Midwestern University
Chicago College of Pharmacy
Introductory Pharmacy Practice Experience 1: Community
PPRA 1522: Winter Quarter 2015-16 (3 credits)

**Course Description:**
A required course offered in the PS 1 year to introduce the student to the philosophy, socialization, and practice of the profession of pharmacy through experiences in a community pharmacy practice environment. This course will meet for a weekly nine hour site visit to an assigned community pharmacy for an early pharmacy practice experience. Guided exercises in the community practice environment will introduce the student to the basics of community pharmacy practice and serve as a foundation for advanced practice experiential rotations.

**Class Schedule:**

<table>
<thead>
<tr>
<th>Orientation</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Monday (IPPE-L)</td>
<td>Dec 14, 2015</td>
<td>7:30 am to 9:00am</td>
<td>Littlejohn DE</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Dec 1, 2015</td>
<td>7:30 am to 9:00am</td>
<td>Littlejohn BC</td>
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<table>
<thead>
<tr>
<th>Pharmacy visit</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Dec 2, 2015</td>
<td></td>
<td>9am to 6pm</td>
<td>At your assigned community</td>
</tr>
<tr>
<td>Dec 9, 2015</td>
<td></td>
<td>9am to 6pm</td>
<td>pharmacy site</td>
</tr>
<tr>
<td>Dec 16, 2015</td>
<td></td>
<td>9am to 6pm</td>
<td></td>
</tr>
<tr>
<td>Jan 6, 2016</td>
<td></td>
<td>9am to 6pm</td>
<td></td>
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<tr>
<td>Jan 13, 2016</td>
<td></td>
<td>9am to 6pm</td>
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<tr>
<td>Jan 20, 2016</td>
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<td>9am to 6pm</td>
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<tr>
<td>Jan 27, 2016</td>
<td></td>
<td>9am to 6pm</td>
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<tr>
<td>Feb 3, 2016</td>
<td></td>
<td>9am to 6pm</td>
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<tr>
<td>Feb 10, 2016</td>
<td></td>
<td>9am to 6pm</td>
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<tr>
<th>Course wrap-up workshop &amp; workbook evaluation</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>Feb 17, 2016</td>
<td>10am to 1pm</td>
<td>Auditorium A</td>
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<table>
<thead>
<tr>
<th>Final Exam</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>Feb 23, 2016</td>
<td>12 noon to 2:00pm</td>
<td>Science Hall Testing Center</td>
</tr>
</tbody>
</table>

**Course Co-Directors:**

Susan Cornell, PharmD, CDE, FAPhA, FAADE  
Associate Director of Experience Education  
Associate Professor of Pharmacy Practice  
Phone: (630) 515-6191  
Fax: (630) 515-6103  
E-mail: scorne@midwestern.edu  
Office: Alumni Hall Room 350  
Office hours: By appointment.

Kim Gould, BPharm, MS  
Experiential Education Site Specialist  
Adjunct Assistant Professor Pharmacy Practice  
Phone: (630) 515-6477 (OEE office)  
Fax: (630) 515-6103  
E-mail: kgould@midwestern.edu  
Office: Alumni Hall Room 201

*Please note that email is the best way to contact us. We are not in the office everyday.
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.

Administrative Teaching Assistant:
Ms. Valerie Chiapetta
Administrative Teaching Assistant
E-mail: vchiap@midwestern.edu
Phone: (630) 515-6269 May leave message on voice mail; though email is preferred
Office: Alumni Hall Room 201 (please email to schedule an appointment).

Role of Administrative Teaching Assistant:
The administrative teaching assistant will be in charge of scheduling times for students to review their exams, checking attendance and student IDs at orientation, workshop and examinations, management of Blackboard™ documents for this course, and other organizational tasks.

