

# PHRD 4047 Parenterals CRN# 61109

## I. Contact Information

### Course Coordinator & Instructor

**Hilary Tice, Pharm. D., BCPS**

Clinical Assistant Professor, Clinical Sciences

Office: Shreveport, Room 1006

*Office Hours:* M thru TH: 1 – 3:30 PM, or by appointment

Phone: 318-342-1818

Email: [tice@ulm.edu](mailto:tice@ulm.edu)

Preferred mode of communication: Email or Zoom

### Course Prerequisites/Co-requisites

P2 Status

## III. Course Description

The course introduces the student to the pharmaceuticals and clinical applications of parenterals. Topics include calculations, aseptic technique, and regulations impacting parenterals. 1 cr

## IV. Curricular Objectives and Outcomes

### Domain 1 – Foundational Knowledge

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

### Domain 2 – Essentials for Practice and Care

2.1. Patient-centered care (Caregiver) - Provide patient-centered care as the medication expert (collect and interpret evidence, prioritize, formulate assessments and recommendations, implement, monitor and adjust plans, and document activities).

### Domain 3 - Approach to Practice and Care

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

### 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.

4.4. 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**

<b>Pharmaceutical Sciences</b>	<b>Social/Administrative/ Behavioral Sciences</b>	<b>Clinical Sciences</b>
Clinical Chemistry Extemporaneous Compounding Pharmaceutical Calculations Pharmacokinetics	Healthcare Systems Pharmacy Law & Regulatory Affairs Professional Communication Professional Development/Social & Behavioral Aspects of Practice	Clinical Pharmacokinetics Health Information Retrieval & Evaluation Medication Dispensing, Distribution & Administration Patient Safety Pharmacotherapy Public Health

**V. Course Specific Objectives and Outcomes**

The overarching objective for the course is to introduce the student to basic principles of parenterals.

*At the end of this course, the student should be able to:*

- Be familiar with parenteral access and administration techniques
- Comply with USP and other pharmacy regulations detailing the compounding of parenterals
- Utilize calculations to formulate parenterals
- Identify and utilize equipment used in the creation of parenterals
- Apply pharmacokinetic principles to various parenteral concepts
- Identify IV compatibility/stability issues
- Express an understanding of the pharmaceutical side of parenteral nutrition
- Identify issues affiliated with parenteral nutrition

**VI. Course Topics (See Tentative Teaching Schedule)****VII. Instructional Methods and Activities**

Instructional methods may include: team-based learning (TBL); traditional and technology-driven lectures; in-class discussion &/or activities; problem &/or case-based learning; group projects; distance learning; quizzes and exams; reflection essays and outside of class assignments/activities.

**VIII. Evaluation and Grade Assignment (The instructor reserves the right to adjust these as needed)**

- Attendance 5%
- Active Learning Exercises 20%
- Miscellaneous graded items 25%: in-class or out-of-class activities/assignments, quizzes, etc.
- Exams 50% total: Midterm 25%, Final 25%

An overall class grade of  $\geq 70\%$  is required to pass the course. The **Grading Scale** is as follows:

89.5 – 100%	A
79.5– 89.49%	B
69.5 - 79.49%	C
59.5 – 69.49%	D
$\leq 59.49\%$	F

The COP excused absence policy will be followed in determining which graded items can be made up. An unexcused absence for a graded exercise (assignment, quiz, exam etc.) will result in a grade of zero and opportunities for makeup will not be provided.

**Class assessments/activities:** assessments/activities may contain any of the following questions: calculations, multiple choice, true/false, short answer, select all that apply and/or fill in the blank type questions. In order to access/take assessments in-class, students **MUST** be in class during the scheduled lecture period or have written approval from the

course coordinator to take it at an alternate location &/or time. Those attempting to take an assessment outside of class or class time without consent from the coordinator will receive a grade of a zero for that assessment and they will be submitted to the Dean of Academic Affairs for cheating and violating the code of conduct/ethics.

**Exams:** A midterm and final examination will be administered during the course. The dates of exams and the material covered by each exam are mentioned in the *course schedule*. As student's knowledge of the course material builds throughout the semester, students may occasionally see some overlapping material, belonging to preceding lecture topics, asked in later progress exams.

### Student Success & Remediation policies:

\*\*Students scoring <70% on any exam and an overall exam average <70% (excludes quizzes, assignments, bonus, etc.) will be required to submit to the coordinator written, narrative responses to select lecture objectives that will be provided within 24 hours of the posting of their exam grade to Moodle. These objectives will be in the form of a Moodle assignment and represent unit--- or lecture---level objectives to be tested upon in the next scheduled course exam.

