

**KU** SCHOOL OF  
PHARMACY  

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**The University of Kansas**

*...because the discovery and delivery of effective medicines enhance and extend life*

**Faculty Advising Handbook  
2014-2015**



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(Updated 8/2014)

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## I. Introduction

This handbook provides guidance and information about policies and procedures that may be of interest to faculty advisors. The handbook is designed to provide faculty with information regarding the advising process, Pharm.D. curriculum, academic and professional policies, available student resources, and career opportunities. Additionally, this handbook describes the purpose of the advising system and outlines expectations of both student and faculty participants.

Students are given a copy of the academic policies (Section VIII) at the initial orientation and the policies are published in the catalog of the University.

The Mission of the School of Pharmacy: The University of Kansas School of Pharmacy provides exceptional educational opportunities for professional, graduate, and postgraduate students. Through exemplary curricula and programs, the school encourages the advancement of patient-centered care to enhance health. The school maintains a leadership role in developing innovative technologies and pharmaceuticals and conducting drug therapy related research inclusive of basic, clinical, and administrative sciences for the state, nation, and world.

The School has also articulated a statement of distinction, which is as follows: *... because the discovery and delivery of effective medicines enhance and extend life.*™

## II. Faculty Advising at the School of Pharmacy

Traditionally, advising concentrates on course and undergraduate major selection. At the KU School of Pharmacy, advising focuses on developing a mutually beneficial relationship between the student and the professor with the primary goal of helping the student gain the necessary skills, attitudes, beliefs and experiences to be successful academically and professionally. Advisors will have the opportunity to teach students individually, outside of the classroom, about a subject extremely relevant to the student, his/her future. Faculty advisors will assist students in the decision making process by providing personal experiences, resources, and knowledge only available to successful researchers and educators.

### a. Student Learning Outcomes

The following learning outcomes have been developed to ensure the students are benefiting from this relationship:

- Students will discuss the skills, knowledge, and attitudes required to become successful academically and professionally.
- Students will demonstrate the ability to make effective decisions regarding their degree and career goals.
- Students will examine their personal strengths and talents and acknowledge shortcomings.
- Students will demonstrate awareness of the school and campus resources to assist them in achieving their academic, career and personal goals.
- Students will recognize the value of classroom knowledge as it relates to future work responsibilities, skills, and attitudes.

### b. Student and Faculty Expectations

In order to create a system that benefits both the student and the faculty advisor, both parties must be engaged in the process. While the student will have primary responsibility for scheduling an appointment and arriving at the appointment adequately prepared, the advisor should be responsive and willing to assist students to the best of his/her ability. The faculty advisor is not expected to be an expert in all areas and should not hesitate to refer the student to the Dean's Office or another resource when necessary. The following expectations further define the role of the student and faculty advisor.

#### ● Expectations of Faculty Advisors

- Talk about career and educational plans and the skills and knowledge necessary to meet career and educational goals (students' e-portfolio will help guide these conversations)
- Explain how the curriculum relates to future work responsibilities, skills and attitudes
- Provide academic support to aid with progression toward graduation

- Discuss different career tracks available upon completion of a Doctor of Pharmacy degree
- Collaborate with faculty, Dean's Office, practitioners and others to facilitate academic success by helping students gain access to necessary resources
- Identify appropriate school and campus resources and offer referrals
- Understand common concerns of students
- Examine students' progression toward career and academic goals by reviewing their portfolios
- Be available to meet with advisees once each semester
- Be accessible by telephone, email, and video and web conferencing
- Notify the Dean's Office if an advisee misses a scheduled appointment or is unprepared
- *Although faculty advisors should be responsive and willing to assist students to the best of their ability, advisors are not expected to be an expert in all areas and should not hesitate to refer the student to the Dean's Office when necessary*
- **Expectations of Students**
  - Schedule an appointment with your advisor once a semester
  - Come to your appointment prepared to discuss your educational and career goals and any challenges you may be facing (Please bring a copy of the degree progress report available through enroll and pay)
  - Reflect on your strengths, talents and shortcomings and develop a plan to capitalize on your strengths and overcome obstacles
  - Update electronic portfolios and make note of progress toward reaching goals
  - Take primary and increasing responsibility for making your own decisions based on available information and advice
  - Understand the different career tracks available upon completion of a Doctor of Pharmacy degree
  - Ask questions if you do not understand an issue or have a specific concern
  - Demonstrate an awareness of school and campus resources available assist with your academic and professional success
  - Respond to all correspondence from your advisor

### III. The Advising Process

A primary goal of advising is to create long-term collaboration between the student and the faculty advisor. In order to develop this partnership, the pair will work together throughout the student's didactic coursework at the SOP.

