**The Honor Code**

***Please review the full Honor Code in the University and School Policies***

**The principles of academic honesty, integrity, and responsible citizenship govern the performance of all academic work and student conduct at the University as they have during the long life of this institution. Your acceptance of enrollment in the University presupposes a commitment to the principles embodied in the Code of Student Conduct and a respect for this most significant Carolina tradition. Your participation in this course comes with the expectation that your work will be completed in full observance of the Honor Code. Academic dishonesty in any form is unacceptable.**

**Contents**

**Course Description, Prerequisites, Learning Outcomes & PharmD Program Core Competencies 1**

**Course Details 2**

**Course Format – Teaching and Learning Methods 2**

**Course Assessments and Grading 2**

**Course Expectations and Policies 4**

**Course Schedule 6**

**University and School Policies 8**

**Course Description, Prerequisites, Learning Outcomes and PharmD Program Core Competencies**

|  |  |
| --- | --- |
| **Description** | [Insert a brief, general description of the course, e.g., the catalog course description.] |
| **Prerequisites** |  |
| **Course Outcomes** | Upon successful completion of this course, you should be able to:   1. [Insert outcome] 2. [Insert outcome] 3. [Insert outcome] |
| **PharmD Program Core Competencies** | To optimize student learning outcomes, the curriculum of the UNC Eshelman School of Pharmacy Doctor of Pharmacy progam is systematically aligned with [core competencies](https://pharmacy.unc.edu/academics/the-pharmd/curriculum/outcomes-core-competencies/). In this course, the following core competencies will be emphasized and incorporated into the summarive evaluation of student performance in the course:   1. [Insert competency] 2. [Insert competency] 3. [Insert competency] |

**Course Details**

|  |  |  |
| --- | --- | --- |
| **Class Meeting Times and Location** | | |
| **Campus** | **Time** | **Location** |
| Chapel Hill |  |  |
| Asheville |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Email** | **Phone** | **Office** | **CH Office Hrs** | **ASH Office Hrs** |
| **Course Director** | | | | | |
| [Name & Title] |  |  |  |  |  |
| **Additional Instructors** | | | | |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Teaching Assistant** | | | | | |
|  |  |  |  |  |  |
| **[Asheville/Chapel Hill] Liaison** | | | | | |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Course Materials and Resources** | |
| **Textbook** | [Specify required or suggested and where to purchase/obtain] |
| **Hardware/Software** | Internet access (high-speed) is recommended to access all required online materials. In addition, the course may require ExamSoft and Poll Everywhere. |
| **Supplies** | [Specify required supplies and where to purchase/obtain. If none, please delete this box.] |

**Course Format – Teaching and Learning Methods**

|  |  |
| --- | --- |
| **Pre-Class** | [Briefly describe the teaching/learning methods used in this course and include the estimated amount of time for each component] |
| **In Class** |  |
| **Post-Class** |  |

**Course Assessments and Grading**

Each of the assignment types are described in more detail below. The following table contains the relative contribution of each graded assignment to the numerical course grade:

*(If applicable, state how student participation in class will be assessed.* ***Please delete this statement when finalizing syllabus.****)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment** | **Due** | **Points** | **% of Final Grade** |
| [Insert assessment] |  |  |  |
| [Insert assessment] |  |  |  |
| [Insert assessment] |  |  |  |
| [Insert assessment] |  |  |  |
| [Insert assessment] |  |  |  |
| [Insert assessment] |  |  |  |
| **Total Possible** | | [Insert] | 100% |

| **Assessment Details** | |
| --- | --- |
| [Assessment] | [Insert assessment description] |
| [Assessment] | [Insert assessment description] |
| [Assessment] | [Insert assessment description] |
| [Assessment] | [Insert assessment description] |
| [Assessment] | [Insert assessment description] |
| [Assessment] | [Insert assessment description] |

The final course grade will be calculated based on the number of points earned divided by the total number of possible points. Grades will be awarded based on the following table:

*(Grading options are listed below. Numerical scale may vary at the discretion of the course director, but must be stated in the syllabus.* ***Please delete this statement when finalizing syllabus.****)*

Option A:

|  |  |  |  |
| --- | --- | --- | --- |
| **Points** | **Percent** | **Final Grade** | **Description** |
|  | 90-100% | A | Clear Excellence |
|  | 80-89.9% | B | High Level of Achievement |
|  | 70-79.9% | C | Satisfactory Level of Achievement |
|  | <70% | F | Unacceptable Level of Achievement |

