Course Description:
This experience provides an opportunity for students to participate in basic patient care and distribution services in a community practice setting. Students gain experience in community pharmacy practice including the areas of professional communication, drug information, patient counseling for prescription and OTC medications, medication distribution, extemporaneous products, and application of federal and state pharmacy laws.

Class Schedule:

<table>
<thead>
<tr>
<th>Class</th>
<th>Day/Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>Monday</td>
<td>2:10am to 4:00pm</td>
<td>Cardinal E or WebEx</td>
</tr>
<tr>
<td>Pharmacy visits</td>
<td>Part One:</td>
<td>Per the Spring Block Schedule.</td>
<td>At your assigned community pharmacy site (site times may vary and are scheduled by/with your preceptor)</td>
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<tr>
<td></td>
<td>Thursdays weeks 1-10</td>
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<td></td>
<td>June 4, 2020</td>
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<td>June 11, 2020</td>
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<td>June 18, 2020</td>
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<td>June 25, 2020</td>
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<td>July 2, 2020</td>
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<td>July 9, 2020</td>
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<td>July 16, 2020</td>
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<td>July 23, 2020</td>
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<td>July 30, 2020</td>
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<td>August 6, 2020</td>
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<td></td>
<td>Part Two:</td>
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<tr>
<td></td>
<td>Two full weeks on site</td>
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<td></td>
<td>Monday through Friday</td>
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<td>August 17 to August 28</td>
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<td>2020</td>
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<tr>
<td>Mid-Rotation meeting</td>
<td>Monday</td>
<td>1:10pm to 2:30pm</td>
<td>Cardinal E</td>
</tr>
<tr>
<td></td>
<td>August 3, 2020</td>
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</tbody>
</table>

Disclaimer:
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Course Director:
Susan Cornell, BS, PharmD, CDE, FAPhA, FAADE
Associate Director of Experience Education
Associate Professor of Pharmacy Practice
Phone (630) 515-6191
E-mail: scorne@midwestern.edu
Office: Alumni Hall South, Room 350
Office hours: by scheduled appointment.

*Please note that email is the best way to contact us.

Role of the Course Director:
The role of the course director is to handle and organize exam questions, course grading, medical absences, overall format of the class and other related administrative issues.

Required Workbook
PS-1 Introductory Pharmacy Practice Experience 1: Community, 21st Edition

Rotation Binders
You are required to bring your workbook and all required documentation to each of your site visits. Directions for setting up your rotation binder and the list of required documents are in the workbook. Please review the workbook on Canvas or the handout distributed during the IPPE orientation. You need to set up your rotation binder prior to your first pharmacy visit.

Course Objectives and Curricular outcomes
The Chicago College of Pharmacy PharmD curriculum provides students with a variety of opportunities to gain knowledge, skills, and attitudes associated with the successful practice of pharmacy, as described by our learning objectives listed below. Specifically the student will be able to:

1. Discuss job responsibilities of various community pharmacy personnel
2. Describe the workflow process at a community pharmacy
3. Demonstrate the medication dispensing process
4. Demonstrate how to appropriately take a patient medication history
5. Determine appropriateness of prescription, OTC drug use and self-care for the patient(s)
6. Develop pharmacological and non-pharmacological recommendation(s) for a patient who is a candidate for self-care
7. Describe third party processing of prescriptions
8. Discuss incident or error reporting and safety measures practiced in pharmacy
9. Discuss legal prescription requirements in community practice
10. Demonstrate basic patient counseling skills
11. Describe the ordering, delivery, and return processes in community pharmacy
The course activities (lectures, workshops, assignments, pharmacy visits, etc.) are designed to contribute to the student’s progressive achievement of a number of curricular outcomes. The activities in this course contribute to the following CCP curricular global outcomes:

I. **Demonstrate professionalism**
   A. Maintain professional responsibility and advocate such action in others

II. **Demonstrate critical thinking and problem solving skills**
   A. Examine problems systematically and completely
   B. Demonstrate rational and reflective consideration of current knowledge, skills, attitudes, and beliefs necessary to formulate an informed decision
   C. Develop strategies to solve problems
   D. Create and implement the recommendation or solution appropriate for a given patient or situation

