ULM College of Pharmacy   **Fall 2024**
Jun. 24 Revision

PHRD 5075
CRN# 45174

Career Readiness & Professional Success
Achieving success in job placement, professional development and pharmacy organizations
Bienville RM 202: TU & TH 3 – 4:15 pm

I. Contact Information

<u>Course Coordinator</u>
Hilary Tice, Pharm. D., BCPS
Clinical Assistant Professor, Clinical Sciences
Office: Shreveport, Room 1006
Office Hours: M thru TH: 1 – 3:30 PM
Phone: 318-342-1818
*Email: tice@ulm.edu
*Preferred mode of communication = email or Zoom

II.   Course Pre-requisites/Co-requisites: P1 Status

III.   Course Description
3 cr. This course helps the student with building a career portfolio and professional image, competing in pharmacy organizations, and promoting integration into Pharmacy.

IV.   Curricular Objectives and Outcomes

<u>Domain 1 – Foundational Knowledge</u>

1.1. Learner (Learner) - Develop, integrate, and apply knowledge from the foundational sciences (i.e., ***pharmaceutical, social/behavioral/administrative***, and ***clinical sciences***) to evaluate the scientific literature, explain drug action, solve therapeutic problems, and advance population health and ***patient-centered care***.

<u>Domain 3 - Approach to Practice and Care</u>

3.1. Problem Solving (Problem Solver) – Identify problems; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution.

3.2. Educator (Educator) – Educate all audiences by determining the most effective and enduring ways to impart information and assess understanding.

3.3. Patient Advocacy (Advocate) - Assure that patients' best interests are represented.

3.4. Interprofessional collaboration (Collaborator) – Actively participate and engage as a healthcare team member by demonstrating mutual respect, understanding, and values to meet patient care needs.

3.5. Cultural sensitivity (Includer) - Recognize ***social determinants of health*** to diminish disparities and inequities in access to quality care.

3.6. Communication (Communicator) – Effectively communicate verbally and nonverbally when interacting with an individual, group, or organization.

Domain 4 – Personal and Professional Development

4.1. Self-awareness (Self-aware) – Examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth.

4.2. Leadership (Leader) - Demonstrate responsibility for creating and achieving shared goals, regardless of position.

4.3. Innovation and Entrepreneurship (Innovator) - Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals.

4.4. Professionalism (Professional) - Exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.

ACPE Appendix 1

Social/Administrative/ Behavioral Sciences
Professional Communication
Professional Development/Social & Behavioral Aspects of Practice

V.   Course Specific Objectives and Outcomes

At the conclusion of this course, students should be able to: differentiate the difference between a personal statement, letter of intent, and cover letter; build personal resumes and CVs for use during employment activities; build professional networks, streamline electronic and social media to enhance professional image; expand knowledge of professional organizations and develop skills in participating in them.

VI.   Course Topics: See tentative teaching schedule.

VII.   Instructional Methods and Activities: Instructional methods may include: traditional and technology-driven lectures, in-class discussion, group discussion &/or activities, problem &/or case-based learning, distance learning, quizzes and exams, and outside class activities/assignments.

VIII.   Evaluation and Grade Assignment
Course coordinator reserves the right to adjust evaluations &/or grade assignment as deemed necessary

Grading Scale:

    89.5 – 100%   A
    79.5 – 89.49%   B
    69.5 – 79.49%   C
    59.5 – 69.49%   D
    ≤59.49%   F

Total points for the course: 297*

There are 6 in-class activities planned for this course throughout the duration of the semester. Some in-class activities span two lectures. In-class activities are worth 24 points each for a total of 144 points.

In addition to the in-class activities, there will be 3 heavier weighted mandatory activities, 2 of which are out of class, which will have course points assigned to them (this may necessitate travel outside of the Monroe/Ouachita Parrish area). Each of these activities will be worth 40 points for a total of 120 points. The hours put in for participating in the alumni event and resume/CV review is applied towards course time; therefore, there are no lectures scheduled for the last four lectures.