Written responses must be submitted no later than one calendar week before the next scheduled exam. Responses must be written in complete sentences and may not be copied or pasted from any source, including class notes, treatment guidelines, textbooks, or any internet site. Submissions found to contain responses that have not been written in a student's own words will be considered a failure to submit.

In addition, students will be required to review each failed exam's ExamSoft---generated missed item report with the course coordinator or instructor responsible for each section of material. The discussion should include the student's reasoning for the incorrect answer as well as the reason for the correct answer.

In addition to answering objectives as described above and reviewing missed item reports, first professional year students scoring <70% on any exam and having an overall exam average <70% (excludes quizzes, assignments, bonus, etc.) will meet with the Director of Professional Affairs.

Failure to submit this required assignment will result in ineligibility to remediate.

These policies are located at the following websites:

- **Student Success:** <http://www.ulm.edu/pharmacy/currents.html>
- **Remediation:** <http://www.ulm.edu/pharmacy/currents.html>

*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.*

**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. Textbook(s) and Materials:

- Lecture materials/handouts
- Access to computer with internet, ULM warhawks zoom account
- Calculator
- There is **no required textbook** for this course.
  - Course faculty may use the following references/texts available through the ULM Moodle Library Toolbox: 1) APhA: The Art, Science, and Technology of Pharmaceutical Compounding, 5th Edition; Trissel's Stability of Compounded Formulations, 6e; 2) Clinical Key: various; 3) LWW Health Library: A Practical Guide to Contemporary Pharmacy Practice and Compounding, 4e.; 4) USP 800 (<http://www.usp.org/compounding/general-chapter-hazardous-drugs-handling-healthcare>); 5) USP 797 (<http://www.usp.org/compounding/general-chapter-797>)
- **Preparation for class:** Students will be expected to review the course material and complete any lecture readings/assignments prior to class when scheduled. These materials may be the basis of discussion/assessments in the class.

**B. Attendance Policy:**

- **Tardies & leaving before dismissed will result in no credit given for that lecture**
  - **Periodic absence(s) during lecture may result in no credit for attendance &/or activities/assessments missed while away.**
- **Class participation is expected of all students and credit may not be given towards attendance &/or activities/assessments if a student is not participating in class.**

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: (1) may prevent access to the classroom during regularly scheduled times; (2) may jeopardize a student's scholastic standing; (3) may prevent utilization of remediation and (4) may lead to suspension from the School or University. This course follows ULM's attendance policy located at the following website:

[http://catalog.ulm.edu/content.php?catoid=23&navoid=2875&hl=attendance&returnto=search#Class\\_Attendance\\_Regulations\\_Excused\\_Absences](http://catalog.ulm.edu/content.php?catoid=23&navoid=2875&hl=attendance&returnto=search#Class_Attendance_Regulations_Excused_Absences)

Any student who is not present for at least 75% of the scheduled class sessions in any course may receive a grade of "W" if this condition occurs prior to the last day to drop a course or a grade of "F" after that date. Any University-related activity requiring an absence from class will count as an absence when determining if a student has attended 75% of class meetings. Students are responsible for the effect absences have on all forms of evaluating course performance. Thus, the student is responsible for arranging the allowed make up of any missed work.

Excused absences will be determined using the guidelines stated in the University Catalog and the ULM College of Pharmacy Excused Absence Process: <http://www.ulm.edu/pharmacy/documents/ospa/excusedabsence.pdf>

To supplement the College of Pharmacy excused absence policy, students shall submit excuses validated by OSPA for all class absences to involved faculty and the course coordinator within two 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 this information to the faculty. 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:**

A student missing a graded exercise (exam, quiz, in-class assignment, etc) MUST contact the faculty member teaching during the absence and the course coordinator via email or phone prior to the graded exercise. If a student cannot contact the faculty member/course coordinator prior to the graded exercise, they must contact the faculty member and course coordinator within 24 hours of the graded exercise. It will be the sole responsibility of the course coordinator to determine whether or not the student had a sufficient excuse for not contacting the course coordinator prior to the test/activity. 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 College of Pharmacy (COP) Student Handbook. Absences outside of those covered in the University catalog and the COP handbook will be excused at the discretion of the course coordinator. Scheduling of excused make-ups will be at the convenience of the course coordinator.

**Excuse Validation:**

Excuse validation: The validity of all excuses will be verified by the Office of Student and Professional Affairs (OSPA). Students should bring the excuse to OSPA before classes on the day they return to class. The OSPA 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 OSPA. The student should provide the course coordinator with the validated excuse within two business days of its validation.