III. **Communicate effectively**
   A. Obtain relevant information necessary to facilitate healthcare decision-making
   B. Convey appropriate information by verbal and/or non-verbal means to the target audience
   C. Develop professionally written communication strategies to meet the target audience’s needs

IV. **Practice evidence-based decision-making**
   A. Retrieve and evaluate drug information and literature

V. **Practice patient-centered care**
   A. Establish relationships with patients, healthcare professionals, and other individuals
   B. Design a patient care plan to address therapeutic issues and promote health and wellness

VII. **Manage medication use systems**
   A. Practice in compliance with federal and state pharmacy laws and regulations, institutional policies, and professional guidelines, while taking into consideration ethical, cultural, and economic factors
   B. Identify medication use processes that align with patients’ and providers’ needs
   C. Identify and resolve issues related to the distribution and use of medications and related devices
   D. Participate in the management of formulary, purchasing, and procurement systems
   E. Participate in the development, implementation, and/or evaluation of quality improvement and quality assurance activities to identify, report, and minimize medication errors and adverse drug events

VIII. **Manage a pharmacy practice**
   A. Perform pharmacy management functions using appropriate data and procedures

IX. **Contribute to the interprofessional healthcare environment**
   A. Identify the roles and responsibilities of pharmacists and other healthcare professionals as well as their different approaches to patient care and problem solving
Course Requirements: In order to pass this course the student MUST:

1. Work with a preceptor at an assigned site approved by OEE

2. Complete 160 hours of pharmacy practice over 20 specified days at the pharmacy site.
   → Have preceptor/pharmacist verify time spent at the site through use of a time log.
   → The time log must be submitted to OEE (via CCPOEE email (preferred), fax or student can drop off in person) by **Friday, August 28, 2020**
   → Students that do not submit a time log may fail the course, since the required rotation hours cannot be verified.

3. Receive a passing score from the preceptor
   → The preceptor is responsible for reviewing and evaluating the performance and workbook activities and assigning a score at the end of the quarter.

4. Attend, arrive on time and participate in all course lectures, workshops and pharmacy site visits.
   → Any IPPE-1 Community orientation/meeting/class or pharmacy site visit missed without a prior approved absence given by Dr. Cornell will result in a 10% reduction in total course points (47 points) and possible failure of the course.
   → Any tardy arrival without a prior approval given by Dr. Cornell will result in zero points for the class activities and a 5% reduction in total course points (23.5 points).

5. Complete a calculations assignment and turn into OEE (via paper copy) by **Friday, June 12, 2020**
   → Students that receive a score < 70% on the calculations assignment will receive a full letter grade reduction to their final course grade. For example, if a student scores < 14 points for the calculations assignment and received a final total of course points > 424 points, their final letter grade will be a B.

6. Pass an IPPE binder review (by the OEE site visitor) during the OEE site visit to the student at the pharmacy site.
   → Students with incomplete or unorganized binders, as outlined in the workbook (page 7) will receive a 5% reduction in total course points (23.5 points).

7. Submit completed workbook on **Friday, August 7, 2020**

8. Submit (via Canvas) 2 separate sets of the drug review assignment on **Wednesday, August 19, 2020** and **Wednesday, August 26, 2020**