#### a. Assignments of Students to Advisors

Students will be randomly assigned to an advisor prior to orientation of their 3P year. (Note: The classes of 2015 and 2016 will be assigned an advisor during the spring of 2013). The student and the faculty advisor will meet at minimum once a semester until the student enters his/her 6P year. Once in their 6P year, the Dean's Office will assist with questions about career placement, APPE rotations, and graduation requirements.

In extreme circumstances, both students and faculty can request a new advisee/advisor by contacting Millinda Fowles at mfowles@ku.edu or 785-864-6333.

#### b. Number of Student Advisees

Each fall faculty will be assigned additional 3P advisees. At any one time, faculty should anticipate having 12 advisees or four students from each class.

#### c. Faculty Exemptions

In order to create a successful advising program that accommodates all of our PharmD students, it is imperative that the School of Pharmacy has the participation of all faculty members from all departments. Faculty members with legitimate circumstances that prevent them from participating should present their case to their department chair. Department

Chairs will have the ability to determine who will participate in the advising program and how many students each faculty member should be assigned.

**d. Sabbatical**

Advisees will temporarily be reassigned to a member of the Dean's Office when a faculty member is on sabbatical.

**e. Advising Timeline**

3Ps, 4Ps and 5Ps will meet with their advisors once during the fall and spring semesters. In the fall semester, it is suggested that students meet with their advisor prior to the enrollment period for the upcoming semester. This timeframe will allow students to reflect on their academic performance during the current semester and if necessary, make appropriate modifications to enhance their academics before the semester ends. Students will also have the ability to discuss elective course options and ways to get involved during the next semester.

Upon request by the student, advisors will also be available, with reasonable request lead time, to meet individually with their assigned advisees at any time during the 3P, 4P and 5P years.

**f. Scheduling Appointments**

Students are responsible for scheduling an appointment with their advisor. Advisors may opt to provide their advisees with a schedule of available times for appointments. Advisors may determine the best method for scheduling appointments (i.e. email, shared calendar, telephone and etc.).

**g. Advisee Appointment Attendance**

The Dean's Office will be collecting information regarding students who do not show for a scheduled appointment or attend the appointment unprepared.