**Contacting Course Coordinator:**

Contact information for the course coordinator is located in the syllabus; however, students are encouraged to pre-program the coordinators office phone number into their cell phones. Students 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 College and University guidelines for excused absences.

**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/>). 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>)

Cheating, plagiarism, or other inappropriate conduct will not be tolerated. Academic cheating includes but is not limited to the accomplishment or attempted accomplishment of the following:

1. Copying or obtaining information from another student's test paper.\*
2. Using, during a test, materials not authorized by the person giving the test.\*\*
3. Collaborating, conspiring, or cooperating during an in-class or take-home test with any other person by giving or receiving information without authority.
4. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
5. Selling or giving away all or part of an unadministered test or any information concerning specific questions and items on an unadministered test.
6. Requesting, bribing, blackmailing, or in any other way causing any other person to obtain an unadministered test or information about an unadministered test or a test in the process of being administered.
7. Substituting for another student, or permitting any other person to substitute for oneself to take a test.
8. Submitting as one's own, in fulfillment of academic requirements, any work prepared totally or in part by another person.
9. Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirement any work.
10. Submitting artificially produced data or information in the place of descriptive, experimental, or survey results.
11. Any other devious means of securing an unearned grade in a noncredit course or in a course offered for credit.
12. Using, during a test, any electronic storage device, wireless and/or internet-based technology, or any other means that provides information not authorized for use during the testing period.

\*A student looking on another student's work is considered cheating.

\*\*The presence on one's person (or in close proximity thereto) of a condensation of test information which could be regarded as a "cheat sheet" will be considered adequate evidence to establish cheating.

Plagiarism is the use of any other person's work (such work need not be copyrighted) and the unacknowledged incorporation of that work in one's own work offered for credit.

**E. Course Evaluation Policy:** Students are expected to complete the ULM on-line course evaluation. It is requested that they also complete College of Pharmacy course and instructor evaluations and provide comments. Individual feedback is encouraged throughout the course.

**F. Student Services:** Information concerning student services in the College of Pharmacy can be found in the College of Pharmacy Student Handbook. In particular, students should pay special attention to the College's technical standards and policies concerning students with special needs. (<http://www.ulm.edu/studentpolicy/studentpolicy.pdf>).

ULM student services, such as Student Success Center (<http://ulm.edu/cass/>), Counseling Center (<http://ulm.edu/counselingcenter/>), and Student Health Services, are 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](http://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 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. 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 coordinators reserve the right to adjust the syllabus or schedule, in accordance with University and School policies and procedures.**

### **H. Discipline/Course Specific Policies:**

- Students are responsible for all course information on the learning management system (LMS) (eg. Canvas, Moodle, etc.), sent via email, and/or instructor websites. They are expected to check these sources regularly to access class materials, required readings, assignments, and other information necessary to excel in this course.
- **Communication:** the instructor plans to communicate with the class once or twice a week at a minimum through the LMS course email feature &/or the student representatives. This will include information about when the lecture material is posted, issues related to taking quizzes or exams, clarification of material, etc.
- **Cell Phone Policy:** All cell phones should be turned off during class unless a poll everywhere activity is planned or they are being used to complete lecture related activities. Cell phones should only be used to make a zoom connection if applicable to help facilitate exam issues. If a student has a need to be notified during an emergency during class, s/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.



- **Technology policies:**

- This class will rely heavily on utilization of the College of Pharmacy's internet; therefore, if/when implemented, students are responsible for following **technology policies provided by the COP and the University**. Policies for this course will be: having no more than 2 devices connected to the internet during class time, reserving any streaming activities to those affiliated with the lecture and keeping personal electronic devices updated according to technology personnel requests to allow integration with the COP's network.
- Individuals who are absent shall not participate in any grade activity being administered.
- **Zoom** will likely be used during the semester. Therefore, all students MUST create a free zoom account using their @warhawks.ulm.edu email address, and use this to complete any zoom business affiliated with course components. This shall be done no later than the first day of class and can be done by going to: <https://zoom.us>. Failure to connect to scheduled zoom meetings with a warhawk email account will result in an unexcused absence &/or 0 for all activities missed.
  - **Expected zoom etiquette:** students must have functioning audio & video for the duration of the connection and be in a location that provides a nondisruptive environment. Live video feeds must be showing for the duration of the connection, unless informed otherwise by the coordinator. Points may be deducted from attendance and other areas if any of these components are not met; therefore, it is imperative to contact the course coordinator before the beginning of the zoom activity if any of these components cannot be met.

- **Assessment Policies:**

- Students will be expected to abide by the COPs code of ethical and professional conduct during all exams/quizzes/assignments/activities.