Option B:

|  |  |  |  |
| --- | --- | --- | --- |
| **Points** | **Percent** | **Final Grade** | **Description** |
|  | 90-100% | H (High Pass) | Clear Excellence. The H grade clearly indicates the student has shown outstanding promise in all aspects of the field under study. Demonstrates clear mastery of subject matter; superior knowledge in terms of breadth and depth; outstanding ability to extend beyond current knowledge base; clear evidence of createive thought. |
|  | 70-89.9% | P (Pass) | Entirely Satisfactory. The P grade indicates the student has shown solid promise in the aspect of the discipline under study. Good but not outstanding breadth and depth; appropriate level of ability. |
|  | <70% | F (Fail) | Unacceptable Level of Achievement. The F grade indicates the student has little or no understanding of subject matter; evidence of major deficiencies in subject matter; insufficient breadth and depth of knowledge. |

Option C:

|  |  |  |  |
| --- | --- | --- | --- |
| **Points** | **Percent** | **Final Grade** | **Description** |
|  | 70-100% | PS (Pass) | Entirely Satisfactory |
|  | <70% | F (Fail) | Unacceptable Level of Achievement |

**Course Expectations and Policies**

*(The below sections contain suggested wording. Course directors may change any of the below wording in the course expectations and policies if they wish.* ***Please delete this statement when finalizing syllabus.****)*

|  |  |
| --- | --- |
| **Course Expectations** | |
| **Preparation** | Student preparedness for class is a critical element for the active-learning experience in this course. Students are expected to review topic objectives, complete all assigned pre-class activities, and, if applicable, prepare all pre-class work prior to class discussion. Students must come to class prepared to discuss topics and engage in class. |
| **Attendance and Participation** | Attendance and participation in class is expected. Students are expected to arrive on time and be respectful of fellow students and instructors. Student participation in learning activities is required for success in this class. The classroom is a safe space and an open environment for learning. Students and Instructors are expected to treat one another with respect and to work collaboratively to achieve the outlined learning outcomes. Students may be called upon randomly during class to contribute to the discussion. |
| **Expectations for Classroom Decorum** | The faculty and staff consider the instructor-student relationship to be collegial and respectful. As more experienced, professional colleagues, we view ourselves as mentors in your professional development. You should expect us to communicate expectations and instructions clearly and concisely. You should also expect us to provide you with relevant resources, activities, experiences and feedback to facilitate your success in the curriculum and in practice. We are fully committed to fulfilling this responsibility and we pledge to work diligently to ensure that each of you has the opportunity to be successful. In return, we expect you to behave in a professional, responsible, and ethical manner; demonstrate a positive attitude, enthusiasm for learning, and respect for yourself and others; be prepared for each session; be flexible and be accountable for your assigned responsibilities. |
| **Communication** | The instructors will often communicate with students via Sakai announcements and email messages. Students are responsible for ensuring that their UNC email address is current in Sakai and they routinely check their email account so they will receive timely email notification throughout the course. Instructors are available for meetings with all students regardless of campus. Appointments for either phone calls or video teleconferences may be made by emailing the instructor directly. Please allow up to 48 business hours for Instructors to respond to email. |
| **Classroom Capture** | The UNC Eshelman School of Pharmacy uses Mediasite to record classroom sessions. Please review the following policies regarding classroom capture: <http://faopharmacy.unc.edu/educational-tech/classroom-capture/> |

*(The below sections contain suggested wording. Course directors may change any of the below wording in the course expectations and policies if they wish.* ***Please delete this statement when finalizing syllabus.****)*

|  |  |
| --- | --- |
| **Course Policies** | |
| **Grade Adjustment** | Errors do occur in grading and students do have the right to have any error corrected promptly. The student has 2 business day after the results of the assessment are posted to submit an assessment for reconsideration, after which time, all grades become final. In the event that a student wishes to have an assessment re-graded or to correct some putative error in the grade, an email request is to be submitted to the course director. The email request is to identify the area of concern and to state reasons why the student believes there is an error. The more clearly this request is written, the more rapidly the instructor will be able to respond and follow-up with the student. The right to re-grade the assessment is reserved by the course director. |
| **Late Assignments / Assessments** | *(Course director to complete late assessment option. Two possible examples listed below.* ***Please delete this statement when finalizing syllabus****.)*  Example A:  All assignments must be submitted on time. No late submissions will be accepted without prior approval by the course director. Missed assessments will result in a grade of zero.  Example B:  X points per day will be deducted for any late assignment. Assignments will not be accepted after X days. |
| **Missed Exams and/or Assessments** | Students are expected to be present for all exams and major assessments at the regularly scheduled time. Any student who fails to attend an exam or major assessment will be given a grade of zero (0) for that assessment. Only students who are excused will be exempted from this rule.  Absence from exams are excused only under the following circumstances:   * Medical necessity (unpredictable or serious illness of the student or an immediate family member). Documentation, such as a physician letter, is required at the request of the course director. Routine medical or dental visits do not meet this criterion. * Death of an immediate family member. * The School follows the University’s policy on excused absences for religious reasons (More information on the policy can be found in the UNC Eshelman School of Pharmacy Student Handbook: <http://faopharmacy.unc.edu/student-admin/office-of-student-affairs/student-handbook/>). * Other extenuating circumstances. The course director may approve a request for an excused absence for other reasons. When possible, such requests should be made in writing at least one month in advance of the absence. |
| **Remediation** | *(Course director to complete remediation option.* ***Please delete this statement when finalizing syllabus****.)*  Option A:  There is no remediation for the course and no re-testing will be available.  Option B:  *Please review the* [*Remediation Guidance document*](http://faopharmacy.unc.edu/files/2015/05/Remediation-Guidance_August-2013.pdf) *for suggested language and examples.*  [Insert what students are eligible for remediation. Include criteria.]  [Insert what remediation may include, for example review of materials, meetings with instructor, etc.]  [Insert the time-frame in which remediation should be completed. Strongly suggested to be completed before the beginning of the subsequent semester or earlier.]  [Insert how the final grade will be determined.] |

