COURSE DESCRIPTION:
Students in IPPE-II will explore the philosophy and practice of hospital (health systems) pharmacy through didactic lectures, workshop assignments and on site experience at an assigned practice site under the guidance of a preceptor. Students will be introduced to technical pharmacy skills, hospital pharmacy management, distributive systems, quality assurance, and the role of the pharmacist in the health care team. Students will explore career options within health care systems.

Attendance is Mandatory

<table>
<thead>
<tr>
<th>Day/Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture/</td>
<td>8:10am-5:00pm</td>
<td>CARD 311-312</td>
</tr>
<tr>
<td>workshops</td>
<td>1:10pm to 5:00pm</td>
<td>CARD 311-312</td>
</tr>
<tr>
<td></td>
<td>8:10am to 5:00pm</td>
<td>Littlejohn C</td>
</tr>
<tr>
<td></td>
<td>8:10am-9:00am</td>
<td>CARD 303/304</td>
</tr>
<tr>
<td></td>
<td>8:10-9:00am</td>
<td>CARD E</td>
</tr>
<tr>
<td></td>
<td>8:30pm-12:00pm</td>
<td>CARD CSC</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>Will be on site for 5 hrs</td>
<td>Your assigned hospital</td>
</tr>
<tr>
<td>visit*</td>
<td>between the hours of</td>
<td>pharmacy site</td>
</tr>
<tr>
<td></td>
<td>7am-9pm.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Site specific: check with your</td>
<td></td>
</tr>
<tr>
<td></td>
<td>preceptor for times or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>alternate schedule</td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>Thursday, May 16th</td>
<td>12:00-2:00pm</td>
</tr>
</tbody>
</table>

Course Director:
Linda Haase BPharm, RPh
Experiential Education Specialist/Adjunct Asst. Professor
Phone: 630-515-6100/Fax 630-515-6103
Email: lhaase@midwestern.edu
Office: Alumni Hall Room 352
Office hours: Fridays from 11am to 12pm. Please email me to schedule an appointment for any other days/times.

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

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

Administrative Teaching Assistant:
Roseann Huddleston
Administrative Teaching Assistant
E-mail: rhuddl@midwestern.edu
Phone:(630) 515-6280
Office: Alumni Hall Rm 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.

**INSTRUCTORS:**
Several different instructors teach in this course. Students are encouraged to speak directly with the instructors for clarification of lecture or workshop material. Non-campus based instructors may be reached by contacting the Course Director.

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof Haase</td>
<td><a href="mailto:lhaase@midwestern.edu">lhaase@midwestern.edu</a></td>
</tr>
<tr>
<td>Dr Sincak</td>
<td><a href="mailto:csinca@midwestern.edu">csinca@midwestern.edu</a></td>
</tr>
<tr>
<td>Prof Lullo</td>
<td><a href="mailto:alullo@midwestern.edu">alullo@midwestern.edu</a></td>
</tr>
<tr>
<td>Dr. Phillips</td>
<td><a href="mailto:jphillips@midwestern.edu">jphillips@midwestern.edu</a></td>
</tr>
<tr>
<td>Dr Mirk</td>
<td><a href="mailto:smirk@midwestern.edu">smirk@midwestern.edu</a></td>
</tr>
<tr>
<td>Prof Gould</td>
<td><a href="mailto:kgould@midwestern.edu">kgould@midwestern.edu</a></td>
</tr>
</tbody>
</table>

**REQUIRED BOOKS:**
*Workbook:* Introductory Pharmacy Practice Experience II: Health System Pharmacy, 2nd Edition *(Available at the MWU bookstore)*

