Phar 6760: Career and Professional Foundations IV

Syllabus: Fall 2019
0.5 Credits

This course adheres to the items listed in the College of Pharmacy Central Syllabus:
https://docs.google.com/a/umn.edu/document/d/1artQ5e1rbzxe8IfEtW07BE8k8snZAEqMMz_QcW8yJ-I/edit?pli=1

Meeting Times & Locations:
This course meets atypically. Several full days throughout the semester are blocked off for this course.

Meeting Times & Locations

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Duluth Room</th>
<th>Twin Cities Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thurs, Sep 5 (AM)</td>
<td>9:05 AM – 12:05 PM</td>
<td>LSci 163</td>
<td>Moos 1-450</td>
</tr>
<tr>
<td>Thurs, Sep 5 (PM)</td>
<td>1:25 AM – 4:25 PM</td>
<td>Lib 410</td>
<td>WDH 7-135</td>
</tr>
<tr>
<td>Tues, Oct 8 (D) or Wed Oct 9 (TC)</td>
<td>12:15-1:15PM</td>
<td>Kirby Ballroom (Tues)</td>
<td>McNamara Alumni Center (Wed)</td>
</tr>
<tr>
<td>Fri. Oct. 11 (AM)</td>
<td>9:05 – 12:05</td>
<td>410</td>
<td>7-135</td>
</tr>
<tr>
<td>Fri. Oct. 11 (PM)</td>
<td>1:25 AM – 4:25 PM</td>
<td>Griggs Center</td>
<td>Northstar Ballroom</td>
</tr>
<tr>
<td>Mon, Oct. 14</td>
<td>9:05 – 3:20</td>
<td>Lib 410</td>
<td>WDH 7-135</td>
</tr>
</tbody>
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Technology Help, Duluth: 218-726-8847 itsshelp@d.umn.edu
Technology Help, Twin Cities: 612-301-4357 help@umn.edu

Primary Course Instructional Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gardner Lepp (Course Director)</td>
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<td>218-726-6029</td>
<td><a href="mailto:galepp@d.umn.edu">galepp@d.umn.edu</a></td>
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</tr>
<tr>
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<td>612-624-1945</td>
<td><a href="mailto:becky@umn.edu">becky@umn.edu</a></td>
</tr>
</tbody>
</table>

Teaching Assistant:

Charul Avachat avacha005@umn.edu
Detailed Course Schedule
For a detailed course outline and schedule, see the course Canvas site.

Overview of the course
Course content:
For the third year of the Professional Development and Assessment Sequence, the emphasis is on developing and improving existing interpersonal skills and knowledge, refining career goals, and improving perspective of the pharmacy profession, and the roles and responsibilities therein.

Course format:
The format of this course is unlike most courses in the college. The class will meet over three full days, two early in the semester, and one mid-semester. These days will involve active discussion and dialogue with peers and others, small group work, writing assignments, in-class exercises, readings or assignments prior to class, and post-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 missing about 30% of the class. Therefore, attendance at these class sessions is paramount to overall success, and will be recorded.

The points in this course are allocated such that one unexcused absence will result in a final course grade reduction of two full letter grades. Two unexcused absences will result in a F grade for the course, 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
Successful completion of Career and Professional Foundations III (Phar 6745)

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

Career Resources: A variety of career development resources and tools are provided each semester of Career and Professional Foundations. However, each student's career development is unique and often students need a variety of resources at various times through their time in the PharmD program. Check out the College of Pharmacy Career Resources webpage for additional resources https://www.pharmacy.umn.edu/degrees-and-programs/doctor-pharmacy/current-students/career-resources. Consult with your career advisor (Amy Renne in Duluth, Becky Borg in Twin Cities) for optional individual appointments to supplement your work in Career and Professional Foundations.
## Course Objectives

### Career Development
1) Continue to evaluate career options in the field of pharmacy
   a) Develop or refine an action plan that addresses the remainder of the Pharm.D. curriculum pertaining specifically the APPE opportunities that will best compliment your career goals
   b) Articulate the importance of personal branding and how this concept can be used in your career development.
   c) Continue developing verbal and written communication skills, particularly with regard to interviewing and CVs/resumes/cover letters.

### Pharmacy Profession
2) Describe the contemporary issues in professional pharmacy practice and the roles of a pharmacist today
   a) Investigate current issues related to pharmacy practice and the role of the profession
   b) Discuss how current issues could influence society and affect your future practice as a pharmacist

### Professionalism
3) Continue developing your self-concept and identity by articulating assumptions, beliefs, attitudes, ethics and expectations of a professional pharmacist.
   a) Examine examples of professionalism in pharmacy practice by participating in discussions with practicing pharmacists
   b) Articulate the key features of professionalism in the scope of contemporary pharmacy practice

### Assessments and Grading
The assignments in this course will be graded using the point scale below. All points will normally be awarded, unless elements of the assignment are absent, or the assignment isn’t completed to a satisfactory degree.