Onboarding and Site Requirements for IPPE Rotations:

1) State of Illinois Pharmacy Technician License:
   - All students attending pharmacy site visits MUST have a valid State of Illinois Pharmacy Technician License.
   - A copy of this license MUST be 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 ORIGINAL wallet size copy of your technician license MUST be with you at all times while at your pharmacy site.

   **Students not in compliance with the above requirements will not be allowed to go their rotation site.**

2) Immunizations:
   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.

   Flu shot: Yearly seasonal flu vaccine is required by MWU.

   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.
   - Physician MUST report:
     - Date placed
     - Date read
     - 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.

   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.
**Quantitative Titters** are required to assess immunity for measles, mumps, rubella, varicella, & hepatitis B.

There may be some exceptions depending on the student’s particular health status and some site requirements may be more stringent. Any exceptions must be documented by a physician.

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.

**Students not in compliance with the above requirements will not be allowed to go their Rotation site.**

3) **SPECIAL SITE REQUIREMENTS:**
Some site also may require the following:
- Signature on a confidentiality agreement
- Drug screen

You will be notified via MWU email if you need to complete any special requirements prior to going to your community site visits.

**Students not in compliance with the above requirements will not be allowed to go their rotation site.**

4) **CERTIFICATE OF HIPAA ORIENTATION:**
A HIPAA orientation was provided online and must be completed by all students. All students must keep a copy of their certificate of HIPAA orientation in their rotation binder and the binder must be with you at all site visits.

**Students not in compliance with the above requirements will not be allowed to go their rotation site.**

5) **UNIVERSAL PRECAUTIONS:**
In preparation for rotations you were required to complete a self-study program on Universal Precautions (a set of precautions designed to prevent transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other bloodborne pathogens when providing first aid or health care). You must have a copy of the certificate of completion in your rotation binder.

**Students not in compliance with the above requirements will not be allowed to go their rotation site.**

6) **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA):**
In preparation for rotations you will be required to complete a self-study program on OSHA training. You will be able to access this program through the (online) lawroom on the COEE dashboard. Upon completion you can locate your certificate on the Rotation Management System (RMS).

You must complete this OSHA training course during this (winter) quarter, no later than **Wednesday, December 16, 2015,** to pass the IPPE-1 community rotation course (PPRAD 1522).
REQUIRED WORKBOOK:
PS-1 Introductory Pharmacy Practice Experience 1: Community, 18th Edition
(Available at bookstore)

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 purchase the workbook and set up your rotation binder prior to your first site visit. Rotation binders, including your workbook will be collected for evaluation of completeness and organization at the end of the winter quarter.

COURSE OBJECTIVES:
The student will leave the course with the understanding of the profession of pharmacy in the community setting. The student will be introduced to the principles of patient-centered care and community pharmacy practice.

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 ten curricular outcomes. Listed in *italics* are the curricular outcomes and outcome components covered by this course.

Specifically the student will be able to:
1. **Discuss community pharmacy personnel and their job responsibilities.**
2. **Describe the workflow process at a community pharmacy.**
3. **Demonstrate the dispensing process of medication(s)**
4. **Demonstrate appropriate patient medication history taking.**
5. **Discuss appropriateness of prescription and OTC drug use for the patient(s).**
6. **Describe third party processing of prescriptions.**
7. **Review incident or error reporting.**
8. **Discuss legal prescription requirements in community practice.**
9. **Demonstrate basic patient counseling skills.**
10. **Describe the ordering, delivery and return processes in community pharmacy.**

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 nine curricular outcomes. The Department of Pharmacy Practice and the Office of Experiential Education has the responsibility to deliver IPPE-1: community (PPRAD 1522). 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 curricular outcomes:

I. **Demonstrate professionalism**
   A. Maintain professional responsibility and advocate such action in others
   B. Demonstrate professional behavior in all interactions with patients, caregivers, and other healthcare professionals
   C. Represent and advance the profession of pharmacy

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
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
   D. Evaluate the effectiveness of any communication encounter, modifying as necessary