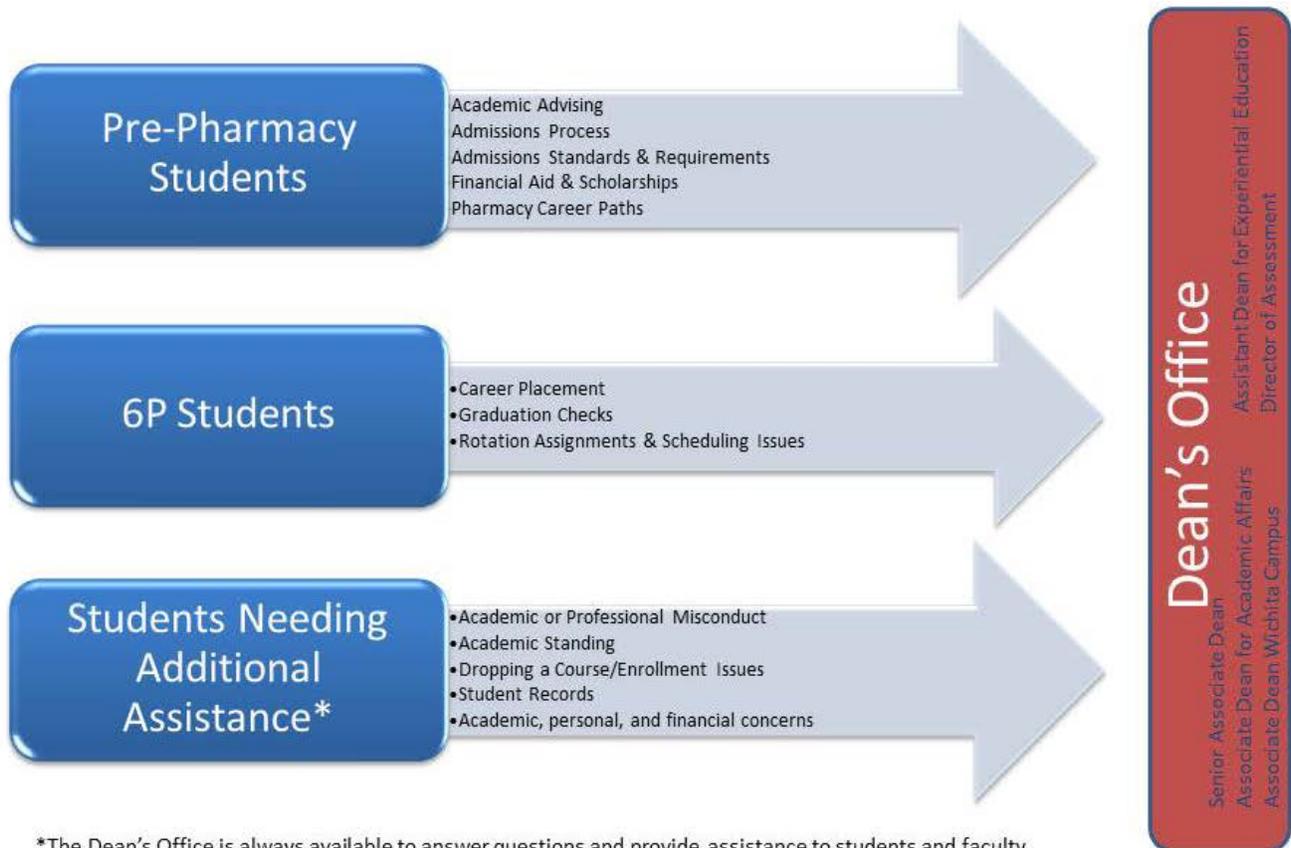
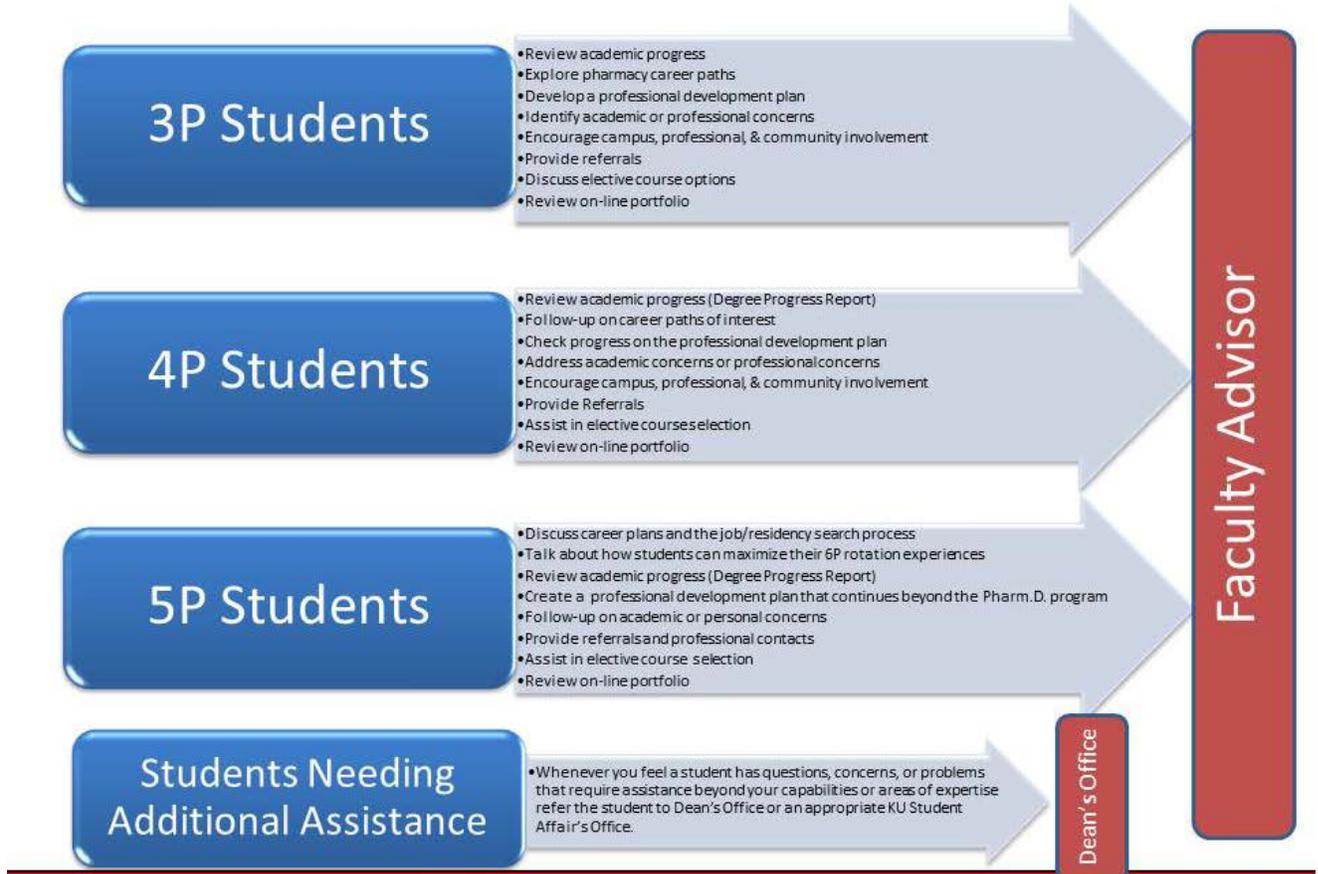
**IV. Advising Strategies**

**a. Faculty vs. Dean's Office Responsibilities**

The Dean's Office is always available to provide support to the advisor or advisee if assistance beyond your capabilities or areas of expertise is needed. This includes, but is not limited to: academic or professional misconduct, academic standing, enrollment, student records and academic, personal or financial concerns.