*Note: Assignments noted with an asterisk (*) and bolded are required to be completed successfully to pass the course.*

<table>
<thead>
<tr>
<th>Date Introduced</th>
<th>Title</th>
<th>Date DUE</th>
<th>Points</th>
<th>% of final grade</th>
</tr>
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<tbody>
<tr>
<td>9/5/2019</td>
<td>Mock Interview Preparation (Job Description and Attire)</td>
<td>10/14/2019</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>10/14/2019</td>
<td><strong>Mock Interview peer feedback</strong></td>
<td>10/14/2019</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>10/8 or 10/9</td>
<td>Career and Internship Fair attendance</td>
<td>10/8-10/9</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10/11/2019</td>
<td><strong>Resume/CV review peer feedback</strong></td>
<td>11/20/2019</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>10/11/2018</td>
<td>Resume/CV updates</td>
<td>12/2/2019</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>10/11/19</td>
<td>Professionalism and Professional Identity</td>
<td>11/1/19</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>10/11/19</td>
<td>PED-Rx Position Paper</td>
<td>11/1/19</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>100</td>
<td>100</td>
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Grading Information
This course uses an A-F grading format. All students start the course with an A. As noted above, absences and late assignments are the primary means to reduce your grade.

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.

Students must complete all assignments and activities in this class to successfully complete the course. As stated above, those assignments noted in **bold** must also be completed successfully to pass the course.

<table>
<thead>
<tr>
<th>Grade</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>100-93</td>
<td>92-90</td>
<td>89-87</td>
<td>86-83</td>
<td>82-80</td>
<td>79-77</td>
<td>76-73</td>
<td>72-70</td>
<td>69-60</td>
<td>59-0</td>
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Statement on Penalties for Late Work
It is expected that all work will be submitted on time. Submissions delayed without prior communication **will result in an automatic 1/3 final grade reduction** (e.g., A to A- to B+ to B, etc.).

Assignment Descriptions
The following assignment descriptions are to give students a general idea of what each assignment requires. Students will be given more detailed assignment descriptions as the assignment approaches, along with rubrics if appropriate.

Personal Growth Self-Assessment: This assignment will help you explore what your current strengths and limitations are, related to the non-clinical aspects of the pharmacy profession. Respond to the questions provided in the assignment on Canvas. Due Sept. 15, 2019.

Action Plan Review Worksheet: Discussed and distributed in class, this worksheet will walk you through reviewing your previous action plans and an in-class assessment of your career development progress. Due September 12 at 11:55pm to the course Canvas site.

Mock Interview Preparation-Job Description and Attire: All students must 1) **wear professional attire appropriate for a pharmacist or residency interview** and 2) **bring a HARD copy of a job description or residency program for which they will interview** on October 14. Only PGY1 residencies and positions suitable for PharmD graduates immediately upon graduation are acceptable. No PGY2 residencies or positions requiring residency or advanced experience. Prepare to interview utilizing the experiences you have now (do not “pretend” to be a PD4 or a graduate). Due in class on October 14 at 9:05am. Treat this as a job interview, which means arriving with plenty of time to spare.

Mock Interview Peer Feedback: Students will participate in an in-class peer mock interview session and must complete the Mock Interview Evaluation form for one peer and upload to Canvas. You also need to send your feedback to the peer whom you evaluated. Due October 14 at 11:55PM.

Resume/CV Review Peer Feedback: This is part one of a two-part assignment. 1) Review your assigned partner’s CV, provide the feedback directly to your partner, and upload a copy of your partner’s CV contains your feedback to Canvas. Due November 20 at 11:55PM.

Resume/CV Updates This is part two of a two-part assignment. Update your own CV based on your partner’s feedback. Seeking feedback from additional sources (e.g. preceptors) is highly encouraged. **Upload your updated CV to Canvas.** Due December 2 at 11:55pm.

Professionalism and Professional Identity: Complete the worksheet provided during the Professionalism session on 10/12 (“Professionalism & Advanced Pharmacy Practice Experiences”). Upload the last page of the worksheet to Canvas.
**PED-Rx Position Paper:** PED-Rx is an annual student and practitioner event. PDIII students will attend the event with PDII students. TED-style talks will be presented by a practitioner on a contemporary practice issue. Each talk is followed by a small group discussion lead by a practitioner. Students will synthesize information from readings and participation in the event into a two-page position paper on the issue.

**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.

**NEW THIS YEAR: DUO Security**

If you use Duo Security to sign in to University applications, you are strongly encouraged to set up back-up devices in Duo Security so that you are prepared in the event that your primary Duo device is unavailable (you forgot it, it was stolen, it’s broken, the battery is dead, etc.). Learn about back up devices at z.umn.edu/backupdevices.

As a Duo user, it is your responsibility to come prepared to sign in to applications necessary for class activities, including exams and quizzes. If you are unable to sign in, you may lose points for the class activity. Failure to bring your Duo device or a back-up is not an excused absence or a valid reason for make-up work.

Learn more about Duo Security at z.umn.edu/duosecurity.

**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 may choose to take attendance.

**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.