V. Practice patient-centered care
   A. Establish relationships with patients, healthcare professionals, and other individuals
   C. Evaluate patient adherence and response to therapeutic recommendations and adjust the care plan as needed
   E. Document all types of patient care encounters by appropriate means

VI. Promote health and wellness
   A. Contribute to interventions designed to prevent disease and promote health and wellness in individuals
   B. Contribute to interventions designed to prevent disease and promote health and wellness in communities or populations
   C. Identify health disparities and inequities in access to quality care, as well as reduction strategies

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
   B. Evaluate the economic, clinical, and humanistic outcomes associated with the provision of pharmacy services

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
   C. Evaluate the pharmacist’s contributions to the healthcare team

**DRESS CODE AT PHARMACY SITE:**
*Professional dress is mandatory.* This includes a clean, pressed, short, white lab coat and a MWU/CCP name badge to be displayed on the front pocket of the lab coat. Some sites may have a special identification badge that must also be worn by the student and supplemental dress codes, which must be adhered to.
Dress Code for Rotations:
Looking good is important! Mandatory professional dress includes wearing a clean, pressed, white lab coat and a properly displayed MWU/CCP name badge. Appropriate dress for a man includes dress slacks, shirt and tie, or sweater. For women, skirt or dress (professional length), dress slacks, and a blouse or sweater. Business casual khakis are acceptable for men and women. Acceptable footwear: appropriate closed-toed, closed-heeled shoes. Socks and hosiery must be worn. Some sites may have a special identification badge or mandatory dress coded that must be followed. Inappropriate dress includes: blue jeans, spandex, shorts, tee-shirts, sweat pants, sweat shirts, halter or tank tops, midriffs, back-less tops, short skirts or dresses and fatigues. Details on the appropriate dress code are at:
http://mwunet.midwestern.edu/StudentHandbook/policy.htm#43.
In addition, CCP requires students on rotation to remove any visible piercing (e.g. tongue, nose, lip, eyebrow) and discreetly cover any visible tattoos. Pierced earrings are acceptable as long as the site dress code is followed.

The following policy is from the MWU Student Handbook:
Needle stick/Exposures or Injury on Clinical Rotation

Contact one of the OEE Directors and follow the directions per the MWU Student Handbook provided below.

Needle stick/Exposures or Injury on Clinical Rotation (as stated in the MWU Student handbook)
Procedure for Needle stick/Exposure Incident:
http://mwunet.midwestern.edu/administrative/SS/ssSH_policy.htm#94

Students exposed to a patient via blood or potentially infectious body fluid by needle or other means should abide by the steps listed below. For other types of injuries, please contact Risk Management at 623-572-3940.

1. Seek immediate treatment and follow-up in accordance with appropriate medical standards;
2. Fill out injury and treatment forms following the protocol of the rotational facility or physician's office where they are assigned;
3. Go immediately to an emergency department, urgent care facility, or medical provider's office; and
4. Immediately notify the preceptor and clinical coordinator of the occurrence.
5. Students who incur expenses related to treatment of an accidental needle stick should seek reimbursement first through their health insurance company. Please note that expenses incurred due to a needle stick or injury while on clinical rotation are not covered through Worker's Compensation, unless otherwise provided by law. Any expenses that are not covered through a student's own health insurance company thereafter should be referred to the Director of Risk Management.

Students shall within 5 days send a copy of the injury and treatment forms to their preceptor and clinical coordinator. When making out an injury report for an exposure incident, the student and/or preceptor must give the name of the source individual and medical record number, if known or feasible. If an exposure occurs, the following information should be recorded in the student's confidential medical record:

1. Date and time of exposure;
2. Job duty being performed by student;
3. Whether protective equipment (gowns, gloves, masks, protective eyewear) or engineering controls were used (ie, recapping device or a needle disposal device or mechanical pipette);
4. Details of exposure, including amount and type of fluid or material, and severity (eg, depth of percutaneous exposure and whether fluid was injected; extent and duration of skin or mucous membrane contact);
5. Description of source material, including HIV, HBV, HCV status if known. In the event the source individual is a dialysis patient, a current HBsAg report should be used.