These include:
1) Attendance at one COP related alumni event: usual expectations have been to have each student sign-up for a two hour time slot to participate in COP alumni events affiliated with homecoming; however, other COP alumni events may be made available, eg. after hours alumni dinners. Homecoming activities have traditionally been affiliated with COP career fairs, class reunions, alumni parties and alumni dinners. Student involvement in these activities included: helping vendors to the Event Room/Find Table/Help with carts if they need to bring stuff in; walking around and welcoming each company rep/see if they need anything (coffee/water set up in Conference room 231 across hall, make sure they know where their interview room is located if they are conducting interviews; for later time slots, asking if vendors need help taking anything back down to their vehicle; mingling with guests/tours and anything else that is needed which may include clean-up help.
2) Attendance & participation during a virtual field trip to the LA BOP (typically completed through video conferencing).
3) Resume & CV review by the ULM Career Development Center.

Class Attendance will be worth 33 points: 1.5 pts/lecture for 22 lectures:
  PLUS the option to…
- Use one lecture as 'extra credit' for attendance if you attend all 23 lectures (attendance grade would look like 34.5/33 pts)
  OR
- Miss one lecture **not affiliated with an in-class activity** and use 1 'free pass' that won't count against the attendance total (attendance grade would look like 33/33 pts).

- Class participation is expected of all students and points may be deducted from class activities &/or attendance points if any instructor feels a student is not participating in class.
- Assessments/assignments/activities may be given announced or unannounced as deemed necessary by any instructor teaching in the course. The points available from these items will be added into the denominator for the total number of points available from the course, and course grade determined accordingly. Activity scores should be reported within 2 weeks from the day the activity is completed/submitted or from the last make-up administered, if applicable.
- Students who submit assignments/activities/assessments late may receive a zero, non-passing, score for these items unless they have received underline approval from the course coordinator BEFORE the event occurs. Students are expected to verify electronic submissions have been uploaded/sent by the due date and time of the item being submitted.
- For assessments/assignments/activities with multiple components, all components need to be completed/submitted for any credit to be awarded. This includes in-class activities spanning two days and signed participation verification forms.
- Students with excused absences will need to present an OSPA verified excused absence within the timeframe stated in this syllabus. See excused absence policy below.
- Class activity dates scheduled in the course syllabus could be changed in the event of instructor conflicts, &/or University emergencies/closure.
- Out-of-class activity expectations will be discussed at the beginning of the semester. However, students are required to seek approval from the course coordinator to attend any events not expressly approved/made available by the course coordinator. If a student misses/fails to attend an activity they signed up for, they must seek approval by the course coordinator to use an alternate event as a replacement for the one missed before the event occurs and allowing sufficient time for the coordinator to respond with a decision. Any substitutions for

events/activities must meet the goal of the event/activity missed. Failure to adhere to any part of these requirements may lead to a zero, non-passing score for the event/activity.

- Participation verification forms are due within 1 week of an activity being completed. If attendance at an alternate event is approved, the participation verification form must contain a signature of an affiliated organizational faculty advisor and include the faculty's legible name (i.e. printed/typed) in addition to their signature.
- Those assignments/activities with a reflection component will follow a standard format for submission of the reflection statement. The structure should be the same as used in the PGD course (ie. what, so what, now what) and will be graded with the PGD style rubric (the coordinator reserves the right to adjust this if the PGD format changes after the syllabus is posted). Formatting is as follows: length between 1-2 pages, double spaced, font 10-12, margins 0.5-1 inch. Pictures can be used but should be placed at the end or on a separate page and do not count in the page limit.
- Information acquired from previous portions of the course and from other courses in the professional pharmacy curriculum may be needed in preparing for activities, assignments or assessments.
- Activities, assignments, or assessments may cover material (readings, outside assignments) not covered in class.
- The use of programmable calculators and electronic devices capable of storing, receiving or transmitting data are prohibited during an assessment unless expressly authorized by the course instructor. Such devices must be turned off and left with your belongings in the front of the room.
- Mid-term grades will be posted on-line for students to view via Banner. Mid-term grades indicate a student's status at mid-semester only and do not indicate the final performance outcome of a student.