*Textbook:*

**Selected chapters will be used in this course**
# PPRAD 1650: IPPE-2 Health Systems – Spring Course Outline

**All reading assignments are posted on Canvas**

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE/ TIME</th>
<th>TOPIC</th>
<th>SPEAKER</th>
<th>ASSIGNMENT</th>
<th>PHARMACY VISIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>3/5/19 8:10-5pm</td>
<td>Course Orientation Intro to Hosp Systems Order Verification Calculations/Charts Peripheral Brain HIMSS Active learning opportunities MAR/Med Chart</td>
<td>Dr. Sincak Prof. Haase Dr. Mirk</td>
<td>Online Peripheral Brain HIMSS Informatics Modules 7 &amp; 8</td>
<td>NO SITE VISIT</td>
</tr>
<tr>
<td>#2</td>
<td>3/12/19 1:10pm-5:00pm</td>
<td>Drug Distribution/ Crashcart Meds 3 station Workshop Active learning opportunities</td>
<td>Dr Sincak Prof. Haase</td>
<td>Take home Calculations packet</td>
<td>NO SITE VISIT</td>
</tr>
<tr>
<td>#3</td>
<td>3/19/19 8:10-12:00pm 1:10-5:00pm</td>
<td>Drug Monograph/Calculations/ Med Rec Garbing/TPN Active learning opportunities Med Rec/IV/Sterile Prep</td>
<td>Dr Sincak Dr Phillips Prof Haase Prof Lullo</td>
<td>CALL YOUR PRECEPTOR BY TODAY Take home Monograph activity/TPN packet</td>
<td>NO SITE VISIT</td>
</tr>
</tbody>
</table>

Site Visit times are determined by the preceptor & will be a 5-hour time block between 7am and 9pm each site visit. With OEE approval, some sites will have adapted an alternative schedule. Please refer to your site assignment letter.

| #4 | 3/26/19 | Workbook – Unit One See Appendix A if you are at a Home Infusion Site | See Canvas for any pre-visit assignments | Site visit #1 |
| #5 | 4/2/19 | Workbook Unit Two | See Canvas for any pre-visit assignments | Site visit #2 |
| #6 | 4/9/19 | Workbook Unit Three | See Canvas for any pre-visit assignments | Site visit #3 |
| #7 | 4/16/19 | Workbook Unit Four | See Canvas for any pre-visit assignments | Site visit #4 |
| #8 | 4/23/19 | Workbook Unit Five | See Canvas for any pre-visit assignments | Site visit #5 |
| #9 | 4/30/19 | Site Wrap Up/ Workbook Completion | | Site visit #6 |
| 4/29/19 8:10-9:00am** | CSC Prep Class | Prof Haase | | NO SITE VISIT |
Onboarding and Site Requirements for IPPE Rotations:

The following requirements must be met prior to starting and throughout your IPPE rotations:

You are required to bring your workbook and all required documentation to each of your site visits. Directions for setting up your binder and the list of required documents are in the workbook on page 10. Please purchase the workbook and set up your binder prior to your first site visit.

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 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 or preceptor meetings.
     - The wallet size copy of your technician license MUST be with you at all times while at your pharmacy or preceptor meetings.

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.

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 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.
Quantitative Titers are required to assess immunity for measles, mumps, rubella, varicella, and hepatitis B.

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 requirements will NOT be allowed to go their rotation site and will result in the loss of 10% of their total course points.

COURSE OBJECTIVES AND CURRICULAR OUTCOMES

The Chicago College of Pharmacy PharmD curriculum provides students with a variety of opportunities to gain the knowledge, skills, and attitudes associated with the successful practice of pharmacy, as described by the learning objectives listed below.

Specifically, the student will be able to:
1. Discuss the role of the pharmacist in the health care team
2. Develop and articulate a philosophy of pharmacy practice
3. Interpret and process medication orders
4. Explain processes in place to maintain quality assurance and continuity of care
5. Describe the role of technology in the hospital setting
6. Appropriately use and interpret a medical chart
7. Explain the process and purpose of medication reconciliation
8. Describe career options in health care systems
9. Understand the purpose of a drug monograph
10. Demonstrate the medication reconciliation process
11. Apply the Pharmacists’ Patient Care Process in hospital practice

Our course activities (lectures, workshops, assignments, etc.) are designed to contribute to the student’s progressive achievement of a number of curricular outcome components. The activities in PPRAD 1650 contribute to the following CCP curricular global 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
   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
   D. Evaluate the effectiveness of any communication encounter, modifying as necessary

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

VI. Promote health and wellness
   A. Contribute to interventions designed to prevent disease and promote health and wellness in individuals

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

Dress Code for Rotations:
Mandatory professional dress includes wearing a clean, pressed, white lab coat and a properly displayed MWU/CCP name badge. 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. 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. Scrubs are NOT acceptable. Acceptable footwear: appropriate closed-toed, closed-heeled shoes. Socks and hosiery must be worn. 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/administrative/SS/ssSH_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.