**ATTENDANCE POLICY:**

**ALL ORIENTATION SESSIONS, PHARMACY ROTATION SITE VISITS AND WORKSHOPS:**

Attendance is **MANDATORY** at all orientations, pharmacy rotation site visits and wrap-up workshops. Attendance (and prompt arrival) is **mandatory** and attendance will be taken.
- Unexcused tardiness or absence will result in the loss of 10% of total course points (60 points deduction) for the orientation/workshop/pharmacy site visit missed and possible failure of the course.
- Unexcused absence for more than 1 orientation/workshop/pharmacy site visit will result in failure of the course.

**Students that are tardy or do not attend the orientation sessions 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.

There are no sick days built into the pharmacy visit schedule. If you will be absent you must notify your preceptor AND the Office of Experiential Education (before the start of the site visit) to receive an “approved absence”. You are required to make-up the hours missed at a time designed by your preceptor and approved by Dr. Cornell.

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 orientation/pharmacy rotation site visit/workshop will be considered grounds for failure of the rotation.

Personal illness, personal emergency, personal incapacitation, or other exceptional problems are the only legitimate excuses for missing a required experiential class activity (orientation/pharmacy rotation site visit/workshop). Oversleeping, traffic delays, and not thoroughly reading the syllabus are NOT considered valid excuses. An unexcused absence (for orientation/pharmacy rotation site visit/workshop) will result in a 10% deduction in total course points, which will affect the final course grade.

**There will be no make-up orientation or site visits except for extraordinary situations. To receive an approved absence from a pharmacy site visit you must:**
1) notify your preceptor before your scheduled site visit,
2) call the CCP OEE office at 630-515-7677 (before your scheduled site visit) and
3) email ccpoee@midwestern.edu (before your scheduled site visit) to explain why you will be absent for your IPPE-1 rotation that day.
(refer to page 5 in your IPPE-1 community workbook).
GRADING POLICIES:
Evaluation in this course will come from your rotation preceptor, required course activities, and a final exam.

Rotation site evaluation (given by preceptor) 50%
Course assignments, workbook, and documentation forms 25%
Final Course Examination (1 exam) 25%

The final exam will cover material from the workbook, course assignments and relevant material from PPRA 1501. Final Grades will be calculated using the following scale and grades will NOT be rounded. (for example, a score of 89.9% will be a “B”)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
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<tr>
<td>C</td>
<td>79-70</td>
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<tr>
<td>F</td>
<td>&gt; 70</td>
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PLEASE NOTE: PASSING THIS COURSE IS CONTINGENT UPON RECEIVING A PASSING SCORE FOR YOUR SITE VISITS.

FINAL SCORE OF “1” TO ITEMS 1 thru 6 IN THE PROFESSIONALISM SECTION WILL RESULT IN FAILURE OF THE PPRA 1522 COURSE.

Preceptor evaluation 300 Pass = 300-210 > 209.9
Class assignments 55
Workbook evaluation 50
Experience summary 25
Time log/observation form (2 points for each) 4
Preceptor IPPE-L form 1
Resume assignment (from Fall quarter) 15
Final Exam 150
Final Grade 600 600-540 539.9-480 479.9-420 > 419.9

Late assignments
Assignments and IPPE documentation (e.g. experience summary, student self-evaluation, time log) is due on the date stated in this syllabus 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.

Appeal of Non-failing Course Grades:
A student who wishes to appeal a non-failing course grade must make the appeal to the course director within one week following the posting of the grade.