9. Submit (via RMS) a complete experience summary by **Friday, August 21, 2020**

10. Submit (via RMS) a complete self-evaluation and preceptor/site evaluation by **Friday, August 28, 2020**

Recap of Course Assignment Due Dates:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Submission format</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preceptor/Site contact information worksheet</td>
<td>Online: Canvas</td>
<td>Friday, June 5, 2020</td>
</tr>
<tr>
<td>Calculations worksheet</td>
<td>Online: Canvas</td>
<td>Friday, June 12, 2020</td>
</tr>
<tr>
<td>Mid-rotation evaluation (by preceptor)</td>
<td>Online: RMS or paper</td>
<td>Thursday, July 23, 2020</td>
</tr>
<tr>
<td>Workbook</td>
<td>Online: Canvas</td>
<td>Friday, August 7, 2020</td>
</tr>
<tr>
<td>Drug Review cards part 1</td>
<td>Online: Canvas</td>
<td>Wednesday, August 19, 2020</td>
</tr>
<tr>
<td>Drug Review cards part 1</td>
<td>Online: Canvas</td>
<td>Wednesday, August 26, 2020</td>
</tr>
<tr>
<td>Experience Summary</td>
<td>Online: RMS</td>
<td>Friday, August 21, 2020</td>
</tr>
<tr>
<td>Time Log</td>
<td>Online: Canvas</td>
<td>Friday, August 28, 2020</td>
</tr>
<tr>
<td>Self-evaluation</td>
<td>Online: RMS</td>
<td>Friday, August 28, 2020</td>
</tr>
<tr>
<td>Student evaluation of preceptor/site</td>
<td>Online: RMS</td>
<td>Friday, August 28, 2020</td>
</tr>
<tr>
<td>Final evaluation (from preceptor)</td>
<td>Online: RMS or paper</td>
<td>Friday, August 28, 2020</td>
</tr>
</tbody>
</table>
Grading:
Evaluation in this course will come from your preceptor, required course assignments and activities.

Please Note:
Passing this course is contingent upon receiving a passing score by your preceptor for your site visits.
Also, a score of “1” in any item in the professionalism section will result in failure of the PPRAD 1531 course.

<table>
<thead>
<tr>
<th>Assessment Tools</th>
<th>Possible points</th>
<th>% of total points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preceptor evaluation</td>
<td>400</td>
<td>85 %</td>
</tr>
<tr>
<td>IPPE-1 Rotation Evaluation</td>
<td></td>
<td></td>
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<tr>
<td>IPPE-1 Rotation Evaluation must be a score between 400-280 to pass the course.</td>
<td></td>
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<tr>
<td>NOTE: a score of &lt; 279.9 or a score of “1” in the professionalism section of the evaluation will result in failure of the PPRAD 1531 course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preceptor/Site contact information worksheet</td>
<td>1</td>
<td>15%</td>
</tr>
<tr>
<td>Calculations worksheet</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Workbook</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Drug Review cards part 1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Drug Review cards part 1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Experience Summary</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Total Points</td>
<td>470</td>
<td>100 %</td>
</tr>
<tr>
<td>Possible/Final Grade</td>
<td>A</td>
<td></td>
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<td></td>
<td>B</td>
<td></td>
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<tr>
<td></td>
<td>C</td>
<td></td>
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<tr>
<td></td>
<td>F</td>
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<tr>
<td></td>
<td>470-423</td>
<td>422.9-376</td>
</tr>
<tr>
<td></td>
<td>375.9-329</td>
<td>&lt;328.9</td>
</tr>
</tbody>
</table>

Final Grades will be calculated using the above scale and grades will NOT be rounded (for example, a score of 422.9% will be a “B”).

Late assignments:
Assignments and IPPE-1 documentation (e.g. calculations, workbook, drug review cards, experience summary, time log, student self-evaluation, etc.) is due on the date stated in this syllabus, lecture handout and/or your workbook. **Assignments or documentation received after the due date and time will be subject to a 10% loss of points for each day that it is late.** As an example, the experience summary assignment is worth 25 points, so each day the assignment is late will result in a loss of 2.5 points.

Incomplete/No assignment turned in:
Students that submit incomplete assignments or no assignment will receive a full letter grade reduction to their **final course grade.** For example, if a student does not submit the calculations assignment and received a final total of course points > 424 points, their final letter grade will be a B.
EXPERIENTIAL EDUCATION IPPE POLICIES

Onboarding and Site Requirements for IPPE Rotations
The following requirements must be met prior to starting and throughout your IPPE rotations:

1. State of Illinois Pharmacy (Student) Technician License
   - All students attending pharmacy site visits MUST have a valid (in date) State of Illinois Pharmacy technician (Student) license.
     - A copy of this license MUST be kept on file with the Office of Experiential Education.
     - A copy of this license MUST be kept in your rotation binder and the binder MUST be with you at all pharmacy site visits.
     - The wallet size copy of your technician license MUST be with you at all times while at your pharmacy site.
     - Students are required to renew their Illinois Pharmacy Technician license each year and provide a copy of the new license to OEE by March 1st each year.

