

CLINICAL PHARMACOKINETICS

(31:725:555)

COURSE INFORMATION

FALL 2015

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Textbook

No specific text is required for this course. However, faculty may provide/assign required supplemental material/readings.

Scheduled Class and Exam Times

Clinical Pharmacokinetics is scheduled on Wednesdays during the time-block of 8:40am—1:20pm in SERC 111. **PLEASE NOTE:** except for the first day of the semester, *class* will generally begin at **8:45am**, and follow the approximate timing as outlined on the course schedule. However, specific timing is subject to change. The class will be notified of any timing changes via the course Sakai website. In-semester *exams* are scheduled from **10am – 1pm**.

Examinations, Assignments, and Grading

The course grading structure is subject to change year-to-year based on the school calendar, the course schedule, and the volume and types of lectures presented.

The course will have *four* three-hour examinations (three during the semester and the fourth during finals week) covering the material as outlined on the course schedule. PLEASE NOTE: in-semester exams will begin at **10 AM** and conclude at **1 PM** (the fourth exam will conform to the finals-week time-blocks). Any change to the time-frame of the exams will be clearly communicated. Students are expected to arrive on time for examinations. Students will not be allowed admittance to an exam after any other student has completed the exam and left the exam room. This will be considered an unexcused absence.

As per University policy, attendance at all classes is required. If you expect to miss one or two classes, please use the University absence reporting website (<https://sims.rutgers.edu/ssra/>) to indicate the date and reason for your absence. An email is automatically sent to the course coordinator. **Please note, however, that this is insufficient notification regarding an absence for an exam as described in the subsequent information.**

Students are expected to take the exam when scheduled. Any absence from an exam must be approved by the course coordinator either verbally or in writing prior to the exam time and must be for a valid, documented reason. Leaving a phone message or e-mail, without a response from the course coordinator, does not constitute approval for the absence. Exams missed due to illness must be accompanied by a physician's note. Make-up exams are not offered except in the rarest of circumstances. **If a make-up exam is allowed / available, it will be a cumulative make-up exam and be given at the end of the semester (regardless of the reason for an absence.)** Make-up exams may be entirely essay and problem-based.

Students must leave coats, book bags, and other belongings at the front, back, or sides of the examination room (the specific areas will depend on the layout of the exam room). The only items allowed on the desk are those that are necessary to take the exam. Other than the examination itself, papers of any kind are not allowed on the desk. Students wearing baseball caps or similar hats with lids must turn the hat around so that the lid does not cover the eyes. Students must be prepared to present picture identification (e.g., driver's license, Rutgers student ID) if requested by the exam proctors. A student may be moved to a different seat at any time during the exam at the discretion of the proctors. Students must refrain from talking from the time they enter the examination room until they have left the room AND are out of hearing range. Talking about the exam inside or outside the room is unacceptable at any time. Also, during exams, this course employs a "no-content-related-questions" student-question-asking policy. In other words, students may *not* ask questions related to exam-content; however, students are **not** prohibited from raising their hands to ask legitimate non-content-related-questions (such as identifying numbering errors, potential typos, calculator issues (i.e., your provided-calculator doesn't work—you should not be asking *how* to use the calculator), asking to use the restroom, etc.) Please also note, however, that students should refrain from asking questions to the fullest extent possible. This exam-policy is generally well accepted and is a fair way to handle all students taking an exam. Furthermore, it is consistent with the policy of standardized national licensure and certification exams. Due to the length of the exams in this course (3 hours), students are not prohibited from using the restroom; however, as this creates a major distraction for those around you, requests to use the restroom should be made only under duress. Additionally, a bathroom sign-out/sign-in log will be utilized during exams and only one student at a time may leave the exam room to go to the restroom.

During exams, it is prohibited to have an opaque case or container of any kind on your desk or in your work vicinity. A pencil case, if used, must be clear or the contents transferred to a clear plastic bag prior to the exam. Food items, if any, should be in a clear plastic bag with any labels or wrappers removed. The nature of exams in this course may make it necessary to utilize an eraser. Please note that erasers (and any other materials) are subject to inspection at any time at the discretion of the exam proctors.

Exam-question format will be **varied**. Therefore, students should anticipate multiple choice, short answer, essay, and extensive case-based problem-solving. For multiple-choice questions, students must not write their answers in big block letters in the margin of the exam. The exams are not cumulative per se, but concepts from earlier lectures may be used throughout the course. Students wishing to challenge an examination grade should first attempt to resolve the matter through discussion with the individual professor. The faculty member has the right to re-grade the entire portion of his/her exam and can require written justification of why the answer is correct/incorrect or unfairly graded. All challenges to exam grades must occur within two weeks of the exam being made available to students for review. It is the responsibility of the student to review the exam during posted exam-review office hours. After exam 4, office hours and exam review review will be by appointment only. Please note that during the exam review session, one student (per version) at a time will be allowed to enter the office to review their scantron/key. In most cases, the original exam document/packet is NOT available to review. Entering the exam review room with recording devices of any kind (phone, camera, etc.) constitutes a breach of academic integrity and will be dealt with as such.