Student Success Policy: http://www.ulm.edu/pharmacy/documents/ospa/earlyintervention.pdf

Remediation Policy: http://www.ulm.edu/pharmacy/documents/ospa/remediationpolicy.pdf

IX. **Class Policies and Procedures**

At a minimum, all policies stated in the current ULM *Student Policy Manual & Organizational Handbook* should be followed (see http://www.ulm.edu/studentpolicy/). Additional class policies include:

a. Textbooks & Materials:
- Course faculty may use various resources throughout the semester, which includes lecture handouts. Materials used are considered mandatory unless directed otherwise.
- Access to computer with internet
- **Required textbook:** Reinders TP. The Pharmacy Professional's Guide to Résumés, CVs, & Interviewing, 4th Edition. Washington, DC: American Pharmacists Association. 2017. (available through the ULM Moodle Library Toolbox located in APhA Pharmacy Library).
- **Preparation for class:** Lecture notes for class will be posted to Moodle. *Expected Outcomes/Objectives* should be mentioned in the outline which should be met at the conclusion of the topic. The notes may also contain problems which must be completed by the student before attending the class. These problems will be the basis of discussion in the class. Therefore, it is mandatory that you come prepared to discuss the scheduled topic and problems.

b. Attendance Policy: Class attendance is regarded as an obligation as well as a privilege, and students are expected to know attendance regulations and to attend regularly and punctually at classes in which they are enrolled. Failure to do so may: (1) prevent access to the classroom during regularly scheduled times; (2) jeopardize a student's scholastic standing; and (3) lead to suspension from the School or University. Students must submit excuses for class absences to course coordinators within three class days after returning to classes.

Professors shall accept an official University excuse. With the following exceptions, professors are to determine whether absences are excused or unexcused: 1) Absences arising from authorized trips away from the University or from special duties at the University shall be excused. 2) Absences arising from a student's confinement in a hospital or other in-patient facility or doctor's excused absences shall be excused. Students are responsible for verifying

providing documentation to the faculty, which will be verified. 3) Absences arising from a death in the immediate family shall be excused. The immediate family is defined as spouse, child, step-child, mother, father, sister, brother, grandmother, grandfather, step-mother, step-father, step-brother, step-sister, aunt, uncle, mother-in-law or father-in-law.

c.   **Make-up Policy:** Each student is expected to complete each activity on the date and time specified. If a student cannot attend an activity due to valid University excuse, he/she must speak directly with the course coordinator, as soon as possible. The course coordinator must be notified **prior** to an activity if a student will miss the activity. The ULM COP Excused Absence Policy must be followed. Please refer to the official document for details. In case of emergency, the course coordinator must be notified within 48 hours of the emergency. Failure to do so will result in a zero (0) grade for that activity. Make-up activities may not be available but if they are provided they will be prepared at the same or higher level than the original activity. The format of the make-up activity may be written or oral. Failure to attend a scheduled make-up activity will result in a zero (0) grade for that activity. *Students missing an activity due to a University approved excuse will take the make-up activity as determined by the course coordinator.*
http://www.ulm.edu/pharmacy/documents/ospa/excusedabsence.pdf

d.   **Academic Integrity:** Faculty and students must observe the ULM published policy on Academic Dishonesty (see Page 4 of the ULM *Student Policy Manual* - http://www.ulm.edu/studentpolicy/). All professional students will adhere to the standards set forth in the School of Pharmacy's Code of Conduct (http://www.ulm.edu/pharmacy/documents/ospa/codeofconductv82011.pdf).

Unless expressly allowed by the instructor, the use of artificial intelligence (AI) tools and applications (including ChatGPT, DALL-E, and others) to produce content for course assignments and assessments is a violation of the ULM College of Pharmacy's Code of Conduct and is prohibited.