   NOTE: Students with an expired or no license while at the pharmacy will be asked to leave the site until resolved. This will be considered an unexcused absence resulting in the loss of 10% of total course points.

   Please note: Students must provide the Director of Experiential Education any information regarding disciplinary actions taken by the Department of Financial and Professional Regulation against their Technician license, including the date(s) of discipline and a brief synopsis of the case. A student who has their technician license revoked or suspended will result in the student being withdrawn from the experiential program.

2. University Health Requirements:
   Compliance and documentation of immunizations are requirements of the University, the Office of Experiential Education, and the sites assigned to you for IPPE site visits and advanced rotations.
   a) Flu Shot: Yearly seasonal influenza vaccine is required by MWU.
   b) TB Test: The University requires that you submit documented laboratory proof of the absence of tuberculosis (updated yearly) by having a 2-step TB test.
      - This must be a Mantoux test.
      - Prescriber MUST report:
      1. Date placed
      2. Date read
      3. Results must be reported in millimeters (mm)
      - If you experience a positive skin test, absence of disease via chest x-ray is required and must be updated every 2 years. Some sites may require a yearly chest x-ray.
   c) Proof of immunization against measles, mumps, rubella, varicella (chicken pox), diphtheria/tetanus/pertussis (Tdap) (updated every 10 years), and hepatitis is required prior to matriculation.
   d) Quantitative Titers are required to assess immunity for measles, mumps, rubella, varicella, and hepatitis B.
   e) Meningococcal vaccine, only required for students less than 22 years of age
   f) Completion of a physical exam prior to matriculation

   There may be some immunization exceptions depending on the student's particular health status and some site requirements may be more stringent. Any immunization exceptions must be documented by a primary healthcare prescriber. Please refer to the University Certificate of Immunity for exact details. This can be found on the Wellness Center website. You will be notified via MWU email of missing immunization documentation.

3. Special Site Requirements
   Some sites also may require the following:
   - Signature on a confidentiality agreement
   - Drug screen
   - Additional background check

   You will be notified via MWU email if you need to complete any special requirements prior to going to your pharmacy site visits.
4. **LawRoom Course Certificates**
   Student must have completed the following self-study LawRoom courses and have a copy of their certificate of completion for each course in their rotation binder. (You can locate your certificates of completion for LawRoom courses on the portal). These include:
   - Certificate of HIPAA orientation
   - Universal Precautions:
   - Occupational Safety and Health Administration (OSHA)

   **Students not in compliance with the above onboarding requirements will not be allowed to go their rotation site and will result in the loss of 10% of total course points.**

**DRESS CODE:**
As stated in the MWU Student Handbook:  
http://mwunet.midwestern.edu/administrative/SS/ssSH_policy.htm#43

Students are expected to dress in an appropriately professional manner. Some departments may establish a dress code for particular activities (e.g., scrubs for dental lab; closed-toed shoes for gross lab). The wearing of clothing having caricatures, messages, symbols, etc, that, based on societal norms, can be construed to be vulgar, offensive or to contribute to creating a hostile learning/academic environment demonstrates inappropriate professional judgment that may be subject to review and action by the Dean of Students along with the student's respective college Dean.

If a student is in a facility participating in patient care—no matter how briefly—he or she must comply with the following dress code:

- The photo identification badge must be worn so that it is visible to anyone approaching.
- Clean, professional coats or jackets that clearly identify students according to their professional program and status and distinguish them from physicians and other health care professionals must be worn by students when with a patient, unless other dress is specified by the program/college or service (e.g., scrub suits in surgery, obstetrics or dental labs/clinics).
- Male students are encouraged to wear a tie. When they do not wear a tie, only the top button of their shirt should be open at the neck.
- T-shirts, sweat shirts, halter tops, tank and tube tops, and backless or midriff-baring tops are not allowed.
- Casual slacks, blue jeans, fatigues, white trousers, short skirts, short dresses and shorts are not permitted.
- Dress shoes with socks/stockings are required, except in the dental clinic/simulation lab, surgery or obstetrics, where clean athletic shoes may be allowed.
- Sandals are not acceptable.
- Any visible body piercing, except ears, must be removed.
- Visible tattoos should be discretely covered.
- Scrub suits are not to be worn except when the student is on the obstetrics service, in surgical scrub, in the emergency department or in the dental clinic/simulation lab.
- Scrub suits are not to be worn in other areas of medical centers, particularly not on the floors where there are patients or in the cafeteria (except in an emergency situation and only if the scrub suit is covered by a white coat.)
- Hair is to be neat, clean, and properly maintained, and a natural hair color.
- Failure to observe these dress code policies may result in the student being asked to leave the premises. Habitual violators are subject to disciplinary action. Individual sites may have dress code requirements that are more stringent than those outlined above. Students must also comply with the dress code of the facility in which they are rotating.

