

## **General course etiquette**

- Entering/Exiting Class:
  - Please arrive on time to class and stay for the entire class period. Late arrivals and early departures are disruptive to the effective learning by your peers.
  - If you arrive late or must leave class early, please quietly take a seat at the back of the classroom.
  - During exams, ask permission before leaving to use the restroom. Try to use the restroom before coming to class.
- Noise:
  - When Polycom technicians begin sound checks, please stop your conversations. This will eliminate the impedance of background noise and enable efficient evaluation of microphone and volume levels in each classroom
  - Wait until class is completely over before putting your materials away in your backpack, standing up, or talking to friends.
- Electronic Devices:
  - No taping, filming, in class without prior permission (whether by camera, cell phone, or other means). These activities are distracting and inhibiting to faculty and other students, may infringe upon privacy or copyright, and may have an impact on classroom discussion.
  - Cell phones should be turned off. No talking on cell phones, text messaging, or emailing on laptops during class. Wait until after class to return calls received.
  - However, some instructors may encourage the use of email, IM or discussion board as a method of communicating questions during lectures from students across campuses. This is particularly effective when Polycom sound issues impede participation from a distant site. Individual lecturers will advise students as to the preferred strategy for using technology to enhance this type of communication during class.
  - No listening to iPods or other electronic recording devices during class.
- Email Etiquette:
  - You are expected to communicate in a professional manner. Email communication should be courteous and respectful in manner and tone. Do not send emails that are casual, curt or demanding.
  - Do not expect an immediate response via email (typical response time will be within two business days). If your email question is sent at the last minute it may not be possible to send you a response before an exam is given.
  - For emails with questions about content, please consider use of WebCT discussion boards or indicate if you would not be willing to have the question and answer posted to the discussion board – it is often helpful for the class to see the answers to questions that commonly arise.

- Participation:
  - If you have questions, please keep to the current topic. Off topic questions should be addressed outside of class at office hours or by email with the instructor.
  - Do not try to dominate a discussion with your questions or comments – give others a fair opportunity to participate.
  - If a PolyCom or connectivity problem disrupts sound or picture please notify either the lecturer, a local faculty member or technician, or use the red “Assistance needed” card on the document camera to signal master control
  
- Common Courtesy:
  - Due to the sensitivity of the class microphones, personal conversations and shuffling of papers items can be very distracting.
  - Food and drink are discouraged in class for similar reasons. There may be times that you need a beverage or small snack during class, please keep the noise level at a minimum.
  - Show respect for the instructor and fellow classmates. Do not interrupt another who is speaking. It is okay to disagree with an idea but not okay to ridicule or make fun of another person and his/her ideas. Raised voices, derogatory language, name-calling, and intimidating behavior will NOT be tolerated.
  - Do not disturb others by engaging in disruptive behavior. Disruption interferes with the learning environment and impairs the ability of others to focus, participate, and engage.

### **General Examination Policies:**

- The course will utilize paper exams or WebCT® and Respondus Lockdown Browser® for examinations.
- Students are responsible for having Respondus Lockdown Browser® and a compatible internet browser for WebCT® installed on their computer.
- Mac computers are not permitted during examinations or quizzes.
- Exam questions may be posed in several ways, including, but not limited to fill-in-the-blank, short answer, multiple choice, extended multiple choice, true/false, and matching. This course will provide examinations in accordance with the document titled “Common Instructions for Major Assessment Administration” as provided on the school website [TTUHSC SOP Common Instructions for Major Assessment Administration](#), and on the course website.

### **Academic Misconduct:**

- Ethical Standards: The ethics standards for the School of Pharmacy and the APhA Code of Ethics are in effect for all components of this course. Candidates found to be in violation of ethical standards will receive zero (0) points for the course in question and

will be reported to the Credentialing and Student Affairs Committees in the School of Pharmacy

### **Missed Assessment Policy:**

- **Excused and unexcused absences:** TTUHSC SOP policy **77.P.34** addresses circumstances of absences for course assessments. This policy and procedure applies to all major assessments. Known absences due to family medical / maternity leave, protracted illness or medical needs, religious preferences (as per TTUHSC OP 77.11), professional leave [http://www.ttuhsoc.edu/sop/academicinfo/docs/Professional\\_Leave\\_Policy\\_2009.pdf](http://www.ttuhsoc.edu/sop/academicinfo/docs/Professional_Leave_Policy_2009.pdf) or other planned absences should be coordinated in advance with the course team leader and the student services office.
  - Examples of circumstances that may be considered excused absences include, but are not limited to:
    - Illness
    - Accident
    - Medical Emergency / Leave
  - Death in the Family / Family Emergency (defined by TTUHSC OP 70.01)

### **Second Chance Policy:**

The second chance exam policy shall be consistent with SOP OP: 77.P.15 SECOND CHANCE EXAM POLICY, adopted by Faculty December 15, 2008.

- **Policy Statement:** The Second Chance Policy applies to all courses except case studies and clerkships. A doctor of pharmacy student, if eligible, may take a single comprehensive examination to demonstrate competency in that course providing that:
    - The student has passed 50% or more of the major assessments in that course
    - The student has earned a final grade of 66-69% in the course, and
    - The student has not exceeded the number of second chance attempts as outlined below.
  - A student may invoke the Second Chance Policy in a maximum of two courses per semester, and no more than four times total in his/her career at the School. No student may invoke the second chance exam for the same course twice. The second chance assessment shall occur in a timely fashion, the timing at the discretion of the course team.
- **Grading for Second Chance**
    - An individual who passes the Second Chance exam will receive a grade of 70% for their **final grade**. If the Second Chance exam is not passed, the candidate will receive the original course grade.

- <http://www.ttuhs.edu/sop/current/student-services/secondchance.aspx>
- [http://www.ttuhs.edu/sop/academicinfo/docs/HSC\\_20092010\\_Approved\\_Handbook\\_080709.pdf](http://www.ttuhs.edu/sop/academicinfo/docs/HSC_20092010_Approved_Handbook_080709.pdf)

**Candidate Disability:**

- Any student who, because of a disability, may require special arrangements in order to meet course requirements should contact the Teaching Team within 1 week of the beginning of this course to make the necessary accommodations.