Additionally, the Dean's Office will still be responsible for advising all Pre-Pharmacy students, handling any instances of misconduct, and will assist 6P students with graduation requirements, rotation schedules, and career placement. The

diagrams below further illustrates the roles of faculty advisors and the Dean's Office



\*The Dean's Office is always available to answer questions and provide assistance to students and faculty.

## **b. Student Records**

If necessary, faculty can be provided access to student records by visiting Gina King in 2050 SOP. In order to protect student confidentiality and abide by ACPE standards, we ask the files remain in the Dean's Office. There is a desk in the Dean's Office where you can peruse the files. If you have any questions about information in the student record, please talk to Sr. Associate Dean Gene Hotchkiss.

## **c. Advising Appointment**

Together the student and the faculty advisor will work together to create a plan that will allow the student to explore professional options and establish short- and long-term goals. The student will use an electronic portfolio, RXPortfolio, to document goals and progress toward goals. Below are a few discussion points that will help facilitate conversation.

- Where is the student now? (Assessment)
  - Inquiry into student's background and personal interests
  - Determine student's academic background and personal interests
  - Discuss curricular and school demands
  - Inquire into student's perceived strengths/weaknesses
    - Discuss ways to capitalize on strengths and overcome weaknesses
  - Review academic progress and professional development participation
    - Address academic concerns
    - Stress the importance of professional development and lifelong learning
  - Provide appropriate referrals to ancillary student services if necessary
- Where does the student want to go? (Exploration)
  - Ask about the student's career interests
    - What information does the student need to further explore his/her career interests (i.e. talk to/shadow someone in that field, research market information, explore internship options)
    - What steps can be taken to make the student competitive in their future career path (i.e. networking, volunteering, professional development, research opportunities)
- How do you get there? (ACTION)
  - Ask the student to create a professional development plan by making some short (one week), medium (3 months) and long-term (one year or more) goals so that he/she will begin to take action

## **d. Electronic Portfolios**

Students will use an electronic portfolio to outline their goals, track their progress and participation, and note their achievements throughout pharmacy school. The electronic portfolio allows the student to input information in a variety of categories including: General Biography, Education History, Employment History, Honors & Awards, Professional Activities, Community Service, Professional Goals, Licenses & Certifications, Continuing Professional Development, and etc. A full view of the options available on RxPortfolio can be viewed at

[http://www.academicsuiterx.com/presentation\\_eportfolio.php](http://www.academicsuiterx.com/presentation_eportfolio.php)

Students will use the professional goals section of their portfolios to document their goals in professionalism, self-directed learning, interprofessional collaboration, and cultural awareness and provide evidence of their progress. Each of these topics will be addressed in Introduction to Pharmacy (PHAR 500) and throughout the program.

Students will be asked to share their portfolios with advisors at their advising appointments. The majority of the appointment can be spent discussing the sections, asking the student to reflect on his/her progress, assessing next steps, and helping the student devise a plan to reach his/her goals in the various sections.

The student's electronic portfolio will be a showcase of his/her credentials and professional development plan that may be shared with preceptors, potential employers, colleagues and patients.

### e. **Group Advising**

Often time students have similar questions and can offer each other assistance. Faculty advisors may choose to conduct group advising sessions with their advisees. The advisor will facilitate discussion between the students about academics, potential career paths, involvement, and other issues important to student success. If a student requests an individual meeting, the advisors should accommodate the student's request.

### f. **Peer Mentoring**

The peer mentoring program, a voluntary program, partners an incoming 3P student with a current student (4 or 5P student) to help ease the transition to pharmacy school and position the 3P student for success. The mentor is a consistent point of contact throughout the first year of pharmacy school. More information about the program is available at <http://pharmacy.ku.edu/peer-mentoring>.

### g. **Electronic Resources**

A variety of worksheets, resource guides, and templates are available for use during the advising appointment. This resource material covers everything from the variety of Pharm.D. career paths available and how to prepare for a residency to strategies for studying and setting goals. These resources are available to you at <http://pharmacy.ku.edu/resources>

## V. **Student Services**

### a. **Academic Support**

- **AAAC**

AAAC houses KU's disability resource center, provides tutoring services, and offers workshops that teach students about a multitude of topics ranging from study skills to goal setting.