**University’s disability statement**
It is the policy of Midwestern University to ensure that no qualified student with a disability is excluded from participation in or subjected to discrimination in any University program, activity, or event. Student Services coordinates accommodations for all eligible students. If you need accommodations for a disability, please contact Student Services. It is the student’s responsibility to identify themselves in a timely manner as an individual with a disability when seeking an accommodation. In Downers Grove, please contact Associate Dean Dr. Carrie Torgerson (ctorge@midwestern.edu; 630-515-7142) for additional information.
More information regarding available services can be found at
https://www.midwestern.edu/downers_grove_campus/student_services/disability_services.html.

Marijuana, Medical and Recreational Use
Medical Marijuana is now permitted in both the State of Arizona and State of Illinois if prescribed by a physician. Recreational marijuana is now permitted in the State of Illinois. While state laws permit the use of medical marijuana by individuals possessing lawfully issued State medical marijuana cards and Illinois permits the use of recreational marijuana, federal laws prohibit marijuana use, its possession, and/or its cultivation at educational and clinical institutions that receive federal funding. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed in or on the premises of any Midwestern University property, including student housing apartments; nor is it allowed at any affiliated clinical sites or University sponsored event or activity.

All students sign a Drug-Free Workplace Certification Document prior to matriculation attesting their willingness to abide by the Midwestern University Drug-Free Workplace and Substance Abuse policy. Multiple states including Illinois allow recreational marijuana use. Although students may participate in clinical rotations in those states, regardless of state law, Midwestern University and its affiliated clinical rotation sites prohibit students from the use of drugs, including marijuana, which are illegal under the federal Controlled Substances Act (CSA) of 1970. Students testing positive for marijuana use will be subject to University disciplinary procedures irrespective of the state in which the marijuana was used, and will be suspended from clinical rotations until the student tests negative for marijuana on a drug screen.

Attendance Policy:
Attendance is mandatory at all orientations, lectures, workshops and pharmacy site visits. Attendance will be taken before the start of each class. Students are responsible to ensure their ID is properly scanned for attendance documentation. For students with an ID that does not scan properly, the student is required to sign in on a paper attendance roster. Students must scan their ID or sign the attendance roster prior to the start of class to avoid a tardiness or absent penalty.

To receive an approved absence from orientation/lecture/workshop the student must notify (via email) the course director, Dr. Cornell, prior to the orientation/lecture/workshop.

To receive an approved absence from a pharmacy site visit the student must:
1. notify the preceptor before the scheduled site visit,
2. call the OEE office at 630-515-7677 (before the scheduled site visit) and
3. email ccpoe@midwestern.edu (before the scheduled site visit) to explain the reason for being absent from the rotation that day.
   (refer to page 5 in your IPPE-1 community workbook)
4. The student must make-up the hours missed on a date/time approved by the preceptor and the course director. The student must notify (via email) the course director the date/time of the make-up visit for approval and documentation.

The following policy is from the MWU Student Handbook:
The Office of Student Services must be informed whenever a student fails to show up for a rotation (pharmacy site visit) and has not notified the Dean's Office or the Office of Experiential Education in advance. There are no unexcused absences allowed during rotation (pharmacy site visit). Failure to notify your preceptor and the Office of Experiential Education before the site visit or the Course Director before the orientation/lecture/workshop/simulation will be considered grounds for failure.

The student will be required to provide documentation for claims of personal illness (e.g. a note from the primary healthcare prescriber). Other forms of documentation may be requested for other extenuating claims, at the Course Director’s discretion. Required documentation is due to the course director within 72 hours of the scheduled class.

