such as a remediation plan or course withdrawal.
Class attendance requires full engagement of activities and discussions. The following are unacceptable during class: 1) read non-course related materials that are either in hard-copy or web-based, 2) study for other courses, 3) use a laptop or other mobile device for activities that are not course-related. Class participation will be reduced in such situations.

Please refer to the University Attendance Policy at [https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx](https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx)

**Additional Policy Specific to This Course:**
Active Learning Sessions are required (30% of final grade)

**Quiz/Exam Policy**

**Prior to Exam**

**Policy across All 1PD-3PD courses:**

1. The student must download the exam within 48 hours prior to the scheduled test time as directed by the Academic Coordinator/Teaching Partner. The exam must be downloaded onto a laptop/device that meets the Pharm.D. student computer requirements. The exam is downloaded as an encrypted file and requires a password that will be provided by the proctor just before the exam begins.
2. If the exam is not downloaded ahead of time and you have to download the exam during the scheduled testing time, you will not be provided extra time. You have to stop the taking the exam at the same time as all other students.
3. Students are responsible for familiarizing themselves with the Examsoft software and procedures prior to taking an exam. Instructional resources are available to become familiar with Examsoft.
4. Students are responsible for having a fully charged battery and internal clock with the correct date and time.

**During the Scheduled Exam/Quiz Time**

**Policy across All 1PD-3PD courses:**

1. Students must arrive and be seated promptly to be eligible to take the exam. **Students who arrive late for the exam will not be allowed to start the exam if they are more than 30 minutes late or if another student has left the room after seeing the exam.**
2. No talking or other disruptive behavior during the distribution or taking of the exam/quiz.
3. Only nonprogrammable calculators are allowed during exams unless another calculator is specifically noted in the course-specific policies below.
4. If you encounter calculator problems (e.g., dead battery), contact the Proctor.
5. Nonessential materials are NOT allowed at the student's desk during examination periods. Please leave all nonessential materials outside of or in the front of the examination room.
6. Other exam rules may be instituted during the progression of the course.
7. Once the exam commences, students may not leave the room without first turning in the exam. Once the exam is turned in, the examination period for the student is considered complete and the student must leave the examination room. If there is urgent need to use the restroom, the Proctor will provide guidance.
8. **Failure to follow exam/quiz rules may be considered as evidence of academic dishonesty.**
9. Students are required to show the proctor the yellow exit screen before leaving the exam room.

Additional Policy Specific to This Course:
None

After the Exam
Policy across All 1PD-3PD courses:
1. Students are required to upload the encrypted exam file within 24 hours of completing the exam to the SofTest website.
   a. If the encrypted file is not uploaded within 24 hours, the student’s exam score will be reduced by 10%.
2. Graded exam appeals
   a. Following release of the exam grades, the student has 3 business days to contact the Facilitator and Teaching Partner to clarify questions and appeal any possible grading errors. For courses that accept exam question appeals, see course specific information below.

Additional Policy Specific to This Course:
1. Any appeals related to exam questions must be made in writing with an evidence-based explanation.
2. The student is allowed to submit only 1 appeal request, but multiple questions may be appealed within this single request.
3. When an appeal is made to re-grade an exam, the entire exam will be re-evaluated and scored.

Make-up Quizzes/Exams
Policy across All 1PD-3PD courses:
Makeup exams are given only under special circumstances. If the student is unable to take a scheduled examination, the Teaching Partnership Leader and Academic Coordinator must be notified before the examination. In addition, a written letter of explanation, requesting that the absence from the exam be excused, must be presented before the exam or immediately afterwards. An excused absence is allowable when: 1) the student is hospitalized and/or has been advised by a licensed medical practitioner or hospital not to attend the exam, or 2) if there is a documented death of an immediate family member. All excused absences will be considered on an individual basis by the Teaching Partnership Leader. For unusual situations (e.g., wedding that was planned before admission), the faculty member will communicate with student affairs.

Depending on the decision, a comprehensive exam may be given, which will contain material from all previous exams. The questions on the makeup exam may be in the form of essay, short answer, or multiple-choice. With the exception of highly extenuating circumstances, failure to follow the prescribed procedures or failure to attend the announced comprehensive examination will result in a grade of zero.
for that exam. A request for an "excused absence" does not guarantee acceptance. No precedence can be drawn from any courses in the College of Pharmacy or any other college within University of Florida.

The makeup exam must be taken within one-week of the missed exam. In extenuating circumstances (e.g., hospitalization, faculty availability), the instructor may arrange an alternate deadline for the exam.

Additional Policy Specific to this Course:
The format of the make-up is at the discretion of the course coordinator, but it is usually of the essay or oral exam type. Missing rescheduled exams will result in a zero grade!

Policy on Old iRATs, Quizzes, Exams and Assignments
Old iRATs, Exams and assignments are not provided.