Academic, Achievement, & Access Center, (785) 864-4064

[www.achievement.ku.edu](http://www.achievement.ku.edu)

*Mary Ann Rasnak, Director*

### b. **Tutoring for Students in the Professional Program**

Tutoring is available for students in the school through the Rho Chi Scholastic Honor Society and/or through the tutoring services of the University. Tutoring services can also be arranged through the faculty, the Dean's office or directly through the College of Liberal Arts and Sciences. Students on the Wichita campus should consult the Associate Dean for assistance in initiating tutoring services. More information can be found at:

<http://pharmacy.ku.edu/tutoring>. Contact Clayton Galloway at [c824g862@ku.edu](mailto:c824g862@ku.edu) to arrange Rho Chi tutoring.

### c. **Financial Assistance for Pharmacy Students**

- **University-Wide Scholarships**

The Office of Student Financial Aid, 50 Strong Hall, The University of Kansas, Lawrence, Kansas, 66045, administers a large program of scholarships, loans, and part-time employment to benefit KU students. In recent years, about \$29 million in various forms of aid has been processed annually through the office, including about \$2 million annually in short-term loans. For information on resources available, prospective students should write to or visit this office. Many scholarships have application deadlines as early as March 1 of each year. The earlier an application is received the better the chance of obtaining a scholarship. The earlier an application is received the better the chance of obtaining a scholarship. More information can be found at: <http://affordability.ku.edu/steps/index.shtml>

Financial Aid & Scholarships, (785) 864-4700

[www.financialaid.ku.edu](http://www.financialaid.ku.edu)

*Scott Guerrero, Associate Director*

- **School of Pharmacy Financial Assistance**

The School of Pharmacy, in cooperation with the Office of Student Financial Aid, presents around 160 awards to pharmacy students totaling over \$300,000 annually. Applications are received in the Dean's office in the spring semester. For an application for School of Pharmacy financial assistance, visit the Dean's Office. This assistance is available to entering third-year pharmacy students as well as returning pharmacy students. More information can be found at: <http://pharmacy.ku.edu/financial-aid>

#### **d. Professional Advising**

The School of Pharmacy offers academic advising and career counseling services coordinated through the Dean's office. Upon matriculation, students are assigned a faculty advisor who will be their resource for these services throughout their tenure in the School of Pharmacy. However, the Dean's Office staff is always available to answer questions and assist students with concerns.

#### **e. Minority Support Services**

- Multicultural Pharmacy Scholars Program (MSPS)

<http://pharmacy.ku.edu/multicultural-pharmacy-scholars-program>

*Barb Woods, Director*

The school offers a Multicultural Pharmacy Scholars program, directed by a faculty member in the School of Pharmacy. Underrepresented minorities are encouraged to apply to the program. Limited financial assistance and academic support services are provided for qualifying student applicants. Additionally, assistance for minority students is found through the Office of Multicultural Affairs.

- Office of Multicultural Affairs, (785) 864-4350

[www.oma.ku.edu](http://www.oma.ku.edu)

*Blane Harding, Director*

Assists students of color in successfully participating in every level of the University experience and becoming successful graduates. The OMA offers academic resources and diversity education programs.

#### **f. Career Services**

- School of Pharmacy Career Services

The School of Pharmacy's Dean's Office provides a number of career services including information about internships, a 6P career fair, resume reviews, and mock interviews. Below is more information about the assistance offered by the Dean's Office.

- **Summer Employment Opportunities**

There are many opportunities for pharmacy students to obtain employment in a variety of pharmacy related positions during the summer months. Information regarding many of these opportunities may be available in the Dean's office and within the various departmental units of the School of Pharmacy. Announcement of the availability on many of these positions will be posted throughout the year and as they become available. There are also special informational sessions with students at various times during the academic year to discuss some of these employment programs. The Dean's office feels that employment and experience in any pharmacy setting is useful in facilitating the learning process during pharmacy school. Some examples of the employment opportunities usually available are listed as follows:

- **Independent Community Pharmacy Internships:**

Independent community pharmacies throughout Kansas actively seek and hire pharmacy students for both part-time employment during the academic year and full-time during the summer and semester breaks. The KU School of Pharmacy has established a cooperative relationship with the Kansas Independent Pharmacy Service Corporation to assist students in attaining employment in independent

pharmacies. Positions are posted as they become available and some on-campus interviews will be conducted.

- **Pharmacy Internships in Community Chain Pharmacies:**

Many of the chain pharmacy operations have programs for summer employment, and part-time employment during the academic year, for pharmacy students within their pharmacies. These companies are on campus during both the fall and spring semesters to conduct employment interviews with 5P students. During these times, especially in the spring semester, many of these companies will announce that they also desire to interview 3P and 4P students for summer pharmacy student intern positions.