- Unexcused absence will result in the loss of 10% of total course points (47 points deduction) for the orientation/lecture/workshop/simulation activity/site visit missed and possible failure of the course.
- Unexcused tardiness will result in the loss of 5% of total course points (23.5 points deduction) for the orientation/lecture/workshop/simulation activity/site visit missed and possible failure of the course.
- Unexcused absence for more than 1 orientation/lecture/workshop/site visit will result in failure of the course.
Students that are tardy or do not attend the orientation session may not be allowed to start or continue on rotation and may need to withdraw from the course. This may result in delay of graduation.

Personal illness, personal emergency, personal incapacitation, or other exceptional problems are the only legitimate excuses for missing a required experiential class activity (orientation/lecture/workshop/site visit). Oversleeping, traffic delays, returning back to campus late from summer/fall/winter/spring break, misreading or forgetting to add IPPE class dates to your calendar and not thoroughly reading the syllabus are NOT considered valid excuses.

**Accurate Reporting of IPPE hours:**
In accordance with all CCP IPPE and APPE courses, ACPE guidelines and CCP graduation requirements all experience hours must be completed by each student and documented accordingly by the preceptor. Completion of all 160 IPPE-1 hours is required for all students in this IPPE-1 course.

The experience hours from this course series are counted and reported to the Illinois State Board of Pharmacy as part of the total required IPPE and APPE hours for the CCP Experiential Program. Failure to complete any required IPPE course hours may result in course failure and delay of the student’s planned graduation. Falsification of any required IPPE course hours will result in academic misconduct proceedings and may cause professional licensure disciplinary actions, as described in the Illinois Pharmacy Practice Act (225 ILCS 85/ 30 from Ch. 111, par. 4150)

Complete and accurate reporting of experience hours must be done by the preceptor by notation on the IPPE-1 time log. The Time Log is submitted to OEE no later than the last day of the IPPE-1 rotation. Any hours missed MUST be reported to the Office of Experiential Education (OEE) by contacting the one of the Course Directors.

**Patient Care and Confidentiality:**
Patients are to be respected at all times. Follow the adherence (patient and health care provider come to mutual understanding of treatment and goals) rather than compliance (patient is expected to do what health care provider dictates) model. Students will maintain the patient’s right to confidentiality at all times. Under no circumstances shall the student discuss a patient with anyone unless that person has a medically-defined “need to know”. Therefore, it is appropriate to discuss patients only with other health care workers directly involved in the patient’s care. Discussion of patients in public areas is not permitted and is grounds for immediate removal from the site with a failing grade.

**Students must at all times adhere to the MWU HIPAA policy and all site HIPAA policies.**

**Violation of HIPAA unacceptable and is grounds for immediate removal from the site with a failing grade.**
Examples of HIPAA compliance include, but are not limited to:
- Medical charts or any printed patient data/information with patient identifiers are not to leave the site under any circumstances.
- Patient data is to be accessed and disclosed only as needed for the treatment of a patient
- No discussion of patients in public areas
- No taking pictures of patients
- No posting pictures of patients online
- No recording patient conversations or responses

A student who is requested by the preceptor or site administrator to permanently leave the IPPE site for unprofessional behavior or patient safety issues may be issued a failing grade.

**LIABILITY INSURANCE:**
MWU/CCP students are covered by professional liability insurance. Any other insurance needs (i.e., health, accident, or car insurance) are the student’s responsibility.

**STUDENT COMPENSATION:**
Students will not receive financial or other compensation from the preceptor or Pharmacy Practice Experience site for services associated with the rotation.
**Parking:**
Arrangements are site-dependent. Ask your preceptor about parking prior to the start of the rotation. Any cost for parking or transportation will be the student's responsibility.

**Videotaping:**
The Chicago College of Pharmacy believes that student attendance and active participation in course sessions are integral to student learning. The College also recognizes that video recordings of lectures may be a valuable supplemental learning tool. Therefore, as a supplement to live teaching, lectures in required courses will be video recorded and posted on the course Canvas site within one week of the lecture. There may be occasions when the video recording is not available. Video recorded lectures are not intended to be a replacement for live instruction and students are expected to attend and actively participate in class sessions.

