Course Purpose:
The Pathophysiology and Patient Assessment I course is the first of a two-course sequence that provides students with an integrated knowledge base in the physiological functions of the human body to prepare students for the understanding of pathological changes pertinent to the development and progression of various diseases. Key concepts will be reinforced through the application of learned knowledge to problem solving in the simulated patient assessment modules built into the course sequence. Interpretation of pathophysiology and patient assessment data is a critical step in the patient care process. It is prerequisite to identifying medication-related problems and developing a prioritized problem list and this will be learned in depth in future courses.

Course Faculty and Office Hours (See Appendix A for Contact Information)

Teaching Partnership Leader:
Bin Liu, Ph.D.
Email: liu@cop.ufl.edu
Office: MSB P2-31; Phone: 352-273-7747
Office Hours: by email and appointment

Teaching Partners:
Jason Frazier, Ph.D.  Email: frazier@cop.ufl.edu  Phone: 352-273-7686
Maureen Keller-Wood, Ph.D.  Email: kellerwd@cop.ufl.edu  Phone: 352-273-6308
Eric Krause, Ph.D.  Email: ekrause@cop.ufl.edu  Phone: 352-273-6977
Randell Doty, Pharm.D.  Email: doty@cop.ufl.edu  Phone: 352-294-4984
Erin St Onge, Pharm.D.  Email: stonge@cop.ufl.edu  Phone: 407-313-7031
Calvin Tucker, Pharm.D.  Email: calvin.tucker@jaxhealth.com  Phone: 904-308-8509

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:

1. **EPA A1.** Gather patient information (subjective and objective data).
2. **EPA A2.** Interpret patient data, and identify medication-related problems and develop a prioritized problem list.

**Course Objectives**

1. Discuss the primary tenets of cell theory, ion channels, equilibrium potentials, and the resting membrane potential.
2. Explain the ionic basis of the action potential in various types of excitable cells.
3. Explain primary neuromuscular functions and related diseases.
4. Cover basic anatomy and physiology of the autonomic nervous system.
5. Explain neural, endocrine and local mechanisms involved in regulation of cardiac and vascular function.
6. Explain relationship of cardiovascular disease to underlying pathophysiology of valves, cardiac conduction, cardiac performance or vascular dysfunction.
7. Explain renal mechanisms controlling water and sodium homeostasis.
8. Apply knowledge of renal function to explain the pathophysiology involving fluid and electrolyte imbalances that accompany acute and chronic renal dysfunction.
9. Explain mechanisms of control of respiration.
10. Applies mechanics of respiration in patient assessment: volume, pressure, airflow in respiratory cycle.
11. Interpret and evaluate patient assessment findings related to the following body systems:
   a. Plasma/cell-membrane
   b. Cardiovascular
   c. Renal
   d. Pulmonary

**Pre-Requisite Knowledge and Skills**

PHA 5103 Principles of Patient Centered Care

Students are also expected to apply knowledge from the pre-pharmacy: Anatomy and Physiology coursework.

**Classroom:**

1. **Gainesville:** All class sessions are held in 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.
Course Outline