- **Midterm & final:**

- ExamSoft will be used for the midterm and final exams in this course. ExamSoft specific policies are located in the appendix of this syllabus. Examsoft passwords will be shared at the beginning of the exam. Time limits will be set for taking and uploading the exam.
- Only approved calculators (non-graphing, non-programmable) should be used. The use of programmable calculators and electronic devices capable of storing, receiving or transmitting data are prohibited during an exam or quiz unless expressly authorized by the course instructor. Such devices must be turned off and left with your belongings in the front of the room. Students found to be in possession of a prohibited device 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.
- All cell phones should be turned off.
- Students should arrive to class before the scheduled exam to allow for location of assigned seating and computers to be turned on and ready to initiate the assessment at the beginning of the assessment.
- Exam and question performance will be reviewed by the course coordinator. After the assessments have been graded and analyzed, questions may be discarded or otherwise adjusted at the discretion of the course coordinator before arriving at final grades.
- Students can review assessments by contacting the course coordinator. All questions or challenges regarding the **midterm** should be addressed within two weeks of when grades are posted, and no later than 2 business days from grade posting for the final exam.
- Students/groups wishing to challenge a question on an exam must provide the course coordinator with a written statement that identifies the question(s) being challenged, why the student feels his or her answer is correct, and references to support the claim. If a question challenge comes from a student representative as a voice for one or a group of students, a list of all the students involved in the question challenge shall be included in the email with the references or rationale challenging any questions.

- **Activities/Assignments:** quizzes may be administered announced or unannounced, in-person or via the online environment. Other activities/assignments may be given through a learning management system (eg. Canvas, Moodle, etc.) and will contain a variety of learning formats. More detailed guidelines and time allotments for the various items will be discussed at the beginning of the semester.

**I. Use of Prior Course Materials:** Prior exams and 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 Honor Code. **\*\*\*All policies in the ULM COP student handbook will be followed.**

### **J. Federal Regulations**

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/bwqkogad.P\\_SelectAtypUpdate](https://ssb-prod.ec.ulm.edu/PROD/bwqkogad.P_SelectAtypUpdate). Students should do this by the end of the first week of classes.

### **K. Degree Requirements**

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.



**TENTATIVE COURSE SCHEDULE and MEETING INFORMATION**

*Note: The instructor reserves the right to adjust the schedule as needed*

- Meeting time: Wednesdays 1PM-1:50PM; Final exam May 3<sup>rd</sup>, from 9-11 AM
- Location: Lecture room = 202; Active Learning Room (ALR) = 201

Thank you for setting a great example for our students. Your commitment to following mask mandate and social distancing guidelines has played a significant role in the reduction of the spread of the COVID virus at ULM. Due to present circumstances, ULM students, employees, and guests should continue to follow current CDC guidelines by requiring masking and social distancing in all classrooms and buildings throughout campus. Everyone is encouraged to take advantage of frequent hand-washing, available hand sanitizer, masks, and testing opportunities. As this is an ever-changing situation, please continue to monitor university communication. For more information click [here](#).

Date	#	Lecture/Topic Assignments	Instructor	Points on Exams	Room
<b>Jan 15: MLK Holiday</b>					
<b>MODULE 1</b>					
Jan 17	1	Basics of Sterile compounding	Tice	Midterm: 8 pts	<b>B202</b>
Jan 24	2	Aseptic Technique	Tice	Midterm: 8 pts	<b>B202</b>
Jan 31	3	a) USP Chapter <797> b) USP Chapter <800> & Hazardous Drug Compounding c) JCAHO & regulatory issues	Tice	Midterm: 8 pts	<b>B202</b>
Feb 7	4	Module 1 Active Learning Exercises	Tice	Midterm: 8 pts	<b>B201</b>
<b>Feb 12-13: Mardi Gras Holiday</b>					
<b>MODULE 2</b>					
Feb 14	5	Calculations 1 & 2	Tice	Midterm: 8 pts	<b>B202</b>
Feb 21	6	Special Populations	Tice	Midterm: 8 pts	<b>B202</b>
Feb 28	7	Module 2 Active Learning Exercises	Tice	Final: 10 pts	<b>B201</b>
Mar 6		Midterm Exam (lectures 1-6): exam time = 1-1:50 pm	Tice	Total = 48 pts	<b>B202</b>
<b>MODULE 3</b>					
Mar 13	8	Pharmacokinetic Monitoring		Final: 10 pts	<b>B202</b>
Mar 20	9	Pharmacokinetic Clinical Calculators	Tice	Final: 10 pts	<b>B202</b>
Mar 27	10	Module 3 Active Learning Exercises	Tice	Final: 10 pts	<b>B201</b>
<b>Mar 29-Apr 05: Spring Break</b>					
<b>MODULE 4</b>					
Apr 10	11	Parenteral Access, IV Compatibility/Stability and Complications	Tice	Final: 10 pts	<b>B202</b>
Apr 17	12	a) Parenteral Nutrition; b) Package inserts, product labeling & batch compounding	Tice	Final: 10 pts	<b>B202</b>
Apr 24	13	Module 4 Active Learning Exercises	Tice	Final: 10 pts	<b>B201</b>
May 1		Student Study Day			
May 3		FINAL EXAM (Lectures 7 thru 13): Exam time: 9 am – 11 am		Total = 70 pts	<b>B202</b>