- **Hospital Pharmacy Internships:**

Many hospital pharmacies within the State of Kansas actively seek and hire pharmacy students for both part-time employment during the school year and full time positions during the summer. Positions are posted for student information, as they become available. Some on-campus interviews are held throughout the year.

- **Job Placement for Pharmacy Graduates**

While the student is responsible for seeking and securing employment, the school hosts a job fair each year to aid and support students in this effort. Sixth year students are exempted from rotations on the day of the job fair and are encouraged to attend the function. Typically 40 to 60 employers attend the fair. The employer representatives in attendance have career pathway opportunities covering a broad scope of settings, including post-graduate residencies. The school, through the Dean's office, provides assistance with the preparation of resumes, business cards, and interview protocol.

- **University Career Center**

In addition to the services provided by the Dean's Office, the University Career Center offers one-on-one career coaching, career assessments, a comprehensive collection of career resources, and a variety of educational programming.

University Career Center, (785) 864-3624

<http://career.ku.edu/>

*David Gaston, Director*

**g. Accommodation of Individuals with Disabilities**

The University of Kansas and the School of Pharmacy are committed to seeing that all students have an equal opportunity to succeed. The Office of Disability Resources helps students identify and coordinate services for students with disabilities. They are present to help students whether their disability is physical, sensory, medical, psychological, or related to attention or learning.

To explore the services available contact:

Office of Disability Resources, (785) 864-2620

e-mail: [achieve@ku.edu](mailto:achieve@ku.edu)

<http://www.disability.ku.edu/>

*Andrew Shoemaker, Associate Director*

**h. Counseling and Psychological Services**

Watkins Memorial Health Center, (785) 864-2277

[www.caps.ku.edu](http://www.caps.ku.edu)

*Michael Maestas, Ph.D., Director*

Provides personal and group counseling as well as psychiatric services, consultation for students, faculty and staff, and outreach activities to classrooms, living groups, and campus organizations. Offers professional training programs to graduate students in psychology and social work.

**i. Students with Confirmed or Suspected Chemical Dependence or Impairment**

The School of Pharmacy works cooperatively with the Kansas State Board of Pharmacy, the Kansas Pharmacists Association and the Committee on Impaired Pharmacy Practice (CIPP) to ensure that any students with alcohol or substance abuse problems have access to professional help and counseling. Information about this program can be accessed via the Kansas Pharmacists Association web site at the following address: <http://www.ksrx.org/>.

Upon matriculation into the professional degree program, specifically during program interviews, students sign a letter attesting to their understanding that “students in the University of Kansas School of Pharmacy may be required to submit to random alcohol and/or drug screens as a condition of participation in required components of the curriculum and that positive testing of such screens may result in expulsion from the University of Kansas School of Pharmacy.”

Additionally, if the behavior of a student generates suspicion that they are potentially abusing drugs or alcohol students may be subjected to random mandatory screening, at the expense of the School of Pharmacy. Positive screening results or failure to comply with screening by the specified deadline is grounds for expulsion from the program.

**j. Department of Student Housing**

Corbin Hall, (785) 864-4560

[www.housing.ku.edu](http://www.housing.ku.edu)

*Diana Robertson, Ph.D., Director*

Operates university-owned housing, including maintenance, residence life, and fiscal management for residence halls, scholarship halls, Jayhawker Towers, Stouffer Place, and Sunflower Apartments.

- **Residence Life**

Corbin Hall, (785) 864-4560

*Jennifer Wamelink, Associate Director*

Oversees staffing, training, programming, advising, contracts, and room assignments.

**k. Hilltop Child Development Center**

KU Child Care Center, (785) 864-4940

[www.hilltop.ku.edu](http://www.hilltop.ku.edu)

*Jeremy Fite, Director*

Nationally accredited facility, open year round, fee subsidies for student families partially funded by Student Senate, preference given to children of KU students. Child care and education for toddlers, preschoolers, kindergarten and school age children. Student employment and research site.

**l. KU Memorial Unions**

Kansas Union Building, (785) 864-4651

[www.union.ku.edu](http://www.union.ku.edu)

*David Mucci, Director*

Serves as the campus community centers (Kansas and Burge Unions), providing dining services on campus, retail amenities (book/convenience stores), meeting facilities, campus events (Student Union Activities), Jaybowl Recreation and opportunities for student employment, leadership and expression.

m. **KU Recreation Services**

Ambler Student Recreation Fitness Center  
1740 Watkins Center Drive, (785) 864-3546  
[www.recreation.ku.edu](http://www.recreation.ku.edu)

*Mary Chappell, Director*

Provides opportunities in intramural sports, fitness, sport clubs and outdoor pursuits. Student employment and leadership activities are also available.