ALGORITHM FOR HANDLING COURSE-RELATED ISSUES:
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 Honesty**

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/Exam 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. 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. Laptops are expected to be used during course time only for information related to the course. 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. To emphasize use of laptops for anything other than the course during lecture and workshop time is disruptive and unprofessional. If noted by the instructor you may be asked to leave at the discretion of the instructor. Any concerns or questions regarding these standards for classroom etiquette, please discuss with the administrative course director.

Children are not typically allowed in the classroom. Students who have an unforeseen temporary need to bring a child into the classroom must receive prior approval from the lecturer and course director.

**Classroom Civility**

There is increasing national attention to the problem of classroom incivilities at the university level on the part of both students and instructors. Many times students do not realize how some of their activities in the classroom can be distracting or interpreted as rude. Instructors, on the other hand, may not realize how some of their own actions can also be interpreted as rude or inconsiderate.
Professionalism: We ask that you, the students in our class, be considerate of us, as your instructors, as well as your fellow students by refraining from the following when we are lecturing or leading a discussion:

- entering the classroom late or leaving the classroom early. If you must do this, be as unobtrusive as possible and sit in an area that will not require you to climb over or otherwise disrupt other students. Please do not gather your belongings at the end of class until we have announced that the class is over. We will try to give you a little extra time for this at each class session.
- talking or whispering to your classmates about issues unrelated to what is being discussed or presented in class
- reading newspapers or other non-course materials
- eating, drinking or chewing gum in a manner that is distracting to others
- sleeping
- being unprepared for and/or inattentive to the discussion or lecture

We do expect you to:

- be fully attentive during class until the class is declared to be over
- be adequately prepared prior to class
- schedule visits with us (one-on-one or in groups) to clarify areas of confusion as soon as they occur, rather than waiting until right before an exam or quiz
- be timely in appointments that you have scheduled with us; call as far in advance of the appointment as possible if you must cancel
- provide constructive, respectful feedback on what is working or not working in the course either personally or through PS1 liaisons, or on the various evaluation forms we will provide during the course

We will work hard by:

- beginning and ending class on time
- using class time to stimulate learning in ways that cannot be obtained just by reading the handouts or workbook
- giving practical assignments with clear instructions
- preparing exams based on learning objectives
- giving timely, constructive, and respectful feedback
- being “in tune” with the overall level of understanding, and willing to back-track when necessary to improve understanding
- being accessible outside of class and responsive to your questions
- being encouraging, respectful, and fair

Communication

It is the responsibility of the student to check their e-mail and Blackboard™ (http://midwestern.blackboard.com) 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 Blackboard™. Not checking your e-mail or Blackboard™ will not be accepted as an excuse for having missed important class information.

Blackboard™

All orientation handouts, assignments, required reading, and experience summary documents will be posted on the site.

E-Mail:

Students missing any documentation required for site visits 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.

**Exam Policies for PPRAD 1522:**
Examinations in this course may be scheduled in the testing center or in one of the lecture halls on campus. If an exam is scheduled in the testing center, then portions of the exam may be electronic. Students are responsible to adhere to testing policies issued by the testing center and by the PPRAD 1522 course directors.

**Testing Center Policies and Procedures for Students**
Students are bound by the University Code of Responsibilities and Rights of Students (MWU Student Handbook, appendix 1). For purposes of the Testing Center, the following are considered acts of academic dishonesty:

1. Copying from another person’s work during an examination.
2. Allowing someone to copy from you during an examination.
3. Using unauthorized materials or media players during an examination. (including cell phones, PDAs, MP3s, Zoom, etc)
4. Taking an examination for another or permitting another to take an exam for you.
5. Photographing a test with a cell phone or camera.
6. Obtaining or providing to another a copy of a test or answers to a test.
7. Removing, or attempting to remove a test, its answers, or any portion thereof from the Testing Center.
8. Disclosing, reproducing, disseminating information about an exam.

