

**Master Syllabus**

**COURSE:**   HPHM 2000 PROFESSIONALISM FOR PHARMACY TECHNICIANS

**CRN:**

**CREDIT HOURS (Lecture/Lab/Total):** 2/0/2

**CONTACT HOUR (Lecture/Lab/Total):** 30/0/30

**INSTRUCTOR INFORMATION**

**Name:**

**Email:**

**Phone:**

**Office:  TBA**

**Office Hours:  By appointment only**

**Virtual Office Hours:**

**Class Location:**

**COURSE DESCRIPTION:**  This course assists students in making immediate and future decisions regarding job choices and educational growth.  It includes techniques on setting goals, creating a positive professional image, preparing a portfolio, and compiling a resume.

**PREREQUISITES:** The student must be have successfully completed HPHM courses 1200,1405,1505,1510,1515 to be eligible to enroll in this course. The student can be concurrently enrolled in HPHM 1300,1605 ,2025, 2035, and 2991.

**LEARNING OUTCOMES:**

In order to successfully complete this course, with a minimum of 70% accuracy, the student will have the opportunity to learn and should be able to:

1. Define terminology.
2. Describe self-motivation.
3. Give locations for a shadowing activity.
4. List proficiency in program competencies.
5. Describe how to measure/modify short-term goals.
6. Identify the characteristics of a positive image.
7. Show areas of improvement.
8. Prepare a list of short-term goals.
9. Relate a personal plan to overcome barriers to listening.
10. Compile a personal employment portfolio for an interview.
11. Construct a professional resume.

**ASSESSMENT MEASURES:**

Student assessments will be based upon the student having the opportunity to earn a total number of points on examinations, quizzes, and other related assignments. Any assignments not submitted by the due date will be graded as zero unless prior arrangements have been made with the instructor.

**TEXTBOOK/S:**  Pharmacy Practice for Technicians, SIXTH Edition, Paradigm Education Solutions

**SUPPLIES AND EQUIPMENT:** Pencil, Paper, Resume’ Paper, Computer with reliable Internet, and an up to date browser. Additional software that may be needed to include Microsoft Word, PowerPoint, Adobe Acrobat and Respondus Lockdown Browser.

**ATTENDANCE POLICY:** It is the student’s responsibility to maintain regular contact with instructors. Class attendance is the responsibility of the student. All students must be officially enrolled in any course that they attend. It is expected that students attend all classes and be on time. If an absence occurs, it is the responsibility of the student for making up examinations, obtaining lecture notes, and otherwise compensating for what may have been missed. Students who stop attending class and do not officially drop, withdraw, or resign from the college may receive a grade of “F” for all coursework missed. Absences affect performance in this course and do not reflect well on participation. No student may substitute the attendance of another student. **Online students must be actively participating in online courses to be considered making progress.** **Hybrid students must attend face-to-face meetings as well as complete online assignments.**

Students should frequently check Canvas (Learning Management System) for notifications and updates to the course. Students are expected to use the online resources provided by NTCC to:

1. Track course assignments and progress

2. Discuss topics and issues with fellow students

3. Turn in assignments, quizzes, and tests

4. Check for any updates, changes or alterations to the course

5. Access all course materials to include presentations, assignments, quizzes, and tests.

**GRADING REQUIREMENTS:**  A minimum of 70% must be achieved in all coursework.

**GRADING SCALE:**

90-100             A

80-89               B

70-79               C

60-69               D

59-Below        F

Assignments are Weighted as Groups

Attendance /Clinical Attire/Professionalism 5.0%

Homework 5.0%

Chapter Assessments 15.0%

Special Reports/Projects 20.0%

Midterm Exam 25.0%

Final Exam 30.0%

Total =100%

**ACADEMIC INTEGRITY AND CONDUCT:** Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Plagiarism, cheating, and other forms of academic dishonesty are prohibited and are subject to disciplinary actions established in the Student Code of Conduct. The instructor reserves the right to assign a grade of “F” on any type of assignment or examination based on evidence that the student has violated the Student Code of Conduct.

**STUDENT BEHAVIOR/CLASSROOM DECORUM:** Students are encouraged to discuss, inquire, and express their thoughts and views during class. Classroom behavior that interferes with either the instructor’s ability to conduct the class or the ability of students to benefit from the instruction is not acceptable. Students are required to turn off all cell phones or similar electronic devices (or place them on silent mode) before coming into the classroom. The instructor reserves the right to assign no credit for work on that day if a student talks or texts on a cell phone or similar electronic device. The classroom is not a place for children, and students are not to bring their family members into the classroom.

**DISABILITY CODE:** If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Student Affairs. No accommodations are granted without documentation authorized from Student Affairs.

**WITHDRAWAL POLICY:** The last day to withdraw from a course or resign from the college is **\_\_\_\_\_\_\_\_\_\_\_\_\_**. If you intend to withdraw from the course or resign from the college, you must initiate the action by logging into LoLA. The instructor will not withdraw you automatically.

**COMMUNICATION POLICY:** My.NorthshoreCollege.Edu is the official student email communication within Northshore Technical Community College. Therefore, the College has the right to send communications to students via their College email address and the right to expect that those communications will be received and read in a timely fashion. Every student is assigned a My.NorthshoreCollege.Edu. Students can redirect their College email address to an outside email provider. However, the College is not responsible for handling outside email providers, and redirecting their College email address does not absolve a student from their responsibilities associated with communication sent to their official College email address.

**COPYRIGHT POLICY:** Unless a student has obtained permission from the copyright holder, it is a violation of Copyright Law to print or photocopy chapters from a textbook that the student did not purchase. If the course requires the use of an electronic textbook, a student must look for a statement that allows for photocopying and/or printing of the eTextbook.

**NETIQUETTE POLICY:** This term is used to describe accepted, proper behavior on the Internet. Remember the following when communicating online (messages, discussion board, etc.):

* Never post profanity, racist, or sexist messages
* Be respectful of fellow students and instructors
* Never insult any person or their message content
* Never plagiarize or publish intellectual property
* Do not use text messaging abbreviations or slang
* Do not type in all CAPS (this is considered online yelling)