Censures (Penalties)
Academic dishonesty will result in a referral to the Committee on Ethical and Professional Standards with a recommendation for a grade of "F" for the course and expulsion from the School of Pharmacy. Academic dishonesty includes, but is not limited to, the use of information taken from others' work or ideas, the provision of help to others on non-collaborative evaluations (tests, quizzes, etc.), collaboration on take home exams, or the use of unapproved information or electronic devices to assist in obtaining an answer to the question.

e.   **Course Evaluation Policy:** At a minimum, students are expected to complete the online course evaluation.

f.   **Student Services:** Information concerning student services in the School of Pharmacy can be found in the School of Pharmacy Student Handbook. In particular, students should pay special attention to the University's technical standards and policies concerning students with special needs (http://www.ulm.edu/studentpolicy/studentpolicy.pdf). ULM student services, such as the Student Success Center (http://ulm.edu/cass/), Counseling Center (http://ulm.edu/counselingcenter/), and Student Health Services, is available at the following Student Services web site http://ulm.edu/studentaffairs/. Students with special needs requiring accommodations MUST follow the process described at http://rxweb.ulm.edu/pharmacy/student/specialneeds.pdf .

Mental Wellness on the ULM Campus
If you are having problems with emotional, social, and/or behavioral issues please call any of the mental health clinics on the ULM campus to make an appointment. All services are free to ULM students, staff, and faculty, and are strictly confidential.
- COP Office of Student and Professional Affairs: 342-3800
- ULM Counseling Center: 342-5220

- Marriage and Family Therapy Clinic: 342-5678
- Community Counseling Center: 342-1263
- ULM HELPS (Helping Educators and Learners Prevent Suicide) Project Office: 342-1335

The University of Louisiana at Monroe strives to serve students with special needs through compliance with Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. These laws mandate that postsecondary institutions provide equal access to programs and services for students with disabilities without creating changes to the essential elements of the curriculum. While students with special needs are expected to meet our institution's academic standards, they are given the opportunity to fulfill learner outcomes in alternative ways. Examples of accommodations may include, but are not limited to, testing accommodations (oral testing, extended time for exams), interpreters, relocation of inaccessible classrooms, permission to audiotape lectures, note-taking assistance, and course substitutions.

Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds, including federal loans and grants. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct, sexual violence, sexual harassment and retaliation. If you encounter unlawful sexual harassment or gender-based discrimination, please contact Student Services at 318-342-5230 or to file a complaint, visit www.ulm.edu/titleix.

g. **Emergency Procedures**: Please review the emergency escape plan in the classrooms and hallways of the Bienville building. Move quickly and in an orderly manner to the appropriate stairwell and exit the building. The meeting place for this class will be the far end of the north parking lot between the Bienville building and Broadmoor Blvd. Under no circumstances is the elevator to be used for emergency evacuation. Any student needing assistance should notify the professor immediately. For emergencies, to contact University Police, call **1**-911 from landlines and **342-5350 from cell phones. The course coordinator reserves the right to adjust the syllabus or schedule, in accordance with University and School policies and procedures.**

h.   Federal Regulations require determination and verification of every students' physical location while enrolled in classes (where they are physically located while taking classes), regardless of the delivery method (on campus, online). At the beginning of every semester and whenever physical location changes, students must update or verify their current location through banner https://ssb-prod.ec.ulm.edu/PROD/bwgkogad.P_SelectAtypUpdate. Students should do this by the end of the first week of classes.

i.   This course may be/is a major requirement for the Pharm.D. degree in Pharmacy. Completion of degree requirements leads to eligibility for professional licensure and/or certification in Louisiana upon graduation. Federal Regulations require universities to provide information to students about the alignment between Louisiana's requirements and those of other states. ULM has created a web page with discipline-specific information containing hyperlinks to Licensure Boards in the United States **https://www.ulm.edu/professional-licensure-disclosures/index.html**. Program Directors and/or faculty will discuss this information with you during advising or other program meetings but is also available to answer questions and address any concerns you might have. It is also important to note that licensure or certification requirements are subject to change. Although ULM Program Directors annually review and update licensure information for every state, the faculty recommends that before enrolling in a program and throughout enrollment, students communicate with the applicable state board to confirm understanding and whether upon completion of ULM's program, they will meet requirements.