*(The course director may change the format of the schedule, however all components should be included.* ***Please delete this statement when finalizing syllabus.****)*

**Course Schedule**

|  |  |  |
| --- | --- | --- |
| **Class 1: Day, Date** | **Topic:** [Insert topic] | **Instructor:** [Insert instructor] |
| **Objectives** | * [Insert objective] * [Insert objective] * [Insert objective] | |
| **Pre-Class Assignments** |  | |
| **Assessments** |  | |
| **Class 2: Day, Date** | **Topic:** [Insert topic] | **Instructor:** [Insert instructor] |
| **Objectives** | * [Insert objective] * [Insert objective] * [Insert objective] | |
| **Pre-Class Assignments** |  | |
| **Assessments** |  | |
| **Class 3: Day, Date** | **Topic:** [Insert topic] | **Instructor:** [Insert instructor] |
| **Objectives** | * [Insert objective] * [Insert objective] * [Insert objective] | |
| **Pre-Class Assignments** |  | |
| **Assessments** |  | |
| **Class 4: Day, Date** | **Topic:** [Insert topic] | **Instructor:** [Insert instructor] |
| **Objectives** | * [Insert objective] * [Insert objective] * [Insert objective] | |
| **Pre-Class Assignments** |  | |
| **Assessments** |  | |
| **Class 5: Day, Date** | **Topic:** [Insert topic] | **Instructor:** [Insert instructor] |
| **Objectives** | * [Insert objective] * [Insert objective] * [Insert objective] | |
| **Pre-Class Assignments** |  | |
| **Assessments** |  | |
| **Class 6: Day, Date** | **Topic:** [Insert topic] | **Instructor:** [Insert instructor] |
| **Objectives** | * [Insert objective] * [Insert objective] * [Insert objective] | |
| **Pre-Class Assignments** |  | |
| **Assessments** |  | |
| **Class 7: Day, Date** | **Topic:** [Insert topic] | **Instructor:** [Insert instructor] |
| **Objectives** | * [Insert objective] * [Insert objective] * [Insert objective] | |
| **Pre-Class Assignments** |  | |
| **Assessments** |  | |
| **Class 8: Day, Date** | **Topic:** [Insert topic] | **Instructor:** [Insert instructor] |
| **Objectives** | * [Insert objective] * [Insert objective] * [Insert objective] | |
| **Pre-Class Assignments** |  | |
| **Assessments** |  | |
| **Class 9: Day, Date** | **Topic:** [Insert topic] | **Instructor:** [Insert instructor] |
| **Objectives** | * [Insert objective] * [Insert objective] * [Insert objective] | |
| **Pre-Class Assignments** |  | |
| **Assessments** |  | |
| **Class 10: Day, Date** | **Topic:** [Insert topic] | **Instructor:** [Insert instructor] |
| **Objectives** | * [Insert objective] * [Insert objective] * [Insert objective] | |
| **Pre-Class Assignments** |  | |
| **Assessments** |  | |
| **Class 11: Day, Date** | **Topic:** [Insert topic] | **Instructor:** [Insert instructor] |
| **Objectives** | * [Insert objective] * [Insert objective] * [Insert objective] | |
| **Pre-Class Assignments** |  | |
| **Assessments** |  | |
| **Class 12: Day, Date** | **Topic:** [Insert topic] | **Instructor:** [Insert instructor] |
| **Objectives** | * [Insert objective] * [Insert objective] * [Insert objective] | |
| **Pre-Class Assignments** |  | |
| **Assessments** |  | |

*(The below sections contain required wording. Course directors may NOT change any of the below wording in the university and school policies.* ***Please delete this statement when finalizing syllabus.****)*