**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 only 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>Week</th>
<th>Lecture Times in GNV</th>
<th>TBL, EXAM, &amp; Self-Assess Times</th>
<th>Instructor</th>
<th>Related Learning Objective</th>
<th>Module-Topic / Learning Activities</th>
<th>Instructor Contact Hours* (*See Note above)</th>
</tr>
</thead>
</table>
| 1    | Introduction: Tues, Sept 22 9:30 – 10:35am (This will include an introduction to all courses in Block 2 and an introduction to SPP by Dr. Liu)  
*Dr. Frazier’s lectures will be Pre-recorded | ONLINE QUIZ 1 (Thru Muscles)-All Campuses: Must complete between Fri, Sept 25th @1PM and Sun, Sept 27th @ 11:55pm | Frazier | 1,2 | **Course Introduction**  
Video: Introduction to Course  
**Review of Cell Function and Membrane Structure Online/Individual Study:**  
*Videos: Cell Membranes, Receptors and 2nd Messengers, Resting Potential, Action Potential, Muscles | 7 hr |
| 2    | Pre-recorded Lectures  
Thurs, Oct 1 JAX & GNV (Teams 1-10) 8:30 – 10:25am  
ORL & GNV (Teams 11-20) 10:40-12:35 pm |  | Frazier & Doty | 1,3 | **Module 1 (Contd): Muscle Function and Pathophysiology Online/Individual Study:**  
Video: ANS Overview  
**In-class Activity (2 hrs):** Team-Based Learning – Physical Assessment of Basic Lab Data – Electrolytes with IRAT and | 1 hr  
2 hr |
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<tr>
<th>Week</th>
<th>Lecture Times in GNV</th>
<th>TBL, EXAM, &amp; Self-Assess Times</th>
<th>Instructor</th>
<th>Related Learning Objective</th>
<th>Module-Topic /Learning Activities</th>
<th>Instructor Contact Hours* (*See Note above)</th>
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<tbody>
<tr>
<td>3</td>
<td>Th, Oct 8th 3:00 – 4:55pm</td>
<td>Tues, Oct 6 All Campuses: Exam 4-6pm</td>
<td>Keller-Wood</td>
<td>1-3</td>
<td>Exam I (2hr)</td>
<td>2 hr</td>
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<td></td>
<td>Fri, Oct 9th 1:55-3:50pm</td>
<td>ONLINE QUIZ 2 (Thru CV Control of Heart Rate) All Campuses: Must complete between Fri, Oct 9th @1PM and Sun, Oct 11th @11:55pm</td>
<td>Keller-Wool</td>
<td>4,5</td>
<td>Module 2: Cardiovascular Pathophysiology Online/Individual Study: Video: Cardiovascular Overview of Regulation (Neural, endocrine and local control mechanisms (3) Video: Control of heart rate Video: ECG)</td>
<td>5 hr</td>
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<tr>
<td>4</td>
<td>Wed, Oct 14 10:40-12:35pm</td>
<td>ONLINE QUIZ 3 (Thru CV)- All Campuses: Must complete between Fri, Oct 16th @1PM and Mon, Oct 19th @11:55pm</td>
<td>Keller-Wood</td>
<td>4-6</td>
<td>Module 2(Contd): Cardiovascular Pathophysiology-Contd Online/Individual Study: Video: valve diseases Video: Control of heart: stroke volume and myocardial performance Video: Control of vasculature Video: Vascular dysfunction Video: Ischemia Video: Compensations for exercise, shock and other disturbances</td>
<td>6 hr</td>
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<td>Thu, Oct 15 10:40-12:35pm</td>
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<td>Fri, Oct 16 10:40-12:35pm</td>
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<td>5</td>
<td>Wed, Oct 21 JAX &amp; GNV (Teams 1-10): 8:30-10:25am</td>
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<td>Keller-Wood</td>
<td>4-6</td>
<td>Module 2(Contd): Cardiovascular Pathophysiology In-class Activity (2 hrs):</td>
<td>2 hr</td>
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<td>Week</td>
<td>Lecture Times in GNV</td>
<td>TBL, EXAM, &amp; Self-Assess Times</td>
<td>Instructor</td>
<td>Related Learning Objective</td>
<td>Module-Topic /Learning Activities</td>
<td>Instructor Contact Hours* (*See Note above)</td>
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<td>6</td>
<td>TBA Pre-Recorded</td>
<td>Tues, Oct 27th All Campuses: Exam 10am-12N</td>
<td>Krause</td>
<td>4-6 7,8</td>
<td>Exam II (2hr)</td>
<td>2 hr</td>
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<td><strong>Module 3: Renal Pathophysiology</strong></td>
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<td>Online/Individual Study:</td>
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<td>Video: Anatomy and Function</td>
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<td>Video: Nephron Segments</td>
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<td>Video: Assessment of Renal Function</td>
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<td>7</td>
<td>Pre-Recorded</td>
<td>ONLINE QUIZ 4 (Thru Renal) All Campuses: Must complete between Sun, Nov 1 @1PM and Wed, Nov 4th @ 11:55pm</td>
<td>Krause</td>
<td>7,8</td>
<td><strong>Module 3 (Contd): Renal Pathophysiology</strong></td>
<td>5 hr</td>
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<td>Online/Individual Study:</td>
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<td>Video: Renal Endocrine Systems</td>
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<td>Video: Disorders of Water and Sodium Homeostasis</td>
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<td>Video: Renal Regulation of Potassium</td>
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<td>Video: Renal Regulation of Acid-Base Physiology</td>
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<td>Video: Acute and Chronic Renal Failure</td>
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<tr>
<td>8</td>
<td>Tues, Nov 10th 4:05-4:55pm</td>
<td>Tues, Nov 10th JAX &amp; GNV (Teams 1-10): 8:30-10:25am</td>
<td>Krause and Doty</td>
<td>7,8</td>
<td><strong>Module 3 (Contd): Renal Pathophysiology - Contd</strong></td>
<td>2 hr</td>
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<td>Thurs, Nov 12 8:30am-10:25am</td>
<td>Fri, Nov 13 10:40-12:35pm 1:55-2:45pm</td>
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<td>In-class Activity (2 hrs): Team-Based Learning – Integrated Renal &amp; CV Assessment with <strong>IRAT and TRAT Assessments</strong></td>
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<td>(Signs and symptoms of edema, heart failure, creatinine, BUN)</td>
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<td>ORL &amp; GNV(Teams 11-20): 10:40-12:35pm</td>
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<td>Week</td>
<td>Lecture Times in GNV</td>
<td>TBL, EXAM, &amp; Self-Assess Times</td>
<td>Instructor</td>
<td>Related Learning Objective</td>
<td>Module-Topic /Learning Activities</td>
<td>Instructor Contact Hours* (*See Note above)</td>
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<td>ONLINE QUIZ 5 (Thru Respiration)</td>
<td>All Campuses: Must complete between Fri, Nov 13 @1PM and Sun, Nov 15 @ 11:55pm</td>
<td></td>
<td>Module 4: Respiration Pathophysiology Online/Individual Study: Video: Pulmonary function Video: Lung Mechanics (2 hr) Video: Ventilation/perfusion Video: O2/CO2 exchange Video: Control of respiration</td>
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<tr>
<td>9</td>
<td>Thurs, Nov 19</td>
<td>JAX &amp; GNV (Teams 1-10): 8:30-10:25am</td>
<td>1-11</td>
<td>In-class Activity (2 hrs): Team-Based Learning – Integrated Renal, CV and Respiratory Assessment with IRAT and TRAT Assessments (Vital Capacity, Acid Base</td>
<td>2 hr</td>
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<td>ORL &amp; GNV (Teams 11-20): 10:40-12:35pm</td>
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<td>10</td>
<td>Mon, Dec 1st</td>
<td>All Campuses – Exam 4-6pm</td>
<td>1-11</td>
<td>Comprehensive Final Exam (2hrs)</td>
<td>45 hrs + 2 hrs Exam</td>
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**Textbooks Required**