X. **Tentative Course Schedule:**

Course Schedule is subject to change at the discretion of the Course Coordinator
Class will meet in Bienville 202, TU & TH from 3 – 4:15 pm.

Lecture	Day	Date	PHRD 5075 Room 202 TU & TH: 3 – 4:15 PM		Points on Activity/Due Date
			Topic	Instructor	
1	TU	8/27	Course Intro/Assessing Career Goals/Career Path Planning	Tice	
2	TH	8/29	Personal statements, Letters of Intent, Business Cards	Tice	40 pts - ULM Career Center resume/CV review completed between 8/29-9/13; due by 3 pm 9/16/24
M		9/02	LABOR DAY HOLIDAY		
3	TU	9/03	Professional skills and career transition: Navigating the workplace; College to workplace transition & soft skill development	ULM Career Center/Tice	
4	TH	9/05	Resumes/Cover Letters (CL)	ULM Career Center/Tice	
5	TU	9/10	CVs	Tice	
6	TH	9/12	Interviewing Basics & Components	ULM Career Center/Tice	
7	TU	9/17	Activity: Mock interviews (individual)	ULM Career Center/Tice	24
8	TH	9/19	Activity: Mock interviews (group)	ULM Career Center/Tice	24
9	TU	9/24	Pharmacy Organizations; Types of Competitions; Organization overload: know when to step back	Tice	
10	TH	9/26	Networking: Creating LinkedIn & Handshake Profiles, Advertising your Experience, Education, Skill Sets, Professional Emails, Professional Image, Communication	ULM Career Center/Tice	? ULM Career Week; 9/26/2024: Health Sciences Fair
11	TU	10/01	Activity: Networking	Tice	24
12	TH	10/03	APhA Patient Counseling Competition: what to expect	Tice	
13	TU	10/08	Activity: Mock APhA Patient Counseling competition	Tice	24
14	TH	10/10	ASHP Clinical Skills Competition: what to expect	Tice	40 pts - ?10/10-11/2024?: Homecoming/ Alumni Events
15	TU	10/15	Activity: Mock ASHP Clinical Skills Competition	Tice	24 pts total covering lectures 15 & 16
TH-F		10/17-18	FALL BREAK		
16	TU	10/22	Activity: Mock ASHP Clinical Skills Competition	Tice	
17	TH	10/24	Navigating Employment Applications & Contract Negotiations; searching for jobs	Evans/Tice	

18	TU	10/29	1)International Pharmacy & Boards of Pharmacy; 2) Stepping between local, state, national and global organizations	Guest Speaker(s)/ Tice	10/30/24: Jobs & Internships Fair
19	TH	10/31	Pharmacy Organizations: Getting Involved as more than a member: past student officer discussions	RX Student chapter officers	10/xx/24: COP Career Fair??
20	TU	11/05	ASHP PPS Expectations https://midyear.ashp.org/PPS/PPS-Candidates/Candidate-Instructions https://youtu.be/bONq7w0mTAI https://youtu.be/XymsDDzyGXM https://youtu.be/h_nwc4yf1iQ	Tice	
21	TH	11/07	Activity: Mock ASHP PPS	Tice	24 pts total covering lectures 21 & 22
22	TU	11/12	Activity: Mock ASHP PPS	Tice	
23	TH	11/14	LABOP Virtual Field Trip	Dr. Joe Fontenot?/Tice	40 pts
24	TU	11/19	No lecture: Outside activity hours substitute for this lecture		
25	TH	11/21	No lecture: Outside activity hours substitute for this lecture		
26	TU	11/26	No lecture: Outside activity hours substitute for this lecture		
W-F	11/27-29		THANKSGIVING HOLIDAY		
27	TU	12/03	No lecture: Outside activity hours substitute for this lecture		
	W	12/04	STUDENT STUDY DAY		
TH-TU	12/05-12/10		FINAL EXAMS		