n. **Legal Services for Students**

312 Burge Union, (785) 864-5665  
[www.legalservices.ku.edu](http://www.legalservices.ku.edu)

*Jo Hardesty, J.D., Director*

Licensed attorneys provide legal advice, representation and educational programs to students on most legal matters. Also advise students in order to prevent legal difficulties. Available at no additional charge for students who have paid the required student campus fees.

o. **Student Health Services**

Watkins Memorial Health Center, (785) 864-9500  
[www.studenthealth.ku.edu](http://www.studenthealth.ku.edu)

*Dr. Doug Dechairo, Director*

Provides medical outpatient healthcare services; support services such as pharmacy and lab; and education regarding lifestyle choices and wellness.

p. **Student Involvement and Leadership Center**

400 Kansas Union, (785) 864-4861  
[www.silc.ku.edu](http://www.silc.ku.edu)

*Rueben Perez, Director*

Oversees the registration and advising of over 500 organizations; advising and programs for the sorority and fraternity community; provides leadership development opportunities; and offers resources for non-traditional students and lesbian, bisexual, gay, transgendered students and allies. Responsible for overseeing the University Events Committee and Danforth Chapel reservations.

q. **Student Money Management Services**

Kansas Union, 3rd Floor 300B, (785) 864-1182  
[www.money.ku.edu](http://www.money.ku.edu)

*Leticia Gradington, Program Director*

Provides financial literacy information to KU students on managing personal finances, developing budgets, tracking expenses, understanding credit card and loan indebtedness and planning for life after graduation. Utilizes one-on-one sessions, class presentations, publications, websites and educational outreach to improve KU students' financial situations by empowering them to analyze their finances, make sound decisions and commit to controlling their financial lives at KU and into the future.

r. **Writing Center**

Anschutz Library, 1301 Hoch Auditoria Drive, Room 424, (785) 864-2399  
[www.writing.ku.edu](http://www.writing.ku.edu)

*Terese Thonus, Director*

Helps students brainstorm, draft or edit their writing. Students may schedule a face-to-face appointment or submit their drafts through the Writing Center's web site.

s. **Wichita Student Services**

Student on the Wichita campus may use any of the student services on the Lawrence campus. In fact, many of the offices are equipped with the appropriate technology to assist KU students studying from a distance. However, there are a few services that Wichita students can access in Wichita.

- **KU Wichita Medical Practice Association (Provided by Adult Medicine Clinic)**

8533 E. 32<sup>nd</sup> Street North, Wichita, KS, (316) 293-2622

<http://kuwichitaadultmedicine.kumc.edu/index.html>

Provides student health services for Wichita-based pharmacy students. Student health fees, paid along with tuition, cover the costs associated with seeing a practitioner and select other services.

- **Prairie View Behavioral Health**

7570 W. 21st. St. N., Ste. 1026-D, Wichita, KS, (316) 284-6400

9333 E. 21st St. N., Wichita, KS

<http://www.prairieview.org/>

Prairie View Behavioral Health has a team of certified counselors whose mission is to provide behavioral and mental health services with compassion, competence and stewardship. Under the Student Assistance Program pharmacy students assigned to the Wichita Regional Campus can access counseling services up to three times annually with no fee for service. Counseling services in excess of three per year, crisis intervention, referral and other situations may incur additional charges that are the responsibility of the student and may be covered by the students' health insurance

- **Great Wichita YMCA locations**

6 Wichita locations

<http://www.ymcawichita.org/>

The YMCA has eight locations around the Greater Wichita area, six in Wichita, one in Andover and one in El Dorado, plus plans are underway for another facility in Newton. Wichita based pharmacy students may utilize any of these locations.

## VI. Student Organizations

Participation in student organizations is an excellent way for students to gain skills and experience that will assist them as they embark on their careers. The KU SOP houses a variety of student organizations with various focuses and missions. Encourage students to explore the student organizations offered through the KU SOP.

a. **American Pharmacists Association-Academy of Student Pharmacists (APhA-ASP)**

- The mission of the American Pharmacists Association Academy of Student Pharmacists is to be the collective voice of student pharmacists, to provide opportunities for professional growth, and to envision and actively promote the future of pharmacy. APhA-ASP is an organization for all pharmacy students, no matter what career path you pursue. Students learn more about the profession of pharmacy through meetings with guest speakers and through State and National meetings

b. **Kappa Epsilon**

- KE was founded to promote women in pharmacy and welcomes women and men to become members. KE offers many opportunities for social, professional and service activities. In addition, members can apply for the scholarships that are offered.

c. **Kappa Psi**

- Kappa Psi is currently is the world's oldest and largest Pharmaceutical Fraternity. Their purpose is to promote the prosperity of the profession of pharmacy.

d. **Multicultural Pharmacy Scholars Program (MPSP)**

- MSPS at the University of Kansas School of Pharmacy was designed to assist academically well-prepared students from various underrepresented groups (African-Americans, Hispanic-Americans, Native-Americans) within the profession who have been admitted to the undergraduate Pharm.D. program.

