

SYLLABUS

Course Title, From course catalog

Course number (PHAR #)

Semester offered, Year

This syllabus is not to be construed as a contract with the student and may be subject to change. *

*The faculty reserves the right to change the course syllabus, effective upon the student receiving written notification (e-mail) and verbal notification during regular class hours.

Faculty office hours, e-mail address, office phone: **Instructor added**

Course Description: **Instructor added, from course catalog**

Prerequisites: **Instructor added, from course catalog**

Text Books:

Required: **Instructor added**

Recommended: **Instructor added**

Course Objectives: **Instructor added (5 to 7 total)**

1.

Schedule of Activities:

Date	Meeting format	Meeting topic	Instructor

Course Evaluation (grading):

Point distribution: **Instructor added**

Letter grades distribution: 89.5-100% = A

79.5-89.4% = B

69.5-79.4% = C

≤ 69.49% = F

Course Evaluation (assessment): **Instructor added**

Attendance policy: **Instructor added**

UNIVERSITY POLICIES

Academic Dishonesty

All students should be familiar with the university's policy concerning academic dishonesty. This policy can be found on pp. 66 - 68 of the undergraduate catalog http://www.marshall.edu/catalog/undergraduate/ug_10-11_published.pdf, or on pp. 61 – 63 in the 2009 online graduate catalog http://www.marshall.edu/catalog/graduate/S2009/gr_sp09_published.pdf. (Faculty are encouraged to add any additional information specific to their expectations and/or rules regarding academic dishonesty in their class).

Policy for Students with Disabilities

Marshall University is committed to equal opportunity in education for all students, including those with physical, learning and psychological disabilities. University policy states that it is the responsibility of students with disabilities to contact the Office of Disabled Student Services (DSS) in Prichard Hall 117, phone 304 696-2271 to provide documentation of their disability. Following this, the DSS Coordinator will send a letter to each of the student's instructors outlining the academic accommodation he/she will need to ensure equality in classroom experiences, outside assignment, testing and grading. The instructor and student will meet to discuss how the accommodation(s) requested will be provided. For more information, please visit <http://www.marshall.edu/disabled> or contact Disabled Student Services Office at Prichard Hall 11, phone 304-696-2271.

University Computing Services' Acceptable Use Policy:

All students are responsible for knowing this policy, which can be found on the web at <http://www.marshall.edu/ucs/CS/acceptuse.asp>.

Affirmative Action Policy:

This course will follow Marshall University's policy on Affirmative Action, which can be found on p. 63 of the undergraduate catalog http://www.marshall.edu/catalog/undergraduate/ug_10-11_published.pdf, or on pp. 16-17 of the 2008 graduate catalog http://www.marshall.edu/catalog/graduate/S2009/gr_sp09_published.pdf. Specifically, all students will be afforded equal opportunity without regard to race, color, sex, religion, age, disability, national origin, or sexual orientation.

School of Pharmacy Policies

INCLEMENT Weather – In the event of inclement weather students may call the School of Pharmacy 304-696-7302 or general campus 304-696-1370. Listen to the radio/tv for University closing.

SOCIAL JUSTICE POLICY STATEMENT

Marshall University is committed to bringing about mutual understanding and respect among all individuals and groups at the University. As part of Marshall University, School of Pharmacy has made a commitment to social justice. Therefore, no one will be discriminated against on the basis of race, gender, ethnicity, age, sexual orientation, religion, social class, or differing viewpoints. Each student will be viewed as a valuable member of this class and as the faculty for the course I will strive to facilitate an atmosphere/learning environment where mutual understanding and respect are actualized.

Approved SON 02/27/06

PROFESSIONAL CONDUCT: “[Insert Link](#)”

Policy on Academic Dishonesty

Marshall University School of Pharmacy will not tolerate academic dishonesty of any kind. Academic dishonesty is defined as:

I. CHEATING

- A. Unauthorized use of any materials, notes, sources of information, study aids or tools during an academic exercise. No cell phones, calculators, palm computers or hats allowed during exams. Calculators will be provided, if necessary.
- B. Unauthorized assistance of a person, other than the course instructor during an academic exercise. This includes text messaging, PDA's, etc. during exams.
- C. Unauthorized viewing of another person's work during an academic exercise.
- D. Unauthorized securing of all or any part of assignments or examinations in advance of the submission by the instructor.

II. FABRICATION / FALSIFICATION:

The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence of a university record.

III. PLAGIARISM:

Submitting as one's own work or creation any material or an idea wholly or in Part created by another. This includes, but is not limited to:

- A. Oral, written and graphical material
- B. Both published and unpublished work
- C. Any material(s) downloaded from the Internet It is the student's responsibility to clearly distinguish their own work from that created by others. This includes proper use of quotation marks, paraphrase and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.

IV. BRIBES / FAVORS / THREATS

Attempting to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions is prohibited.

V. COMPLICITY

Helping or attempting to help someone commit an act of academic dishonesty.

SANCTIONS: The instructor will impose one or more of the following:

1. A lower or failing project / paper / test grade.
2. A lower final grade.
3. Failure of the course.
4. Exclusion from further participation in the class (including laboratories or clinical experiences). Please refer to the university Student Handbook, Code of Conduct for the process of charges made and the process for subsequent sanctions imposed, and the process of appeal.

Please refer to the university Student Handbook, Code of Conduct for the process of charges made and the process for subsequent sanctions imposed, and the process of appeal.

Second Chance and Remediation Policy

“Insert Link to Policy”

Test Security Policy

In order to ensure the security of all examinations, the School of Pharmacy has adopted the following policies:

1. Test Administration

Students may not access any electronic equipment during the exam that has not been provided by the faculty, including but not limited to calculators, cell phones, laptops and PDAs.

2. Test Review

- A. Students will not be allowed to view any exam without direct supervision of course faculty or site facilitator
- B. Students must review tests within time specified by the course faculty.
- C. Limited numbers of students may be allowed to view the exam at one time depending on office size, space, and faculty preference.
- D. Students will be allowed to review the exam only one time, and time limits may be placed on review as specified by course faculty.
- E. NO notes can be taken by the student while reviewing the test, and students are not allowed to access any electronics while reviewing the tests. NO copies electronic or written!
- F. Individual student printouts for exams are to be retained by the faculty.
- G. Faculty have the right to place further restrictions on test review as deemed necessary.