**Algorithm for Handling Course-Related Issues:**
Questions or complaints about content, organization, grading, due dates for assignments and faculty (preceptors) should follow the algorithm listed below. If the issue is not resolved by the preceptor or the course director the student should proceed with successive steps in the algorithm as appropriate.

Student --> Preceptor --> Course Director --> Director of Experiential Education --> Deans Office

**Academic dishonesty:**
Academic dishonesty is intentional cheating, fabrication, or plagiarism. It is also knowingly helping or attempting to help others be dishonest. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend on your knowledge and integrity. Academic dishonesty is defined in the MWU Student Handbook as:

1) Cheating: Intentionally copying from another student’s work, using or attempting to use unauthorized materials, information, or study aids during any academic exercise.
2) Fabrication: Intentionally falsifying or inventing any information or citation in any academic exercise.
3) Plagiarism: Intentionally or knowingly representing the words or ideas of another person as one’s own in any academic exercise.
4) Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.
5) Computer Misuse: Disruptive or illegal use of computer resources.
6) Knowingly furnishing false information to the University.
7) Malicious obstruction or disruption of teaching, research, or administrative operational procedures.
8) Unauthorized Collaboration: working together on an exam or lab report when expressly prohibited from doing so by an instructor.
9) Forgery, alteration or misuse of University documents, records, identification, etc.

Acts of academic dishonesty are absolutely forbidden in this course. Academic dishonesty by students should be discouraged by peers as not being appropriate professional conduct. Every effort is made to prevent occurrences of academic dishonesty. Actions that will be taken in the event that a student is caught in a dishonest act include, but are not limited to: a failing grade for the work involved; suspension from the course which may result in a failing grade for the course; automatic failure in the course; and/or expulsion from the program or University.

**Classroom Etiquette:**
In order to maintain an appropriate classroom/exam environment that is most conducive to teaching, learning and performing one’s best on exams, students are expected to behave in a manner that is not disruptive or disrespectful to any person and that does not adversely affect teaching, learning or examination performance of any person. Students arriving late to lectures are asked to sit in the back of the room so as to provide minimal disruption. If cell phones need to be turned on during classroom time, then they must be set to the vibrate mode. All calls must be made/received outside of the classroom as this type of activity is disruptive to the teaching/learning environment and is disrespectful to others in the classroom. Students who do not abide by this policy may be asked to leave the classroom and continued abuse of this policy will result in disciplinary procedures. Any concerns or questions regarding this policy, please discuss with the course director.

Students are expected to bring their laptops to all class sessions on campus to access materials for in-class activities and related references. Use of laptops for purposes unrelated to the course during class sessions is considered unprofessional and will not be tolerated.

Children are not allowed in the classroom. Students who have an unforeseen temporary need to bring a child into the lecture must receive prior approval from the lecturer AND the course director.
In keeping with MWU policy, all students are required to wear their ID badge at all lectures, training and exams. The ID should be worn above the waist in clear view to instructors and teaching assistants.

**Communication:**
It is the responsibility of the student to check their e-mail and Canvas™ daily for class announcements. Since students will be working independently for this course, e-mail is often used to communicate information from the course director or teaching assistant to the students in a timely manner. Students are responsible for information contained in these e-mails or on Canvas™. Not checking your e-mail or Canvas™ will not be accepted as an excuse for having missed important class information.

- **Canvas™**
  All orientation handouts, assignments, required reading, and other course related documents will be posted on the site.

- **E-Mail:**
  Students missing any documentation required for IPPE will be notified via email.

**Student Evaluations:**
Midwestern University recognizes the value of faculty and course evaluations by students. Voluntary and confidential feedback from students regarding courses and faculty provide critical information to faculty for course and self-improvement. These data also play an essential role in the annual faculty evaluation process. The ability to provide constructive feedback is an essential skill for professionals. Midwestern University views that one of your responsibilities as a student is to complete faculty and course evaluations and this is a step in your development as a professional. Midwestern University is constantly striving to improve its educational experiences for students. Please complete the faculty and course evaluations as directed.