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 630-515-7232.

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;
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 **48 hours** 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:
Attendance is mandatory at all lectures, workshops, simulation activities and pharmacy site visits.

Attendance will be taken before the start of **each** class.

To receive an approved absence from lecture/workshop/simulation activity the student must:

- verbally notify the course director, Professor Haase, prior to the lecture/workshop/simulation activity.

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 CCP OEE office at 630-515-7677 (before the scheduled site visit) and
3) email ccpoee@midwestern.edu (before the scheduled site visit) to explain the reason for being absent from rotation that day.
(refer to page 7 in your IPPE-2 workbook)

4) The student must make-up the hours missed at a time designated by the preceptor and the course director. The student must notify (via email) the course director the date/time of the makeup visit.

PPRAD 1650 2019
Because student IPPE rotation hours are reported to the IL State Board of Pharmacy, it is essential that all hours are completed and accounted for. Consequently, the OEE IPPE absence policies must be adhered to by all students.

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

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 tardiness or absence will result in the loss of 10% of total course points (140 points deduction) for the lecture/workshop/simulation activity/site visit missed and possible failure of the course.
- Unexcused absence for more than 1 lecture/workshop/simulation activity/site visit will result in failure of the course.

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.

Personal illness, personal emergency, personal incapacitation, or other exceptional problems are the only legitimate excuses for missing a required experiential class activity (lecture/workshop/simulation activity/site visit). Oversleeping, traffic delays, returning back to campus late from fall/winter/spring/summer breaks, forgetting to add IPPE-2 dates to your calendar and not thoroughly reading the syllabus are NOT considered valid excuses.
GRADING POLICIES:
Evaluation in this course will come from your rotation preceptor, required course activities, and a final exam.

<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>40%</td>
</tr>
<tr>
<td>Workbook</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Rotation Time Log</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Experience Summary</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Class Assignments</td>
<td>490</td>
<td>35%</td>
</tr>
<tr>
<td>CSC Activity</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>210</td>
<td></td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>1400</strong></td>
<td><strong>100 %</strong></td>
</tr>
</tbody>
</table>

Possible/Final Grade

- **A**: 1400-1260
- **B**: 1259.9-1120
- **C**: 1119.9-980
- **F**: <979.9

Final grades will be calculated using the above scale and grades will NOT be rounded.

Late assignments:
Any late assignment will be subject to a 20%-point penalty for each day that it is past due.

PLEASE NOTE:
PASSING THIS COURSE IS CONTINGENT UPON RECEIVING A PASSING GRADE FOR YOUR SITE VISITS. A FINAL GRADE OF AN "F" FOR THE SITE VISIT WILL RESULT IN FAILURE OF THE PPRAD 1650 COURSE.

A FINAL SCORE OF "1" IN ANY ITEM IN THE PROFESSIONALISM SECTION WILL RESULT IN FAILURE OF THE PPRAD 1650 COURSE.

APPEAL OF NON-FAILING COURSE GRADES:
A student who wishes to appeal a non-failing course grade must make a formal written appeal to the Course Director within one week following the Registrar's 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 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)

PPRAD 1650 2019
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.

The workbook must be completed on an individual basis and must consist of your own work. You may not combine the work of multiple students at a site to complete one workbook.

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. 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, RMS, and Canvas™. (http://midwestern.canvas.com) daily for class announcements. Since students will be at their pharmacy practice rotation site 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, RMS, or on Canvas™. Not checking your e-mail, RMS, or Canvas™ will not be accepted as an excuse for having missed important class information.