General College of Pharmacy Course Policies
The following policies apply to all courses in the College of Pharmacy and are available on the COP website:

University Grading Policies
Please visit the following URL to understand how the University uses the course grade to compute your overall GPA: https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Concerns, Appeals, and Complaints
Students who have concerns about their evaluation of performance and/or student-faculty relations should review the Student-Faculty Handbook for guidance. The Student-Faculty Handbook also outlines the chain of command for any appeals and/or complaints.

Academic Integrity Policy
Students are expected to act in accordance with the University of Florida policy on academic integrity (http://www.dso.ufl.edu/scrc/honorcodes/honorcode.php). This Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult the course’s Teaching Partnership Leader.

Students are also expected to abide by the UF Honor Code.

The following is the UF Honor Pledge: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code.

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."
**Psychomotor and Learning Expectations**

Psychomotor expectations relate to the ability to meet the physical demands of the pharmacy curriculum. Physically impaired students and students with learning disabilities such as hearing impairment, visual impairment, dyslexia or other specific learning disabilities such as sensory deficit or sensory-motor coordination problems should cooperate with the faculty and staff in addressing these problems in order to meet academic standards.

**How to Request Learning Accommodations**

Students with disabilities are strongly encouraged to register with Disabled Student Services in the Office for Student Services (P202 Peabody Hall) and it is recommend this be accomplished prior to starting the course.

- Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.
- Please visit the following URL for more information: [http://www.dso.ufl.edu/drc](http://www.dso.ufl.edu/drc)

Please note that you must arrange for accommodations in advance; grades cannot be retroactively changed.

**Faculty and Course Evaluations**

Students are expected to provide feedback on the quality of instruction in every course based on 10 criteria. These evaluations are conducted online at [https://evaluations.ufl.edu](https://evaluations.ufl.edu). Evaluations are typically open around mid-semester and need to be completed by the established deadline. Summary results of these assessments are available to students at [https://evaluations.ufl.edu](https://evaluations.ufl.edu).

**Computer and Other Technology Requirements**

Students are required to meet the following computer and technology requirements: [http://pharmacy.ufl.edu/education/student-affairs/admissions/student-computer-requirements/](http://pharmacy.ufl.edu/education/student-affairs/admissions/student-computer-requirements/)

ExamSoft® is used for administration of exams and students are required to follow the procedures that are established for exam administration. Students must bring a laptop to class to complete exams and this laptop must meet the computer and technology requirements established by the College. These technology requirements require a backup battery with at least 2 hours of life. Students must also complete mock exams prior to the actual exam to assure that all computer features are supported by ExamSoft®.

**Expectations In Class and Other Learning Activities**

Students are expected to:

- Be diligent and timely in studying the course material.
- Be on time for class sessions, quizzes, and exams.
- Be prepared for group discussions and conference calls.
- Do your own work.
- Actively collaborate with peers when assigned to groups.
- Inform the course coordinator about an absence from an exam or other assigned class activity at least 24 hours prior to the event.
- Dress appropriately for class sessions or clinically related activities.
- Turn off cell phones and other electronic communication devices during a class session or phone conference.
- Be quiet during class sessions including peer presentations.
Be focused and avoid distracting behaviors in class.
Appropriately use the computer in class, i.e., do not be looking at unrelated information on the web site during class.
Participate in class or group discussions.
Raise one’s hand to be recognized before making a comment during a class session.
Be respectful to the teacher.
Be respectful to fellow students in discussions.
Be courteous, respectful, and civil when using discussion boards.
Focus on the course learning activities; it is not respectful to study for other coursework during the class session.
Address faculty with the appropriate title and name, i.e., Dr. (last name) or Professor (last name).
Address concerns about performance or course material directly with the course coordinator, facilitator, or teaching assistant.
Seek assistance with academic or personal difficulties as soon as possible.

Communications
Discussion Board Policy
The purpose of the discussion board is to provide a venue for you to enhance your learning. This is accomplished by having a thread for each module where you can post questions to the course coordinators. (A thread is a single link that is devoted to a topic.) The discussion board is also a place where your instructors may post virtual cases for you to work up.

Such interaction on the discussion boards with the instructors will allow you to clarify your questions and apply what you are learning in other parts of the course. The goal of these discussions is to help you learn.