1. Chapters and other readings from online HSC Library ebooks (AccessPharmacy and AccessMedicine).
Student Evaluation & Grading

Evaluation Methods and how grades are determined

<table>
<thead>
<tr>
<th>Assessment Item</th>
<th>Grade value</th>
</tr>
</thead>
<tbody>
<tr>
<td>iRAT (4 sessions @ 2.5% each)</td>
<td>10%</td>
</tr>
<tr>
<td>TRAT (4 sessions @ 2.5% each)*</td>
<td>10%</td>
</tr>
<tr>
<td>Exam 1</td>
<td>20%</td>
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<tr>
<td>Exam 2</td>
<td>24%</td>
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<tr>
<td>Exams 3</td>
<td>36%</td>
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<tr>
<td>Self-Assessments</td>
<td>Successful Completion of Self-Assessments Must Successfully Complete Each Self-Assessment by the established deadline using good principles of learning (Self-Assessments may be retaken if a point value equivalent to a percentage score of 72.5 or higher is not achieved.)</td>
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</tbody>
</table>

*Please note that tRAT points earned in this course will be reduced with an up to a 5-point deduction should your contribution to your team’s effectiveness, assessed in the Professional Development course, finds that your performance requires improvement. For example, a student earning 13 of 15 possible points for the tRAT category could see earned points drop to 8 out of the 15 possible points.

Grading Scheme

Scores from activities, assignments and exams will be combined to calculate a total score. Final grades will be assigned according to the following scheme:

**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

Additional Policy Specific to This Course:
Failure to attend class or engage in these sessions will result in deductions in the participation proportion of the course 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:

1. One comprehensive final exam will be administered at the end of course. The exam will be given simultaneously on all campuses and will include multiple choice, true/false and matching questions.
2. Students who are late for an iRAT may begin the iRAT when arriving, but will have to complete the iRAT before the allocated time for the class for completing the iRAT is over.

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:

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:**
Make-up readiness assessment tests are not offered. The lowest RAT grade will be dropped.

**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](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/sscr/honorcodes/honorcode.php](http://www.dso.ufl.edu/sscr/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. Rwording 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 12Noon 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 dosing 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:

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 breeching 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

Syllabus Final Version:
DEB 9/18/2015 9:34 AM