

# PHAR 6715: Career & Professional Foundations I

Course Syllabus – Spring 2020  
1 Credit



This course adheres to the items listed in the College of Pharmacy Central Syllabus:

[https://docs.google.com/a/umn.edu/document/d/1artQ5e1rbzxe8IEtWo7BE8k8snZAEgMMz\\_QcW8yJ-II/edit?pli=1](https://docs.google.com/a/umn.edu/document/d/1artQ5e1rbzxe8IEtWo7BE8k8snZAEgMMz_QcW8yJ-II/edit?pli=1)

## Meeting Times & Locations:

This course meets atypically. Several full days throughout the semester are blocked off for this course.

Day	Time	Duluth Room	Twin Cities Room
Thur, Jan 16	9:05 – 4:25	Lib 410	WDH 7-135
Tues, Jan 28	8:00 – 12:05	Lib 410	WDH 7-135
	1:25 – 3:20	Malosky Stadium Skybox	WDH 7-135
Mon, Mar 30	9:05 – 12:05	Lib 410	WDH 7-135
Thur, Apr 2	8:00 – 12:05	165	Moos 1-451
Thur, Apr 2	1:25 – 4:25	Lib 410	WDH 7-135
Tues, Apr 7	1:25 – 4:25	Lib 410	WDH 7-135

Technology Help, Duluth: 218-726-8847 [itsshhelp@d.umn.edu](mailto:itsshhelp@d.umn.edu)  
Technology Help, Twin Cities: 612-301-4357 [help@umn.edu](mailto:help@umn.edu)

## Course Instructional Team

Faculty Office Hours: by appointment

Name	Email
Gardner Lepp (Course Director)	<a href="mailto:galepp@d.umn.edu">galepp@d.umn.edu</a>
Caroline Gaither (Course Director)	<a href="mailto:cgaither@umn.edu">cgaither@umn.edu</a>
Randy Seifert	<a href="mailto:rseifert@d.umn.edu">rseifert@d.umn.edu</a>
Becky Borg	<a href="mailto:becky@umn.edu">becky@umn.edu</a>
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Stephanie Swanson	<a href="mailto:gibbs066@umn.edu">gibbs066@umn.edu</a>
Amy Renne	<a href="mailto:arenne@d.umn.edu">arenne@d.umn.edu</a>

Teaching Assistants:

Twin Cities	Duluth
Charul Avachat: <a href="mailto:avach005@umn.edu">avach005@umn.edu</a>	Mark Gooley: <a href="mailto:goole011@d.umn.edu">goole011@d.umn.edu</a>

## Detailed Course Schedule

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For a detailed course outline and schedule, see the course Canvas site.

## Overview of the course

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### *Course content:*

This course will introduce the series of four Career and Professional Foundations courses (6715, 6730, 6745, and 6760) and begin covering the foundational aspects of professionalism, the pharmacy profession, and career development. Topics include leadership, communication, CV/resume development, American Pharmacists Association (APhA) pathways process, self-assessments, change management, teamwork, and more. These topics are drawn directly from the Center for the Advancement of *Pharmacy* Education (CAPE) Outcomes and 2016 Accreditation Council for Pharmacy Education (ACPE) Accreditation Standards. Course content will connect with information previously presented in *Becoming a Pharmacist* and *Foundations of Pharm Care*. The course will also connect with the preparations for Phar 7325: Introduction to Community-Pharmacy Practice Experiences (IPPE), and Phar 6716: Applied Pharmaceutical Care.

### *Course format:*

This course will meet over three full days and two half-days (see Meeting Times and Locations above). These days will involve active discussion and dialogue with peers and others, small group work, writing assignments, short presentations, in-class exercises, and out-of-class assignments. Short quizzes may be assigned during this semester, but no exams will take place. The bulk of the student effort in this course will be in working with others (mirroring many professional environments), and in active, in-class activities. Also, missing a single day means potentially missing 25% of the class. Therefore, attendance at these class sessions is paramount and required for overall success, and will be recorded.

Because attendance is such an important component of the course, one unexcused absence will result in a grade reduction of two full letter grades. Two unexcused absences will result in an F grade, and the student will have to repeat the course. Excused absences will not result in a grade loss, as long as the make-up work is completed by deadlines agreed upon by the course directors and student.

Additionally, late assignments will result in an automatic 1/3 final course grade reduction (e.g., A to A- to B+ to B, etc.).

This format for assessments and grading is analogous to a professional environment: show up when expected, and complete the expected work.

## Prerequisites

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Students must have successfully completed all Fall P1 courses, or have a remediation plan in place.

## Computer/Technology Requirements

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The University of Minnesota computer requirements are listed here:

- Canvas: This course will use Canvas to distribute resources and host course information.
- Internet-enabled device capable of accessing Canvas (computer, tablet, etc.)

## Course Materials

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Materials for this course (articles, assessments, etc.) will be provided via the Canvas site.

## Course Goals & Objectives

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These goals are linked to the College's Competency Domains: [Link to full competency domain document.](#)

At the end of this course, learners will be able to:

### Professionalism

- 1) Identify and articulate elements of a high performing team, including the role of a team leader.
- 2) Accurately assess and apply areas of ability and opportunity related to emotional intelligence, team leadership, individual strengths, and communication.
- 3) Explore and articulate the importance and value of personal and professional growth

### Career Development

- 3) Accurately assess areas of career interest, using provided tools, self-assessments, and research.
- 4) Create first draft of CV and LinkedIn page.

### Pharmacy Profession

- 5) Demonstrate productive engagement with the profession that is well aligned with personal interests and abilities.