\*Midterm grading due by 3 pm on 3/14, final grading due by 3 pm on 5/9.

**APPENDIX****Learning Management System (Moodle/Canvas)/ExamSoft policies**

<b>Issue</b>	<b>Expectation</b>
<b>Electronic device issues</b>	<p>Check your battery reserve before any quizzes &amp; exams to make sure the device you will use is fully charged in case an outlet cannot be used. Bring a charging cable/extension cord if your battery power will not be sufficient to cover the testing period. Devices should be in a working condition and updated as requested by technology personnel. If you do not have a device that can function appropriately during a quiz/exam, contact the course coordinator prior to the test to help determine an alternate plan.</p> <p>If a student's computer malfunctions during the quiz/exam period, one of the alternative methods listed in the official COP policy will be followed to allow the student to complete the exam.</p> <p><a href="http://www.ulm.edu/pharmacy/documents/admin/examsoft.pdf">http://www.ulm.edu/pharmacy/documents/admin/examsoft.pdf</a></p>
<b>Assessment Issues</b>	<p>LMS quizzes will be available at the times stated by the course coordinator. Assessments provided through Moodle will need to be submitted by the end of the assessment period. The Coordinator will contact the students via email/verbally to inform them of when quizzes/tests are available.</p> <p>Examsoft:</p> <ul style="list-style-type: none"> <li>• Privacy screens must be used during exams</li> <li>• Exams will be made available to students for download prior to the date of the test.</li> <li>• Download the exam PRIOR to the date/time of examsoft exams, since time will not be given from the scheduled exam time to complete this process. If issues arise with the download, contact Ms. Marcia Wells and the course coordinator immediately. If a second download is needed and authorized, students should contact Ms. Marcia Wells and the course coordinator to remove the downloaded assessment that will not be utilized (reverse download).</li> <li>• Accessing a downloaded assessment at a place or time not authorized as an examination period or location will be considered a violation of the Code of Ethical and Professional Conduct.</li> <li>• Once students have finished an exam, come to the front of the room to show the proctor verification of exam upload (the 'green' screen) and also turn in their scratch paper/handouts before exiting the room. If the proctor is busy with another task, students are asked to form a line at the front of the classroom by the podium and the proctor will join them when available to verify exam upload and collect materials.</li> </ul>
<b>Seating Chart</b>	<p>Midterm and final exams will be taken in B202. Students are expected to adhere to assigned seating. Please bring your ULM student ID with you to the exam because you may be asked to place your ID in front of you on the desk during the exam. If students are found in violation of the seating chart, they may be asked to leave the exam room and will receive a 0 on the exam.</p>
<b>Scratch Paper</b>	<p>Students will be expected to only use scratch paper provided by the coordinator/proctor for the exams. This may be distributed to you prior by the proctor or self-pick-up. Students are responsible for providing any requested information (i.e. name, CWID) on the sheet(s) of paper and turning in any handouts and un-/used paper to the coordinator/proctor when they are finished with the assessment.</p>
<b>Question Review</b>	<p>Students might be allowed to go back and review questions left unanswered or to alter original answers during a quiz/exam before uploading/submitted the assessment. If exam performance is provided at the conclusion of the assessment, be aware that this grade is tentative and not official. The official grade will be provided after the coordinator has reviewed the assessment stats and posted grades. It is a violation of the Code of Ethical and Professional Conduct for students to view answers from another students' computer and use them as their own.</p>
<b>Special Needs</b>	<p>Special needs accommodations will be available for the midterm and final exam only. Students that have been granted special needs accommodations will report to the OSPA to complete examsoft exams. The course coordinator will provide exam dates/times and needed material to OSPA; however, students are responsible for making the appropriate arrangements with OSPA for these accommodations.</p>
<b>Disclaimer</b>	<p>The course coordinator reserves the right to adjust this policy as needed.</p>