

# **Faculty of Pharmacy & Pharmaceutical Sciences**

## **Student Pharmacist**

## **HANDBOOK**

**2016-2017**

***A Commitment to Excellence***



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# MESSAGE FROM THE DEAN

Dear Student Pharmacists:

The *Student Pharmacist Handbook* is a collection of useful information about the professional education program of the Faculty of Pharmacy and Pharmaceutical Sciences. It contains a description of the Faculty's curriculum and provides information about academic policies and procedures as well as services available for students.

The handbook has been compiled to serve as a readily available resource to not only students, but also faculty members. It is designed to assist students in understanding the Faculty's policies and educational requirements. We hope that you will consult it, as well as official University of Alberta publications, before planning your course of studies and when any issues that concern your education arise. In particular, we urge you to carefully study the sections "Academic Policies and Procedures" and "Pharmacy Code of Professionalism". These sections provide important information about how the Faculty functions academically, and how you are expected to conduct yourself while enrolled as a student.

This handbook does not supersede any University of Alberta policy or procedure or the University Calendar, which is the University's major regulatory publication. The Calendar includes admission procedures and deadlines, academic regulations, programs of study, academic standards, degree requirements, general University policies and codes, for both undergraduate and graduate students. This Handbook should not be viewed as a substitute for personal interactions with those responsible for your success including administrators, faculty members and advisors.

The Faculty is composed of many talented and dedicated faculty members, who collectively have numerous strengths as scholars and educators. Our aim is to maintain an academically strong educational program that cumulatively provides you with a high level of professional training upon your graduation. Our pledge to you is the we will strive to make your journey to becoming a pharmacist a stimulating and enjoyable educational experience.

Sincerely,



Dion Brocks, Ph.D.  
Professor, Interim and Associate Dean

August, 2016

## FACULTY MEMBERS

Faculty members can be lumped into 2 major classes, those with specialties in the Pharmaceutical Sciences, and those in Pharmacy Practice. In many courses you will find a mixture of both types of faculty members as instructors. Most Faculty members have active research programs, and have graduate students under their direction. We are proud of the many publications that they turn out each year in respected journals, and the research funding that they are able to secure to support their research programs. During your program of studies, you may find opportunities to get involved in research projects either by summer employment experiences or by elective research courses.

And of course, we are proud of their teaching abilities across the board. Several existing Faculty members have been awarded the highest accolade for teaching at the University for tenure (Dr.'s Hughes & Yuksel) and non-tenure (and Mitchell) track faculty members.

The current (August 2016) list of faculty members includes:

Pharmacy Practice	Pharmaceutical Sciences
Renette Bertholet	Khaled Barakat
Dallyce Bialowas	Dion Brocks
Rene Breault	Michael Doschak
Theresa Charrois	Ayman El-Kadi
Ken Cor	Fakhreddin Jamali
Cheryl Cox	Paul Jurasz
Lisa Guirguis	James Kehrer
Marlene Gukert	Afsaneh Lavasanifar
Jill Hall	Raimar Löbenberg
Tara Leslie	Susan Patrick
Sherif Hanafy Mahmoud	John Seubert
Christine Hughes	Arno Siraki
Michelle MacDonald	Hoon Sunwoo
Sumit Majumdar	John Ussher
Mark Makowsky	Carlos Velázquez-Martínez
Sharon Mitchell	
Candace Necyk	
Ubaka Ogbogu	
Cheryl Sadowski	
Ravina Sanghera-Grewal	
Terri Schindel	
Jody Shkrobot	
Scot Simpson	
Bob Sprague	
Ann Thompson	
Sheila Walter	
Nese Yuksel	

Many of the faculty listed above have a research profile on the Faculty website; please take the time to find out about them. Please be aware that this is not an exhaustive list of instructors. There are many other individuals who are involved in teaching you as you go through the program. This includes pharmacists, graduate student teaching assistants, and faculty members from other faculties (e.g. Medicine, ALES and Nursing) that may teach you course content throughout the program.

We also have a recent hire, who will start Sept 1 2016, and become our Dean. His name is Dr. Neal Davies, who is joining us from the University of Manitoba.

## **FACULTY VISION**

Excellence and innovation in pharmacy education and research through learning, discovery and citizenship.

## **FACULTY MISSION**

To provide pharmacy and graduate education designed to meet societal needs for safe and effective use of medications and to cultivate research and pharmacy practice.