Students who want to keep track of the time during an exam should wear a watch. Exam proctors will also provide periodic updates on the time remaining. Cellular phones, personal digital assistants (PDAs), iPods, iPads, laptops or other electronic equipment or mobile device of any kind are not acceptable timepieces and will not be allowed on the desk.

Students will be provided a scientific calculator at the start of each exam that will be collected/returned at the conclusion of each exam (refer to **Equipment** for additional information.) Students may **not** use their own calculator for an exam. Failure to return a calculator at the conclusion of an exam is considered a violation of academic integrity.

Throughout the semester, faculty may assign homework problems or other types of assignments to be completed and turned in (electronically and/or hard-copy.) These assignments will be made by individual faculty. Attendance at scheduled application/case sessions is NOT considered optional as information essential to understanding the lecture material will be presented during these sessions. “Extra” credit assignments, problems, or projects are **not** offered in this course. Each lecture hour (including the applications/cases sessions) will contribute approximately 8 to 12 points on a given exam.

The course grade is based on the percentage of the total number of points achieved out of the total number of points available in the course (420 points) with the grade assigned as follows:

≥ 90 %	A
86 - 89.99 %	B+
80 - 85.99 %	B
76 - 79.99 %	C+
70 - 75.99 %	C
60 - 69.99 %	D
< 60 %	F

The point breakdown for the course is as follows:

Assignments	20 points
Exam 1	100 points
Exam 2	100 points
Exam 3	100 points
Exam 4	<u>100 points</u>
	420 points

Academic Integrity:

The University has a firm policy on academic integrity which is summarized in the University Catalog. Copies of the complete policy are available in the Deans office and on the University website

(<http://academicintegrity.rutgers.edu/policy-on-academic-integrity>). All members of the university community are responsible for knowing what the standards are and adhering to them. Students should also bring any violations of which they are aware to the attention of the instructors. Violation of academic integrity is a separable offense under the University Code of Student Conduct. Such violations include cheating, fabrication, facilitating academic dishonesty, plagiarism, and denying others access to information or resources. Grades in this course are determined by written exams primarily, and hence no collaborative student efforts are necessary. Therefore, any violations of academic integrity will be either level three or four violations. The recommended sanction for level three violations is suspension from the University for one or more terms with a notation of "academic disciplinary suspension" placed on the student's transcript for the period of suspension and a failing grade in the course. The recommended sanction for level four violations is expulsion from the University and a permanent notation on the student's transcript. Any violations of academic integrity relating to this course will be handled by the student disciplinary process outlined in the University Code of Student Conduct.

Although "working as a group" or conferring with other students regarding homework is not necessarily discouraged, each student is responsible for his/her own work and should be able to defend said work. "Copying" another's homework **is** considered a violation of academic integrity. Please note again that failure to return a calculator at the conclusion of an exam is also considered a violation of academic integrity.

All pagers, cell-phones, iPods, etc. should be *turned off* prior to the start of class/exam to lessen distractions during class. Courteous in-class use of lap tops and other mobile devices of an academic nature must be observed. Failure to do so may result in expulsion from the class/exam or permanently ban of these devices from class.

Equipment

Use of a hand held calculator capable of performing logarithmic calculations (preferably natural logs) is required. Students will be provided a scientific calculator at the start of each exam that will be returned at the conclusion of each exam. Students may **not** use their own calculator for an exam. The calculator utilized will be: **CASIO fx-260SOLAR**. Therefore, you may wish to obtain this Casio model (available for < \$15) in order to complete homework assignments, practice calculations, and become familiar with the operations and functions of the calculator **prior** to exam day. Use of devices with elaborate graphical functions and text-storage capabilities, as well as those capable of transmitting information is unnecessary and strictly prohibited (including PDA's, Palm- and WindowsCE-based systems as well as cell phones or other mobile devices of any type). During an exam, use of a calculator other than that provided for the exam is considered a violation of academic integrity.

Students should be prepared to participate in iClicker based activities by having their device available.

Sakai Website

A Sakai website is utilized for this course. Course materials such as lecture handouts will be available on the website. This will be the principle method used to provide handouts to the class—handouts should be posted at least two days in advance of the scheduled lecture. All students are expected to procure their handouts from the website—additional numbers of handouts will NOT be provided at the lecture, however, supplemental materials may be distributed. Individual instructors may also use the website for additional activities, such as assignments and quizzes. The website will also be used as a key communication tool to post announcements or other course information; therefore, students are encouraged to check the website **frequently**. The website may be accessed at <https://sakai.rutgers.edu/portal>.

Ability-Based Outcomes

Ability-based outcomes for this course and are available on the course website (and / or included with this document).

Office Hours

Generally, office hours will be scheduled by appointment by the individual faculty. Specific dates and times will be made available as necessary. Please note that this is a team-taught course and the majority of those teaching in the course have a practice site that is distant from the School. If students should require additional help throughout the semester, they may contact the Pharmacy Practice and Administration Tutoring Program by emailing RUPharmTutor@gmail.com to request tutoring services.

Course / Instructor Evaluation

The opportunity to provide a course and instructor evaluation will be provided. Your feedback will be greatly appreciated.