PHRD 4020 Integrated Lab Sequence I
CRNs 41561, 41562, 41852

Contact Information:
Kristi Lowery, Pharm.D.
Bienville Building Room 213
(318) 342-1708
lowery@ulm.edu

Lab Schedule:       Office Hours:
Tuesday Lab: 1–3:50 pm       Monday: 9am-12pm
Wednesday Lab: 1–3:50 pm     Wednesday: 9am-12pm
Thursday Lab: 1–3:50 pm      Friday: 8am-11am
*Please email me to schedule an appointment if there is a specific meeting time you would like.

<table>
<thead>
<tr>
<th>Professor</th>
<th>Office Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Sampognaro</td>
<td>342-1721</td>
<td><a href="mailto:landrews@ulm.edu">landrews@ulm.edu</a></td>
</tr>
<tr>
<td>Stewart</td>
<td>342-1703</td>
<td><a href="mailto:rstewart@ulm.edu">rstewart@ulm.edu</a></td>
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<tr>
<td>G. Smith</td>
<td>342-1711</td>
<td><a href="mailto:grsmith@ulm.edu">grsmith@ulm.edu</a></td>
</tr>
<tr>
<td>Nazzal</td>
<td>342-1957</td>
<td><a href="mailto:nazzal@ulm.edu">nazzal@ulm.edu</a></td>
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<tr>
<td>Craft</td>
<td>342-1715</td>
<td><a href="mailto:craft@ulm.edu">craft@ulm.edu</a></td>
</tr>
<tr>
<td>Walker</td>
<td>342-1708</td>
<td><a href="mailto:awalker@ulm.edu">awalker@ulm.edu</a></td>
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See integrated course syllabi for individual professors’ office hours.

Course Prerequisites: None

Course Co-requisites: P1 standing

Course Description: Integrated Lab Sequence I (1 cr)
First in a six-semester longitudinal course sequence reinforcing students’ knowledge, skills, and attitudes necessary for current and future pharmacy practice, particularly for the community setting.

ULM School of Pharmacy
Educational Outcomes

Domain 1 – Foundational Knowledge
1.1.1 Develop and demonstrate depth and breadth of knowledge in pharmaceutical and clinical sciences.
1.1.4 Apply knowledge in foundational sciences to solve therapeutic problems and advance patient-centered care.

Domain 2 – Essentials for Practice and Care
2.1.2 Interpret evidence and patient data.
2.1.3 Prioritize patient needs.
2.1.7 Document patient care related activities.
2.2.3 Utilize technology to optimize the medication use system.
2.2.6 Apply standards, guidelines, best practices, and established processes related to safe and effective medication use.
Domain 3 – Approach to Practice and Care
3.1.1 Identify and define the primary problem.
3.6.2 Actively listen and ask appropriate open and closed-ended questions to gather information
3.6.4 Use effective interpersonal skills to establish rapport and build trusting relationships.
3.6.5 Communicate assertively, persuasively, confidently, and clearly.
3.6.9 Document patient care activities clearly, concisely, and accurately using appropriate medical terminology.

Domain 4 – Personal and Professional Development
4.1.4. Approach tasks with a desire to learn.
4.1.5. Demonstrate persistence and flexibility in all situations; engaging in help seeking behavior when appropriate.
4.1.6. Strive for accuracy and precision by displaying a willingness to recognize, correct, and learn from errors.
4.4.1 Demonstrate altruism, integrity, trustworthiness, flexibility, and respect in all interactions.
4.4.2 Display preparation, initiative, and accountability consistent with a commitment to excellence.
4.4.4 Recognize that one’s professionalism is constantly evaluated by others.

Course-Specific Outcome: Demonstrate knowledge, skills, and attitudes related to first professional year course material.

Course Topics – See Tentative Teaching Schedule

Instructional Methods and Activities:
Teaching methods may include, but are not limited to: case/scenario based teaching; problem-based learning; service learning; individual/group exercises; self-directed learning; errors and omissions; role playing; online teaching; applied learning; projects/presentations; assignments/exercises; traditional lectures and the use of technology such as Power Point, Audience Response System, Human Patient Simulation, Distance Learning, Camtasia and Moodle online assignments.

Evaluation and Grade Assignment:
Weekly laboratory exercises and assignments will account for 70% of the final lab grade. Quizzes concerning assigned pre-lab exercises and/or reading materials may be given at any time throughout the semester and will be counted as part of the weekly lab grade. Each lab may be developed by individual faculty members and may consist of an undetermined number of points. It is extremely important to prepare for weekly laboratory exercises, as they account for the majority of the total lab grade.