Canvas™: All handouts will be posted on the site.
RMS™: Experience Summary will be posted under Evaluations tab.
E-Mail: Students missing any documentation or immunizations required for site visits will be notified via email. Cancellations or changes to site visit assignments will be sent via e-mail.
**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. This data also plays 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 1650:**
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, portions of the exam may be electronic. Students are responsible to adhere to testing policies issued by the testing center and by the PPRAD 1650 course director.

**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 watches of any kind, Fitbits or athletic devices.
4. No PDA’s, cell phones, or media players (including MP3, Zoom, earphones of any kind, etc.)
5. No electronic devices capable of sending or receiving alphanumeric data or that have a calculator function.
6. Jackets designated as outdoor or outerwear, including fleece jackets or vests.
7. 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.
8. Only closed water bottles with labels removed are allowed at the testing stations. No food, candy, or other beverages are permitted.
9. 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.
10. Bathroom breaks are only allowed for students who have received approved accommodations for such breaks from the Dean of Students.

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.

**ADDITIONAL PPRAD 1650 COURSE DIRECTORS’ EXAM POLICIES**

1. For classroom exams all personal belongings must be placed at the back of the lecture hall.
2. All Testing Center rules also apply to the classroom setting (see above).
3. If a scantron is used for the exam it MUST be filled out completely and accurately. Failure to do so will result in a 5 point deduction for each occurrence.
4. Any written portion of an exam **MUST be completed in pen (blue or black ink only)**. If the student does not complete the written portion of the exam in pen, or does not follow the instructions given during the exam (for example, mistakes should have a single line drawn through them and be initialed, not scratched out and NOT erased by using “white out” or liquid paper) then a grade of zero will be assigned for that portion of the exam, and the student will not be allowed to make up those points.
5. All students must stop writing and immediately place their writing utensils on the desk when the end of the exam period is announced. Faculty are permitted to assess a grading penalty to students who continue to work, as described in the course syllabus.
6. Students must turn in all exam materials before leaving the exam room. Failure to do so will result in a grade of zero for the exam. Portions of the exam may be returned at a later time depending on the policy of the instructor.
7. The proctors are obliged to intervene if a student is suspected of professional misconduct during an examination. Examples of misconduct during an examination include, but are not limited to, a student who:
   a) Appears to be gazing at another student’s work.
   b) Appears to be talking or signaling answers.
   c) Neglects to protect his/her answer sheet from view of other students.
   d) Is sitting near a student who is gazing at their work.
   Such interventions are not of a personal nature. To avoid such interventions, every student must keep their eyes on his/her own work, shield his/her work from the view of others, and otherwise avoid any appearance of suspicious behavior.
8. 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, **within one week of the date the exam grades are posted**. Students will be notified when grades are posted via Canvas™. **This is the only time to view the scantron and hard copy of the exam.**
9. Based on statistical reports for multiple choice questions as well as other information, Professor Haase 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.

**MAKE-UP EXAMS**
Make-up exams for excused absences will be given only if the student has: 1) contacted Professor Haase prior to the absence by email (lhaase@midwestern.edu) or by leaving a voice mail (630-515-6100) and 2) supplied Professor Haase, within 3 days of the missed exam, with valid documentation that explains the reason for the absence, such as a doctor’s note, along with a typewritten request to make up the exam. Otherwise, the student will receive a zero for the exam and no make-up will be allowed. The make-up exam may be essay, short answer, multiple choice, matching, or any other format, including oral examination by the course director and/or instructor(s). It is appropriate to assume that the make-up exam will require a greater understanding of the material than the original exam.

**Oversleeping and traffic delays are NOT considered valid excuses. **

**STUDENTS WITH A DISABILITY:**
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 – Dr. Teresa Dombrowski as soon as possible by email (tdombr@midwestern.edu) or in the Student Services Office in the Commons. It is the student’s responsibility to identify themselves in a timely manner as an individual with a disability when seeking an accommodation. More information regarding available services can be found at: https://www.midwestern.edu/downers_grove_campus/student_services/disability_services.html .

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