- e. **National Community Pharmacists Association (NCPA) Student Chapter**
  - NCPA was established to meet the needs of students who have an interest in the independent community retail pharmacy practice. This chapter primarily focuses on promoting students to discover the unique opportunities that an independent community retail pharmacy can offer.
- f. **Phi Lambda Sigma Leadership Society**
  - The Phi Lambda Sigma Leadership Society is one of the newer student organizations at the University of Kansas School of Pharmacy. Our purpose is to encourage, recognize, promote and advance leadership in the pharmacy profession. Membership into Phi Lambda Sigma is via a peer invitation and selection process.
- g. **Rho Chi**
  - Rho Chi inducts the top 20% of each 4P pharmacy class in the spring of every academic year. Their chapter provides tutoring services to pharmacy students and organizes volunteer opportunities.
- h. **Student Society of Health-System Pharmacists (SSHP)**
  - SSHP is a national professional association that represents student pharmacists who aspire to practice in hospitals, health maintenance organizations, long-term care facilities, home care, and other components of health care systems.
- i. **Student College of Clinical Pharmacy**
  - Aligning with the American College of Clinical Pharmacy, the School of Pharmacy's newest student group, KU Student College of Clinical Pharmacy has a mission of developing and enhancing the clinical abilities of students.

## VII. Curriculum and Academic Programs

- a. **KU Core Curriculum:** The KU Core was implemented for KU undergraduate students in the Fall of 2013, replacing KU's former general studies curriculum. The KU Core has six educational goals with one of more learning outcomes. Students must complete all of the goals and learning outcomes in order to earn a Bachelor's degree. A variety of courses and educational experiences can be used to meet the requirements. Currently, students must complete the requirements for Goals 1-4 during their pre-pharmacy curriculum. Goal 5 is met by completing PHAR 550, the Introductory Pharmacy Practice Experience in a community pharmacy. The 4P Standardized Client Exam fulfills Goal 6. For more information about the KU Core visit: [www.kucore.ku.edu](http://www.kucore.ku.edu).
- b. **Curriculum and Academic Programs (BSPS, PharmD, electives, business minor, combined MBA or MSCR degrees)**

The pre-pharmacy and PharmD curricula are available on the [SOP's web site](#). Please keep in mind that the Class of 2018 has a slightly revised curriculum (PHCH 667 is in the 3P Fall). Information about joint degree programs and minors is available on pages 7-10 of the Pharmacy Student Handbook.

Questions related to the PharmD curriculum should be directed to Associate Dean Brian Barnes at [bbarnes@ku.edu](mailto:bbarnes@ku.edu). Questions regarding the IPPEs or APPEs should be directed to Joe Heidrick, Assistant Dean for Experiential Education, at [heidric@ku.edu](mailto:heidric@ku.edu) or Kevin Fullerton, Coordinator of Experiential Education at [ktfullerton@ku.edu](mailto:ktfullerton@ku.edu).

## VIII. SOP Policies (provided to students in the [Pharmacy Student Handbook](#))

The complete policy governing academic, professional and scholarly conduct for professional and graduate students in the School of Pharmacy was last updated 8/2014. The complete handbook including information related to the below topics is available at: <http://www.policy.ku.edu/pharmacy/student-handbook>

- a. **Matriculation Policies (pp 5-6)**
  - Technical Standards
  - Background Checks
  - Pre-Pharmacy Course Transfer Policy
  - Professional Course Transfer Policy
  - Documentation of Immunization Status

Communicable Infectious Diseases policy

**b. Facility Policies (pp 6-7)**

Access to Health Care Services  
Emergency Evacuation Plan  
Inclimate Weather Plan  
Food in the Classrooms  
Filming and Recording Policy  
Recorded Lecture Policy

**c. Academic Policies (pp 7-23)**

Curriculum and Academic Programs  
Student Evaluation of Teaching Policy  
Experiential Education  
Late or Missing Assignments  
Scholastic Standing  
Student Grievance Policy and Procedure  
Class Attendance  
Examination and Study Materials  
Examination Date Policy  
Student Performance Assessment  
Required Activities Not Affiliated with Didactic or Experiential Coursework  
Course Handouts  
Educational Technology Requirements (iPads, iOS applications)  
Dress While a Student in the School of Pharmacy  
Professional Meeting Attendance  
Course Withdrawal Procedures  
Class Disruptions  
Criminal Background Check and Random Drug Screening Procedures  
Honor Code  
[Academic, Professional and Scholarly Misconduct](#)  
Campus Transfer  
Requests for Temporary Attendance on an Alternative Campus