**University and School Policies**

|  |  |
| --- | --- |
| **Honor Code** | The principles of academic honesty, integrity, and responsible citizenship govern the performance of all academic work and student conduct at the University as they have during the long life of this institution. Your acceptance of enrollment in the University presupposes a commitment to the principles embodied in the Code of Student Conduct and a respect for this most significant Carolina tradition. Your participation in this course comes with the expectation that your work will be completed in full observance of the Honor Code. Academic dishonesty in any form is unacceptable. If a violation is suspected, it may be reported to the Student Attorney General’s Office. If you have any questions about your responsibility or the responsibility of faculty members under the Honor Code, please visit the Office of Student Conduct web site (<https://studentconduct.unc.edu/>), consult the Graduate and Professional Student Attorney General ([gpsag@unc.edu](mailto:gpsag@unc.edu)), or contact a representative within the UNC Eshelman School of Pharmacy. More information on The Honor Code can be found in the UNC Eshelman School of Pharmacy Student Handbook. Additionally, The Instrument can be found at <https://studentconduct.unc.edu/sites/studentconduct.unc.edu/files/documents/Instrument.pdf> |
| **Plagiarism and Referencing** | You are encouraged to use a variety of information resources to support your assignments, but you must give credit for any and all ideas that are not originally your own. In addition to citing published works, you must also reference any ideas derived from the Internet, lectures or seminars, or personal correspondence. More information on referencing can be found in the UNC Eshelman School of Pharmacy Student Handbook. |
| **Students with Disabilities** | The UNC Eshelman School of Pharmacy is committed to providing reasonable accommodations for all persons with documented disabilities or accessibility concerns in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have a medical condition, disability, or accessibility concern that may impact your ability to meet the academic demands or requirements of the course and you would like to speak with someone, please contact the UNC Office of Accessibility Resources and Service (ARS) in person at the Student and Academic Services Building (SASB) North (Suite 2126), by email at [accessibility@unc.edu](mailto:accessibility@unc.edu) or via their website: <https://accessibility.unc.edu>. To review the steps students take to register with ARS, visit this link: <https://accessibility.unc.edu/register>. For other general questions, please contact the Director of Student Affairs at the UNC Eshelman School of Pharmacy. |
| **Information Technology** | Information Technology is an important part of the educational experience at the UNC Eshelman School of Pharmacy. The staff of the School’s IT department (known as ITSOP) will assist in any way possible with IT and computing needs within the appropriate guidelines of the University. For more information on the School’s IT resources visit the General Information section of the UNC Eshelman School of Pharmacy Student Handbook. The University of North Carolina also provides numerous IT and computing resources, and students are urged to take advantage of all available resources (see <http://its.unc.edu/services/>). |
| **Inclement Weather** | Occasionally, inclement weather impacts the School’s ability to hold regularly scheduled classes. The school’s inclement weather policy is intended to provide equity for students regardless of campus as well as allow the School and its students, faculty, and staff to remain fluid and agile during inclement weather events. Ultimately, the safety of students, faculty, and staff is the ruling factor that guides the policy.  Campus closings and delayed/flex starts due to inclement weather are administered on a university level. Students are encouraged to visit their campus specific website to determine if classes have been cancelled or if a delayed/flex start has been enacted. Students are also encouraged to register for their campus specific alert system to be notified via text or social media platforms.  Students are highly encouraged to familiarize themselves with the complete inclement weather policy found in the UNC Eshelman School of Pharmacy Student Handbook. This policy provides explicit details for all inclement weather related scenarios and acts as the school’s guide for handling them. |
| **Course Evaluation** | It is a course expectation and a responsibility of all students completing a course to complete the course evaluation. Student feedback is essential and highly valued in the School’s efforts to continually improve the quality of courses and the effectiveness of our faculty as educators. In addition, the accrediting body for the Doctor of Pharmacy Program requires that the School collects and uses assessment data for continuous quality improvement. As a faculty, we can assure you that your feedback is reviewed in detail. The evaluations are taken very seriously by course directors, individual instructors, and the School. For more information about course evaluations: <https://pharmacy.unc.edu/about/ospa/course-evaluations/>.  Online course evaluations will be available for students beginning the last week of the course. Students will receive an email message directing them to a website where they can login using their ONYEN and complete the course evaluation. The course evaluation must be completed by midnight **[REGISTRAR TO INSERT DUE DATE]**. All course evaluations are confidential and anonymous. Course evaluation website: <https://www.digitalmeasures.com/login/unc/student> |
| **Syllabus Changes** | The course director reserves the right to make changes to the syllabus, including project due dates and test dates, when unforeseen circumstances occur. These changes will be announced as early as possible so that students can adjust their schedules. |