Quizzes covering the “Top 200 Drugs” will account for 10% of the lab grade. Each drug quiz will cover 10 cards per week for a total of 10 quizzes in this lab course; the second 100 drugs will be covered in the next lab sequence. Please refer to the Top 200 Drug Quiz Schedule. Quiz content will include the brand and generic names, drug class, and dosage form(s). Please refer to the Top 200 Drug Quiz schedule. A drug quiz average of 70% or higher is required in order to pass this course. Students with a quiz average below 70% after the last quiz will be allowed a targeted remediation of the drug quizzes. This test will be administered by the lab coordinator during the last week of scheduled labs (the week before finals). The student must score at least a 70% on this exam in order to pass this course. The student will then receive a 70% average for the drug quiz final average.

Professionalism will total 10% of the final lab grade. Each week, 5 points may be earned or lost. Demeanor, enthusiasm, neatness, laboratory technique will be evaluated. All points will be deducted for not wearing lab coat or for other dress code infractions, for poor condition of laboratory equipment, desk or drawer, or for poor demeanor/attitude in lab. This will be checked weekly. If benches are always clean and drawers neat and the
student always wears a pharmacy jacket and conducts themself in a professional manner, all 5 points will be earned. A dress code will be enforced in this course (see section J). **Food or drink is not permitted by the lab stations. You may keep a bottle of water only (no other beverage – colas or coffee) by your backpacks or lunch in your lunch bag.**

ILS I will also contain new material in the area of immunizations, which will comprise 10% of your grade in this course. The American Pharmacist’s Association “Pharmacy-Based Immunization Delivery” certification program will be used. This is an innovative and interactive training program that teaches pharmacists (and students) the skills necessary to become a primary source for vaccine information and administration. The program teaches the basics of immunology and focuses on practice implementation and legal/regulatory issues.

There are three components to the certificate-training program:
- Self-study modules with case studies and assessment exam
- Live seminar with final exam
- Hands-on assessment of intramuscular and subcutaneous injection technique

A Certificate of Achievement is awarded to participants who successfully complete all activity requirements, which include the self-study component, live training seminar, and the injection technique assessment. Successful completion is defined as a score of 70% or better on both the self-study and live seminar assessments.

1. Online Self-Study Modules: A score of 70% or better is required (in no more than two attempts) **PRIOR to attending the live training seminar. If the self-study exam is not completed by the first day of the live seminar, 20 points per day will be deducted from your lab grade until the self-study is completed or a score of zero is obtained.**
   *The online self-study modules and assessment are required for successful completion of ILS-VI, and also required for APhA Pharmacy-Based IMZ training certificate.*

2. Live Seminar: Will be conducted over two lab periods. **Attendance is required for all students.**

3. Online Final Exam: A score of 70% or better is required by the due date set forth by the instructor. Participants may have a maximum of two attempts to achieve a passing score. **This component is a requirement for successful completion of ILS-VI, and also required for APhA Pharmacy-Based IMZ training certificate.**

4. Assessment: Demonstrate competency in one subcutaneous and two intramuscular injections as assessed by the activity faculty during the live training seminar. This component is required by APhA in order to earn a Certificate of Achievement. **Points will not be attached to this component for ILS-VI.**

5. **NOTE:** The Certificate of Achievement is invalid without written proof of current CPR or BCLS certification. In addition, all requirements by the Louisiana State Board of Pharmacy must be met **prior to** engaging in immunization practice.

***You will be required to upload a copy of your Medication Administration Registration from the Louisiana Board of Pharmacy (LABP) to Exam Soft as an artifact for lab. This can be done after you obtain your Pharmacy Intern Permit from the board. In order to do this, you must apply to the LABP by completing Form 19 on the LABP website and submitting this along with a copy of your APhA Immunization Certificate of Achievement (COA), and a copy of your current BLS card. When your credentials have been verified, the Board will send you a letter (or email) of approval containing your Medication Administration Registry Number. You must first obtain your pharmacy intern permit number before applying for your Medication Administration Registration number. Once you obtain your permit number, you may then apply for your Medication Administration number.***
Exercises and/or quizzes will NOT be given early. If you have an unexcused absence, missed quizzes and/or laboratory exercises cannot be made up.

Laboratory Exercises 70%
Immunization Education 10%
Drug Quizzes 10%
Professionalism 10%
Total 100%

Course Grading Scale:
A = 89.5 – 100
B = 79.5 – 89.4
C = 69.5 – 79.4
D = 59.5 – 69.4
F = ≤ 59.4

Undergraduate 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. Any student earning a non-passing grade of “D” or “F” on an exam will be required to participate in mandatory tutoring sessions offered by the course instructor(s) until such a time that they obtain a passing average in the course.

