

# Course Packet Policy and Procedure


**Related Policies**

Support for Professional Program

**Effective:** Spring 2010

**Last Updated:** July 2010

**Responsible University Officer:**

Senior Associate Dean for Professional Education

**Policy Owner:**

Office of Professional Curriculum

**Policy Contact:**

Director of Professional Curriculum

## Policy

Course packets and printed material (handouts of slides, journal club articles, readings etc.) for all required and elective courses taught from the College of Pharmacy Professional Program will be sold through the University bookstores on the Twin Cities and Duluth campuses. Limit the number of times a student must go to the bookstore to purchase course packets (See procedure below).

OR

Course packets and printed material can be submitted to eReserve. Materials can be sent throughout the semester. (See procedure below).

It is recognized that copying will still be necessary for impromptu course material; however, this should be minimized where possible. Each course's use of copying costs will be monitored monthly by the Office of Professional Curriculum as a means to track compliance with this policy.

### Individual Copies throughout the Semester

Twin Cities will use the first floor copier/printer and Duluth will use the copy machine located in 232 Life Science. Department Assistants and TA's will use course-specific codes for copying materials for the professional program only.

### Rationale:

This policy will provide consistency in the provision of course related material on both campuses in a fiscally and environmentally responsible manner.

## Procedure

This is the University of Minnesota, College of Pharmacy Course Packet Policy and Procedure for the Twin Cities and Duluth. Please email Amy Palmer ([palm0214@umn.edu](mailto:palm0214@umn.edu)) and ([tkrause@d.umn.edu](mailto:tkrause@d.umn.edu)) the course number/course director information as soon as you know you will be producing a course packet.

## **Procedure for Student Purchase at Bookstore**

Instructors wishing to use a course packet that contains copyright material would first submit a list of citations to The Copyright Permission Center and then deliver the original copy to Mayo Copy Center and FedEx or USPS to Terri Krause in Duluth (232 Life Science Bldg, 1110 Kirby Drive, Duluth, MN 55812-3003). The Copyright Permissions Center then notifies the Copy Center and when the permission process is complete. The packets are then copied and delivered to the appropriate bookstore for students to purchase.

Instructors wishing to use a course packet that does not contain articles with copyright materials will deliver the original to Mayo Copy Center (TC) and Terri Krause (Duluth), who will then deliver the packets to the bookstore for students to purchase. Only material that will be sold, as a course packet at the Bookstore should be taken to the Copy Center.

Mayo Copy Center  
D-104 Mayo, 420 Delaware Ave SE  
Phone 625-8914  
Monday-Friday 7:30am-4:30pm  
Email: [mayocc@auxs.umn.edu](mailto:mayocc@auxs.umn.edu)

Instructors will not need to fill in a budget number on the form. If more copies are needed than what is received free from the Copy Center, please contact Amy Palmer for the budget number. The copy center does give one free packet for every 20 made (i.e., for a course with 110 students, a course would receive 5 free packets). The free copies are left on shelves outside of the copy center for pick up (TC). To keep costs as low as possible for students, packets are to be bagged. Please also note that the Office of Professional Curriculum would like a copy of each course packet submitted to the Bookstore. Please give one copy (can be electronically) to Amy Palmer in OPC.

If a course packet consists of Word or PDF documents, these documents can be sent electronically to Mayo Copy Center and Terri Krause in Duluth. When sending electronically, please indicate on the email exactly how it is to be printed, (i.e., lecture order, # of slides/page, etc) as the two versions (TC and Duluth) need to be printed the same.

If there are any questions regarding the availability of a course packet at the bookstore, please contact the appropriate bookstore directly.

## **Procedure for eReserve**

Submit course packet to eReserve (see deadlines below). Course material may be submitted throughout the semester. eReserve may be used for a wide variety of materials including course syllabi, lecture notes and presentations, practice exams and exercises, journal articles, etc. When licensed resources are linked inside eReserve course pages, instructors no longer need to include them in traditional course packs, which can require additional royalty payments.

### **STEPS:**

- a. Instructors are asked to complete an eReserve submission form <http://www.lib.umn.edu/services/eres>. Completed forms should be emailed to Pat Seely at [p-seel@umn.edu](mailto:p-seel@umn.edu). Her contact is 612-626-5967.
- b. Course materials can be sent electronically or paper copies can be brought to her office. She is located in 278 B Diehl Hall.
- c. Packets will then be uploaded to the eReserve site. Students will have access to the materials through the Biomedical Library Website <http://www.biomed.lib.umn.edu/>. On the left side of the screen there is a "Library Course Page". Students will choose their course and be asked their x.500.

## Deadlines

The following are deadlines for the beginning of the semester for getting course packet materials to the Copy Center (TC) in Duluth, and Amy Palmer in the Office of Professional Curriculum OR to the eReserve

Upcoming Term	Submit Citations to Copyright Permissions Center	Submit One Copy to: Copy Center, Terri Krause (Duluth) and Amy Palmer (TC) OR eReserve	Start of Term
Fall 2010	July 19, 2010	August 11, 2010	September 7, 2010
Spring 2010	December 10, 2010	December 20, 2010	January 18, 2011

## Department Contacts

Department	Contact Name	Email	Office Phone
ECP	Dede Johnston	<a href="mailto:johns051@umn.edu">johns051@umn.edu</a>	612-625-2160
Medicinal Chemistry	Caitlin Boley Kelsey Uline	<a href="mailto:boley014@umn.edu">boley014@umn.edu</a> <a href="mailto:uline002@umn.edu">uline002@umn.edu</a>	612-624-9919
Office of Professional Education	Amy Palmer	<a href="mailto:palm0214@umn.edu">palm0214@umn.edu</a>	612-626-3772
Pharmaceutics	Candice McDermott	<a href="mailto:mcderr002@umn.edu">mcderr002@umn.edu</a>	612-624-5153
PCHS	Val Cremin	<a href="mailto:cremi001@umn.edu">cremi001@umn.edu</a>	612-624-2973
PPPS	Terri Krause	<a href="mailto:tkrause@d.umn.edu">tkrause@d.umn.edu</a>	218-726-6033

## The ©opyright Permissions Center

For general information on copyright material, please use the following link: <http://www.copyright.umn.edu/>

## Copyright Laws & Guidelines

For information on Laws and Guidelines, please use the following link: <http://www.copyright.umn.edu/laws.html>

## Submitting Requests Online

Go to the following URL to submit your request: <http://www.copyright.umn.edu/submitting.html>