Students Netiquette on the Discussion Board:
1. Post your comment on the correct discussion thread. If you have a question about A1 (Unit A - Module 1), post it in the discussion thread for A1 and not the B1 thread.
2. The discussion board is not a place to complain. Complaints should instead be directed directly to the instructor via email. This allows the primary course coordinator to quickly address your concern without causing distraction to other students who have limited time and want to focus on learning.
3. Use "netiquette." If you have never learned "netiquette" - please visit the following URL: http://www.albion.com/netiquette/corerules.html If you follow the rules of netiquette described in this URL, you will avoid posting an embarrassing or inappropriate comment.
4. The discussion board has been designed to allow you a place to ask further questions on the material to clarify any confusion, gain a deeper understanding of the material, or ask general course questions. A question you might see on a discussion board is “What do I need to study for the exam?” Please reflect on how this question can be perceived by your lecturing faculty as well as your fellow classmates. Rerouting the question to address a specific topic would be more appropriate. For example, “Dr. XX, you listed numerous side effects for drug XX on slide XX. Of those, what are the most relevant that we could expect to occur and monitor for in clinical practice.” The type of material that is covered in these classes is material that is important for patient care. All of this material is important. There are variations in courses, but please make use of your syllabus since there might be guidance on how to prepare for various exams in your classes.
5. In most situations, lectures are released as planned by the course coordinators. Clarifying at the beginning of a semester on the planned release date/time, if not posted in the syllabus, is appropriate. Continual posts on the discussion board on weekly basis can become overwhelming for the course coordinator as well as your fellow students.

Faculty member Response Time:
1. The Course Coordinators/instructors will work to respond to postings within 24 hours of the posting between Monday and Friday 12N. Responses on weekends and holidays will be sporadic. (On weekends when assignments are due, students are advised to post questions before 12:00 Noon on Friday.)

Email Communications:
1. When communicating with faculty via email, the subject line needs to include the course number & title.
2. At the end of the email, in addition to listing your name, list your academic year and campus/site.

Question/Answer sessions in live class sessions:
Time is usually reserved at the end of the class for questions regarding the material to clear up any confusion or expand on material covered in the particular section. This is a valuable time for all students and since time is limited, the questions should focus on the topics at hand. Questions such as, “What material will be covered on an upcoming exam?” or, “Do we need to know doing for the exam?” are inappropriate during this time period. In our profession, all material is important. However, if this question does need to be asked, please consider using the discussion board to clarify any specific exam questions.

Religious Holidays
Please see the University policy on attendance and religious holidays:
http://www.registrar.ufl.edu/catalog/policies/regulationattendance.html#religious

Counseling and Wellness Center
Students who are experiencing issues and events that could adversely affect academic performance and personal health should be encouraged to meet with the course coordinator or facilitator or appropriate administrator for guidance. Students in the Gainesville area may contact the UF Counseling and Wellness Center for Gainesville students (352-392-1575; http://www.counseling.ufl.edu). Students outside the Gainesville area may obtain similar contact information from the campus/program administrator.

Emergencies
Call the University Police Department for emergencies: 392-1111 or 9-1-1

Student Crisis
Students who are experiencing issues and events are also encouraged to contact their local crisis center. For Alachua County the Crisis Center number is 352-264-6789; for Jacksonville and Duval County 904-632-0600 and toll free for Northeast Florida at 1-800-346-6185; for Orlando 407-425-2624; and, for St. Petersburg 727-344-5555 and Tampa 211 or 813-234-1234.

The following national call numbers are also available for students who reside outside of the main COP campuses: a) 1-800-273-8255, and b) 1-800-784-2433.

How to Access Services for Student Success
Students who need guidance for course success or who are having academic difficulty should contact their advisor/facilitator or Campus Director/Senior Associate Dean for assistance.

Faculty Lectures/Class Activities/Presentations Download Policy
Photography, Audio-visual recording, and transmission/distribution of classroom lectures and discussions is prohibited unless there is expressed written permission. Recorded lectures and class sessions are authorized solely for the purpose of individual or group study with other UF College of Pharmacy students enrolled in the same class. Such recordings may not be reproduced, shared, or uploaded to publicly accessible web environments. Students who do not adhere to this policy will be considered to be breaching COP copyrights and/or FERPA law.

Appendix A. Faculty and Staff: Who to Contact

Academic Coordinator:
1. Questions about dates, deadlines, meeting place
2. Availability of handouts and other course materials
3. Assignment directions
4. Questions about grade entries gradebook (missing grades, wrong grade)
5. Assistance with ExamSoft®

Teaching Partnership Leaders
1. Issues related to course policies (absences, make up exams, missed attendance)
2. Questions about grades
3. Concerns about performance
4. Guidance when there are performance problems (failing grades)
5. General questions about content

Other Teaching Partnership Faculty Members
1. Questions about specific content

Technical Support:
Contact the College of Pharmacy MediaHelp Desk for assistance with course-related technical issues (e.g., Canvas access, video access, printing of documents). The MediaHelp Desk may be reached via the following:

Phone: 352-273-6281 (9am-4PM ET)
Email: mediahelp@cop.ufl.edu (response is delayed outside of M-F 9AM-4PM ET)

Contact the University of Florida Computing Help Desk for addresses issues related to:
1. Gatorlink accounts,
2. Gatorlink email,
3. myUFL, and
4. ISIS.

Phone: (352)-392-4357