Student Portfolios:

Students are required to prepare, maintain, and submit a portfolio as evidence of achievement of learning outcomes. This portfolio also reflects the student’s evolving professional growth from the beginning to the completion of the Doctor of Pharmacy program.

Goals of the portfolio process:
1. Document students’ progressive achievement of the college’s competencies throughout the curriculum and practice experiences.
2. Document students’ self-assessment and preceptor assessments of educational outcomes.

The portfolio must contain the following items (artifacts) by the end of the Fall semester of the P1 year:
1. Reflection on My First Patient Assignment
2. SOAP note assignment from ILS-I Communication Basics Lab (ExamSoft®)
3. Drug Information Question from ILS-I Drug Information Lab (ExamSoft®)

Since the portfolio will continue to be used in subsequent laboratory sequences, didactic courses, and professional practice experiences, completion of a satisfactory portfolio is a requirement to advance to the next semester. At the end of each semester, reports will be generated by the Dean of Assessment to ensure that each student has submitted the appropriate artifacts. Students who have not submitted the required artifacts will be notified of deficiencies, and will receive an incomplete grade (“I”) for this course unless the deficiencies are corrected by a set deadline of two weeks following the completion of the semester. Per the ULM Student Policy Manual “I” grades are removed only by completion of the course work, not by repeating the course. The deficiency must be met within two weeks following the completion of the semester. If not done so, the “I” grade is computed as an “F” grade.

Class Policies and Procedures:
At a minimum, all policies stated in the current ULM Student Policy Manual & Organizational Handbook should be followed.
Additional class policies include:

A. **Textbook and Materials:** Texts for all co-requisite courses. A non-programmable calculator will be required for some class assignments and quizzes. Please have available at all times.

B. **Attendance Policy:** Class attendance is mandatory in all Integrated Laboratory Sequence courses. Students reported for accumulating more than three unexcused absences in a course during an academic semester will be administratively dropped from the course with a “W” grade. In accordance with School of Pharmacy policy and procedure, a grade of “W” will be counted as an “F” grade with respect to academic standards. Tardiness and disruptive behavior will not be tolerated.

**EXCUSED ABSENCE POLICY**

**STUDENTS MISSING A GRADED EXERCISE**

A student missing a graded exercise (exam, quiz, in-class assignment, scheduled lab etc.) **MUST** provide the Course Coordinator with a valid excuse upon returning back to school. Provided this policy is followed and a validated excuse is presented, excused absences will be granted for those reasons outlined in the University catalog and School of Pharmacy (SOP) Student Handbook. Absences outside of those covered in the University catalog and SOP Student Handbook will be considered unexcused, and a grade of zero (0) will be earned for the missed lab activity.

**STUDENTS MISSING CLASS TIME**

Students **MUST** notify faculty of a scheduled absence (Physician Appointment, etc) prior to missing class. When possible, students **SHOULD** notify faculty of an unscheduled absence by phone or email prior to missing class. If a student cannot contact the Course Coordinator prior to class, they **MUST** contact the coordinator within 24 hours of class. Provided this policy is followed and a validated excuse is presented, excused absences will be granted for those reasons outlined in the University catalog and SOP Student Handbook. Absences outside of those covered in the University Catalog and SOP Student Handbook will or will not be excused at the discretion of the Course Coordinator.

Students **SHOULD NOT** miss class for drug screening; however, in the rare case where a student’s class schedule does not allow sufficient time for drug screening within the pre-defined window, an excused absence will be granted by the Dean or his/her designee provided the student receives permission from the Dean’s office or the Course Coordinator to be absent prior to the absence occurring. The excuse will be communicated in writing by the dean, or his/her designee, directly to the Course Coordinator.

**EXCUSE VALIDATION**

The validation of all excuses will be handled by the Office of Student and Professional Affairs. Students should bring the excuse to the Office of Student and Professional affairs before classes on the day they return to class. The Office of Student and Professional Affairs will verify the validity of the excuse and will sign and date the excuse. The student should retrieve the validated excuse on the **SAME** day it is dropped off in the office of Student and Professional Affairs.
Affairs. The student should provide the Course Coordinator with the validated excuse within two business days of its validation.

