

Policy Section: Pharmacy Integrated Lab Sequences

Issued by:  
Date:

Policy Number and Title: 1. Integrated Lab Sequence  
Exercises

Approved by:  
Date:

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## I. POLICY

The ULM School of Pharmacy Integrated Lab Sequences consist of a six-semester longitudinal course sequence reinforcing students' knowledge, skills, and attitudes necessary for current and future pharmacy practice through a broad range of skills. The curricular content integrates basic pharmaceutical sciences, drug information, pharmacy administration, law, early pharmacy practice experience, and clinical pharmacy practice. Because of the faculty time involved in preparing for an integrated lab class, it is of utmost importance that lab procedures, supplies, human resources (graduate assistants), and other specific lab needs be turned-in to a lab faculty member (liaison) in a reasonable time period prior to the upcoming lab date. Open communication must exist between the faculty member(s) assigned to the integrated lab session and the lab liaison. Each lab class must be integrated with the didactic courses being taught during that semester. Previous semesters may be incorporated. At times, an integrated lab may be assigned to more than one faculty member, hence, integrating theories from different subject areas. Communication between those faculty members is necessary to properly integrate their unique subject areas into a lab exercise.

## II. PURPOSE

This policy was developed to provide the faculty with policies and procedures for completing and submitting Integrated Lab Sequence Exercises.

## III. PROCEDURE

Prior to the beginning of a new semester:

- A. Your lab liaison will send you a tentative teaching schedule for the next semester's Integrated Lab sequence. Examine the teaching schedule for any conflicts that you may have...assigned class week(s), subject topic, etc. and contact the lab liaison assigned to you with any scheduling conflicts. A deadline will be set for your response in order to give the lab team time to work out class dates and topics with other faculty.

- B. Once the teaching schedule is revised and completed, your lab liaison will resubmit to you along with lesson plan templates for each assigned lab. Next, you are asked to work on your lesson plans and integrated lab exercise(s). Your lab liaison will stay in contact with you and send you reminders about the due dates for your completed lesson plans. **The lesson plan is merely a document that lists your topic, college of pharmacy objectives, instructor(s), pre-lab assignment (if any), description of activity, amount of time needed for activity, resources needed for activity, and assessment points for the activity.** (See Attached)
1. Completion of your integrated lab exercise(s) may require communication between you, another faculty member assigned to the exercise, and your lab liaison. However, if you are the only one assigned to an exercise, please use your discretion in determining how you create your lab. Your lab liaison or any of your colleagues may be able to help you think through an exercise.
  2. Completed lesson plans must be submitted to your lab liaison by the appropriate due dates. Exact dates will be sent to you by your lab liaison. Lesson plans are generally due one (1) month prior to the semester. Supporting documents (cases, student assignments, assessment points, etc.) are not needed this far in advance; however, to ensure materials, supplies, teaching assistants, drugs, etc, are ordered in time, the lesson plan containing this information is required well in advance.
- C. **The completed lesson plan, along with supporting documents (student assignments, cases, assessment points, or any other course material) is due to your lab liaison fourteen (14) days prior to the first day of your lab.** If the completed lesson plan, with supporting documents, is not received by the deadline, the lab liaison may cancel lab. Not receiving lesson plans in an appropriate time period or receiving some lesson plans 1-2 days prior to the start of a class, leaves other involved faculty unable to organize and effectively teach the lab. If lesson plan(s) are not submitted by the appropriate deadline, that faculty members Department Head will be contacted by the Director of Experiential Education for clarity pertaining to the issue.
- D. If the assigned faculty member is not present to teach the lab fifteen (15) minutes after the start of class, that lab will be cancelled and students will be dismissed. The faculty member's department head will be contacted by the Director of Experiential Education for clarity pertaining to the issue.

## **Integrated Lab Sequence (ILS) Lesson Plan**

Please circle the PCL sequence in which this activity will take place:

I       II       III       IV       V       VI

**Topic:**

**COP Objectives:**

**Instructor(s):**

**Pre-lab assignment (if any):**

**Is classroom material needed? If so, how can that material be provided to the students who are not registered in the class?**  Yes  No

**Activity Description:**

**Amount of time needed for activity:**

- > Classroom
- > Care Lab
- > Distance connection

**Number of students in class:**

**Resources needed for activity:**

**Assessment** (Please describe how the students will be assessed for this activity; each lab is worth \_\_\_\_\_ % of the total grade. Please explain how you want the points allotted and attach points for each exercise.)

**(Please attach all paperwork needed for this exercise (e.g. patient cases, worksheets, prescriptions, and grading form(s), including answer keys).**