## Optional Resources, Self-Assessments/Pre-Work

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In class on January 16, you will complete activities related to your self-awareness. There will not be time in-class to complete self-assessment questionnaires but if you are interested, listed below are several options you can complete prior to January 16 and bring the results to class.

These assessments are meant to help you gain a more complete picture of your interests, habits, tendencies, preferences, predispositions, behaviors, etc. This information will be useful in all aspects of your schooling, and in your interpersonal relationships because it will help you see yourself more clearly, and help you respond to changing circumstances more effectively.

- DiSC factors (dominance, influence, steadiness, compliance): <https://www.123test.com/disc-personality-test/>
- MBTI-like: <https://www.16personalities.com/>
- Team-roles: <https://www.123test.com/team-roles-test/>
- True Colors: <http://www.truecolorworkshops.com/test/true-colors-quick-assessment-test/>

Please note that these are not official, research-based assessments but are meant to be an introduction/starting point. All have more in-depth versions available for a cost than those listed here. If you have questions on self-assessments, please connect with Amy Renne or Becky Borg.

## Assessments and Grading

The following graded assessments will count toward your final grade for this course. All assignments must be completed before the final week of classes in the semester. Please note, the assignments listed below are in order of due date.

Date Introduced	Title	Due Date (by 11:55pm unless noted)	Points	% of final grade
Pre-Class	Pre-Work: CV/Resumes Video and Worksheet	<b>Jan 16 at 8:00AM</b>	5	5
Jan 16	Completed Self Exploration Worksheet	<b>Jan 16 by 2:30 PM</b>	10	10
Jan 16	One completed Career Knowledge Worksheet	<b>Jan 16 by 2:30 PM</b>	4	4
Jan. 16	Your Professional Development Activity: Intention	Jan. 27	10	10
Jan 21 (via email)	Pre-work: Leadership & Motivation	Jan 27	5	5
Jan 28 (via email)	Student Leadership Practices Inventory (SLPI) <i>(more information will be sent prior, individualized reports available in class)</i>	Mar 3	10	10
Jan 28 (via email)	Team Performance survey <i>(results will be provided in class)</i>	Mar 3	10	10
Jan 16	Two additional completed Career Knowledge Worksheets	Mar 27	6	6
Jan 16	CV review session <i>Sign up by Jan. 27. Sign up here:</i> z.umn.edu/2023cvreviewtc z.umn.edu/2023cvreviewduluth	Mar 27	5	5
Jan 16	Create/Update CV (w/ review) <i>Submit critiqued CV showing suggestions and updated final CV version. Upload to Canvas and Career Development folder.</i>	Mar 27	5	5
Mar 23 (via email)	Prework: Mindset Assessment	Mar 29	5	5
Jan 28	Advocacy Assignment (Canvas Quiz)	Feb. 10	10	10
Apr 2	Mentoring Paper Debrief Participation	Apr 2	10	10
Apr 2	Create LinkedIn profile <i>Create account and profile. Rubric and submission details provided in class. Submit LinkedIn URL to:</i> <a href="https://z.umn.edu/linkedin2023">https://z.umn.edu/linkedin2023</a> for review	April 20	10	10
	Your Professional Development Activity: Reflection	April 20	10	10

	Total		115	115
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Grade	A	A-	B+	B	B-	C+	C	C-	D	F
%	100-93	92-90	89-87	86-83	82-80	79-77	76-73	72-70	69-60	59-0

## Grading Information

This course uses an A-F grading format. All students start the course with an A. Absences, late assignments, and poor-quality work (including incomplete assignments) are the primary means to reduce your grade. Grades will not be rounded. (For example, 86.5% is a B.)

**One unexcused absence will result in an automatic grade reduction of two full letter grades.** Two unexcused absences will result in a F grade, and the student will have to repeat the course. Excused absences will not result in a grade loss, as long as the make-up work is completed by deadlines agreed upon by course directors and student.

### *Statement on Penalties for Late Work*

**Late assignments will result in an automatic 1/3 final grade reduction** (e.g., A to A- to B+ to B, etc.). All assignments must be completed to an acceptable degree, regardless of the initial grade they are given, before the final week of classes in the semester.

## Course Policies

### *Participation and Preparation*

Participation in all days is required. Situations meeting the University's criteria for an excused absence will be provided with a make-up assignment. All other conflicts will be resolved at the discretion of the Course Director. Participation includes completion of all preparatory work. Individual workshops may require pre-readings, an online assessment or other work to ensure the in-class time is productive for each student and for their groups. Additional work may be assigned to those who are unprepared and/or have not completed pre-class assignments.

## Exam Information

There will be no large or comprehensive exams in this course. There will be quizzes, written assignments, and projects. Because of the interactive nature of the course, a large percentage of the course points will be for attending and participating in the activities.

## Attendance Policy

Students are expected to attend every class for which they are registered. Students are expected to attend classes on the campus where they are enrolled. Instructors will take attendance, as noted above.

## Honor Code

Academic misconduct is any unauthorized act which may give a student an unfair advantage over other students, including but not limited to: falsification, plagiarism, misuse of test materials, receiving unauthorized assistance and giving unauthorized assistance. Instructors or a fellow student may report academic misconduct during an exam to the Course Directors and the Honor Council for investigation.

## Course Evaluations

Students will have an opportunity to complete online course evaluations for instructors and the course itself (including instructional strategies, etc.) at the end of the semester. You are encouraged to contact one of the course directors any time you have concerns about the course or your progress in the course.

**University of Minnesota and College of Pharmacy Policy Reference (Centralized Syllabus)**

This page includes all required UMN and CoP policies, e.g., Academic Freedom; Copyright; Course Evaluations; Disability Accommodations; FERPA, etc.