**CONTACTING COURSE COORDINATORS**

Contact information for all course coordinators is located in the syllabus for all courses; however, students are encouraged to pre-program their course coordinators office phone numbers into their cell phones or keep a list of course coordinator phone numbers where they are easily accessible. Student may contact the Office of the Dean (318-342-1600) or the Office of Student and Professional Affairs (318-342-3800) for assistance.

**APPEALS FOR EXCUSED ABSENCES**

In the event that a student disagrees with a Course Coordinator’s decision concerning an excused absence, they may appeal that decision using the same pathway and timelines outlined for a grade appeal (Department Head, Associate Dean for Academic Affairs, Dean, Provost). Any appeal should include a copy of the validated excuse and a letter outlining reasons the excuse should be granted based on the School and University guidelines for excused absences.

C. **Make Up Policy-Lab:**

If the student has a University approved excuse for missing an examination or lab exercise, one opportunity will be given for make-up at the discretion of the instructor(s). Failure to attend a scheduled make-up will result in a grade of zero (0) for that exam/exercise. Make-up labs will be prepared at a similar level of difficulty and may be given as a written exam or an oral exam in the presence of another faculty member.

D. **Academic Integrity:** Faculty and students must observe the ULM published policy on Academic Dishonesty (see the ULM Student Policy Manual – [http://www.ulm.edu/studentpolicy/](http://www.ulm.edu/studentpolicy/)). All students must observe the ULM School of Pharmacy Code of Ethical and Professional Conduct [http://www.ulm.edu/pharmacy/documents/ospa/codeofconductv82011.pdf](http://www.ulm.edu/pharmacy/documents/ospa/codeofconductv82011.pdf)

E. **Course Evaluation Policy:** At minimum, students are expected to complete the on-line course evaluation as well as any evaluation administered in class by the School of Pharmacy.

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 School technical standards and policies concerning students with special needs. ([http://www.ulm.edu/studentpolicy/studentpolicy.pdf](http://www.ulm.edu/studentpolicy/studentpolicy.pdf))

ULM student services, such as Student Success Center ([http://ulm.edu/cass/](http://ulm.edu/cass/)), Counseling Center ([http://ulm.edu/counselingcenter/](http://ulm.edu/counselingcenter/)), and Student Health Services, is available at the following Student Services web site [http://ulm.edu/studentaffairs/](http://ulm.edu/studentaffairs/).

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.

- SOP 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) 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 Bienville. Move quickly and orderly 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 Bienville and Broadmoor Blvd. Any student needing assistance should notify the professor immediately.

- University Police: 1-911 from landlines
  342-5350 from cell phones

H. Cell Phone Policy: All cell phones should be turned off during class. If a student has a need to be notified during an emergency situation during class, he should leave the telephone number of the Office of Student and Professional Affairs, 318-342-3800, with the person who may need to contact them emergently. Cell phones are not allowed in the classroom during examinations or quizzes. Students found to be in possession of a cell phone during an examination or quiz will be considered to have committed an act of academic dishonesty and will be charged and brought before the committee on ethical and professional conduct.

I. Use of Prior Course Materials: Prior exams and prior quizzes are NOT permissible to possess and distribute to other students. Students who hand down prohibited course material are in violation of the policy and the Honor Code.

J. Course Specific Policies:
In addition to the requirements for individual labs, demeanor, enthusiasm, neatness, laboratory technique will be evaluated. Food and/or drinks are NOT permitted at any lab station. You may keep a bottle of water only by your backpack/purse. Coffee, tea, colas, or other beverages are not to be brought into the lab. Food is not allowed in the lab. Eat before or after your lab period!!! Points will be deducted for any infraction of course policies.

K. Dress Code Policy:

General Personal Care Standards:
1. Adequate precautions should be taken to maintain good personal hygiene.
2. Appropriate attire will be worn when compounding.
3. Nails should be well groomed, manicured and of short to medium length to facilitate compounding activities.
4. Hair should be neat, clean, styled off the face and out of the eyes. Hair longer than shoulder length should be secured. Hair bonnets will be worn when compounding.

**Attire**

LAB COAT IS MANDATORY- NO EXCEPTIONS

Clean, professional styled clothing and shoes.