Please also note:

1. **No brimmed hats allowed** (Unless worn for religious purposes, any other hat or head gear worn should ensure that the ears are visible.)
2. **No sunglasses or mirrored glasses** may be worn during testing.
3. **No PDA’s, cell phones, or media players** (incl.-MP3, Zoom, earphones of any kind, etc) in the Testing Center, OR in your pockets.
4. **No Personal items are allowed in the room** (i.e. bags, backpacks, purses, etc). Pencils, calculators, and scratch paper will be provided by the Testing Center, if needed.
5. **Only closed water bottles** are allowed at the testing stations. No food, candy, or other beverages are permitted.
6. Students may leave upon completion of the exam if at least 15 minutes has passed since the exam started. Once a student leaves the room, re-entry cannot be accommodated. If a student requires a rest room break during an exam, the student must raise his/her hand and the proctor will monitor the time of departure and return.

Any violations on the above guidelines may result in an incident report being forwarded to the appropriate College Dean. Students are expected to adhere to all policies/procedures established by the University Testing Center. Updates to these policies may be made throughout the academic year and may be accessed via the Midwestern website.
**STUDENT EXAM DAY GUIDELINES**

1. Please arrive 15 minutes early and allow extra time if you need to place your belongings in a locker. Most exams do not permit late arrivals.

2. **No personal belongings are allowed** – no bags, backpacks, cell phones, PDAs, etc. Place all personal items in lockers provided for Testing Center use.

3. **NO food or beverages are allowed** – only closed-top water bottles are permitted.

4. Scan your school ID card in the computer located by the door. **Go directly to your assigned seat.**

5. If taking a **PAPER exam**, you may begin filling in your name and ID number. **DO NOT START YOUR EXAM** until instructed by the proctor.

6. Questions regarding the content of an exam are not permitted. Questions regarding test station equipment will be answered by a proctor.

7. Upon completion of exam, please push in your chair; bring your exam, scratch paper, pencils, etc. to the front of the room, and scan out. You may then leave, quietly, through the **Exit Only** door. Please do not congregate outside Testing Center as a courtesy to your fellow classmates.

**Exams Policies for IPPE-1: Community:**

- Students are expected to arrive on time to all exams.
- All personal belongings **MUST** be placed **at the back of the lecture hall or in lockers outside the testing center**.
- Only a pencil and an eraser may be taken to your seat.
- Students arriving late to the exam may stay to take the exam **ONLY** if no student has already completed their exam and left the lecture hall.
- Students arriving late will **NOT** be given any extra time to complete the exam and must hand in their exam at the designated time for the end of the exam.
- The scantron must be filled in completely and accurately. Failure to do so will result in a 5-point deduction for each occurrence.
  - Your name must be on the scantron and the hard copy of the exam.
- You MUST return BOTH the scantron and the hard copy of the exam.
- The scantron forms and hard copy of the exam will **not** be returned. Students may make an appointment to view a copy of the exam and scantron with the course teaching assistant, Ms. Valerie Chiapetta (by e-mail vchiap@midwestern.edu) **within two weeks of the date the exam grades are posted**. Students will be notified when grades are posted via Blackboard™. **This is the only time to view the scantron and hard copy of the exam.**
- Based on statistical reports for multiple choice questions as well as other information, Dr. Cornell may drop a question or accept multiple answers. Students who are concerned about certain questions on an exam should therefore **wait until they get their grade and/or review their exam before requesting any re-grading or dropping questions.**
- **You MUST** wear your MWU ID badge for every exam and it must be worn in a conspicuous place above the waist. ID badges will be checked at each exam.

There will be no make-up exams except for extraordinary situations (including personal illness, personal emergency, personal incapacitation, or critical illness/death in the family), in which case Dr. Cornell must be contacted before the exam or assignment is due. Oversleeping, traffic delays, and not thoroughly reading the syllabus are **NOT considered valid excuses.**

Please note that make-up exams may consist of a different format than the original exam; such as “fill-in the blank” responses in which correct spelling and grammar will be required.
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