- Gentleman must wear ties
- Shirts with a tail or a split should be tucked in.
- Belts should be worn with all pants that have belt loops.
- An undershirt should be worn if undergarments are visible through clothing.
- Skirts should be no shorter than one inch above the knee when sitting.
- Sleeveless shirts only, not Spaghetti straps, halter-tops, tube tops, showing of mid-drift, or low cut tops. Organization-Branded Jerseys
- Scrub tops and bottoms are not permitted.
- Casual Fridays are **not** permitted.
- Dress Capri pants can be worn.
- Sandals, tennis shoes, and flip-flops are prohibited; closed toe or peep toe shoes are only allowed

**Dress Code Violation**

At the discretion of the laboratory instructor, half or all of the student’s total daily lab points may be deducted for not wearing proper laboratory attire for any dress code infractions. If a student is constantly reminded to adhere to the current dress code policy, that student may be asked to leave the lab and notification will be sent to the dean of academic affairs by the lab instructor.

***All policies in the ULM COP student handbook will be followed.***
**Tentative Course Schedule: Integrated Lab Sequence I (PHRD 4020), Fall 2017**

There are three sections of this course. The meeting days and times are as follows: 
*Tuesday, Wednesday, and Thursday from 1 p.m.-3:50 p.m.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Faculty</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Bench Assignments/Syllabus, Intro to Lab/Inventory/Safety, Intro to PioneerRx</td>
<td>Lowery</td>
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<td>Aug. 22, 23, 24</td>
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<tr>
<td>Week 2</td>
<td>Introduction to MFP/Immunization Basics</td>
<td>Sampognaro/Lowery</td>
<td>Drug Quiz 1</td>
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<td>August 29, 30, 31</td>
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<tr>
<td>Week 3</td>
<td>My First Patient Physical Assessment/Immunization Basics</td>
<td>Sampognaro/Lowery</td>
<td>Drug Quiz 2</td>
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<td>Sept. 5, 6, 7</td>
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<td>Week 4</td>
<td>Compounding Exercise (Troches); Introduction to Check Techs.</td>
<td>Walker/Lowery</td>
<td>Drug Quiz 3</td>
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<td>Sept. 12, 13, 14</td>
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<td>Week 5</td>
<td>Calculations</td>
<td>Stewart/Lowery</td>
<td>Drug Quiz 4</td>
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<td>Sept. 19, 20, 21</td>
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<td>Week 6</td>
<td>Immunization Course (All Sections Meet in B340 on Sept 26) Bring laptops!!</td>
<td>Stewart/Craft/Lowery</td>
<td>Drug Quiz 5</td>
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<td>Sept. 26, 27, 28</td>
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<tr>
<td>Week 7</td>
<td>Immunization Course (All Sections Meet in B340 on Oct 3) Bring laptops!!</td>
<td>Stewart/Craft/Lowery</td>
<td>Drug Quiz 6</td>
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<tr>
<td>Oct. 3, 4, 5</td>
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<td>Week 8</td>
<td>Individual Labs – IMZ (Vaccine Administration Technique Video; Skills Training and Assessment; Final Examination; Program Evaluation)</td>
<td>(IMZ certified faculty /students – Stewart, Craft, Lowery, Baggarly, APPE Students, Walker, Sampognaro, C. Smith)</td>
<td>Drug Quiz 7</td>
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<td>Oct. 10, 11, 12</td>
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<td>Week 9</td>
<td>Fall Holiday (October 19-20) No labs this week</td>
<td>No Labs</td>
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<td>Oct. 17, 18, 19</td>
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<td>Week 10</td>
<td>Check Tech Lab</td>
<td>Stewart</td>
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<td>Oct. 24, 25, 26</td>
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<td>Week 11</td>
<td>Drug Information Retrieval</td>
<td>G. Smith</td>
<td>Drug Quiz 8</td>
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<td>Oct. 31, Nov. 1, 2</td>
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<td>Week 12</td>
<td>Pharmaceutics (solutions, suspensions, emulsions)</td>
<td>Nazzal</td>
<td>Drug Quiz 9</td>
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<td>Nov. 7, 8, 9</td>
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<td>Week 13</td>
<td>Communication Basics Documentation (Medication History, SOAP notes, Care Plans)</td>
<td>Lowery</td>
<td>Drug Quiz 10</td>
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<td>Nov. 14, 15, 16</td>
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<td>Week 14</td>
<td>Thanksgiving Holiday Nov 22-24 No labs this week</td>
<td>No Labs</td>
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<td>Nov. 21, 22, 23</td>
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<td>Week 15</td>
<td>Pharmacy Practice: Flavoring Lab/Call-ins/Transfers Clean Up Day</td>
<td>Lowery</td>
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<td>Nov. 28, 29, 30</td>
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<td>Week 16</td>
<td>UNIVERSITY FINAL EXAM WEEK</td>
<td>No Labs</td>
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<td>Dec. 4-8</td>
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*The instructor reserves the right to adjust the schedule as needed.*