The Faculty:

- Fosters high quality education and ongoing development of students and post-doctoral fellows
- Conducts world-class research in the basic and applied pharmaceutical sciences, clinical pharmacy sciences, and health services
- Seeks advancements and excellence in practice, research and education
- Partners with the profession, policy makers, other faculties and universities, and the public

## **VALUES**

- Partnerships, collaboration, and teamwork
- Professionalism and ethical behaviour
- Diversity
- Respect and compassion
- Communication

## **ACCREDITATION**

The University of Alberta Faculty of Pharmacy and Pharmaceutical Sciences is fully accredited from 2011-2017 by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP). As stated on their web site (<http://www.ccapp-accredit.ca/>), “The mission of the Canadian Council for Accreditation of Pharmacy Programs (CCAPP) is to evaluate the quality of pharmacy professional degree programs in Canadian universities and to provide continued improvement of such programs”.

## HISTORY

Pharmacy in Alberta has progressed immensely over the years. The first official classes in Pharmacy started in the fall of 1914 through a Department in the Faculty of Medicine. Tuition for the entire year was \$100 (of course this would be a lot more than that in today's dollars). Because practical experience was considered very important, candidates were required to complete three years of apprenticeship (and only needed grade 10) to enter the university. Two programs were offered at that time, a one-year Licensing Diploma and a two-year degree of Phm B.

In 1917, the Pharmacy Department was "elevated" to a School under the Faculty of Arts and Science. The Alberta Pharmacists Association (APhA) now called Alberta College of Pharmacists (ACP) supported the change and spent "\$2000" to equip a pharmacy student lab described as "the best pharmaceutical laboratory in Canada!" The Dean at that time was Professor Halley Hamilton Gaetz.

By 1918, the minimum requirement for licensure was increased to a two-year diploma course, still with the three years of apprenticeship. However, if students preferred to take a four-year degree course, which included only one year of apprenticeship, they would have the title of BSc Pharm. The first class (of three students) received their degree in 1921. They were also the first in the British Empire to graduate from a four-year program in Pharmacy (others were only three). A photograph of the class is on the wall of the north hallway on the 2nd floor.

Although both programs were offered for several decades, the two-year diploma was the minimum required to practice pharmacy in the province until 1945. It was phased out by 1948. By 1941, the degree course also required three years of registered apprenticeship rather than just one year before entering School. However, in 1945 changes were made to the apprenticeship (now called internship) so that it could be served before, between, or after completion of courses and was down to 24 months. Within ten years it would be further reduced to 12 months. Although pharmacy graduates had "credentials" (i.e. a degree) from the University, the professional licensing body (APhA now called the Alberta College of Pharmacists (ACP)) would not register pharmacists unless the practical internship was completed. This is still a requirement in Alberta although now amounts to only 100 hours with 900 being completed within the curriculum.

The pharmacy programs were transferred to the Faculty of Medicine in 1938-39 and the instructional fees were increased to \$125 per session for the first year, and \$150 for the second and third. With the influx of veterans after World War II, the University campus was becoming crowded. Space in the Arts building was inadequate, so ten years later, after \$100,000 in renovations, the School of Pharmacy took over the third floor of the Medical Building as its own formally assigned area. The faculty administrative offices are still on this floor, although the space assigned to the faculty has changed a few times since then. The building was renamed the Dentistry/ Pharmacy centre in 1972, when Medicine moved to new quarters.

The year 1955 was another important milestone in the history of pharmacy at the University. This was the year, when the School was granted Faculty status. At the same time, women began to enroll in the faculty in greater numbers. By 1957 they made up approximately one-third of the class; then by the late 1960's they outnumbered males two to one. This trend is still evident in today's classes.

In 1963-64, an optional fourth year, leading to an honours pharmacy degree in a field of specialization was offered for the first time. Enrolment was disappointing, probably due to the fact that for registration as a pharmacist in the province, the three-year degree continued to be the minimum requirement. The writing was on the wall though, and the three-year degree program was officially replaced by the four-year Bachelor of Science degree program in 1966-67. Because of this change, some individuals appear to "graduate" in two different years! But they did not really extend their program. In fact, the last class of three-year degrees finished in 1968. Approximately one quarter of the class returned in the fall, to take the optional year and thus actually have "two" degrees. It then gave them the opportunity to write the national Pharmacy Examining Board of Canada (PEBC) exams, because four years in a university program was required.

When the first four-year degree class graduated in 1970, their internship requirement was reduced from 12 months to only 96 hours during the final year of study, along with a formal examination by the APhA (now the ACP). This continued until 1985, when the length of time was increased to 500 hours. In the fall of 1989, the faculty raised the entrance qualification again. Students entering the Faculty had to have completed at least one year of a prescribed pre-pharmacy program, so the minimum duration of studies became five years. The official colour for the Pharmacy hood is Cinnamon.

In 1968, because of its strong graduate studies program in pharmaceutics, the Faculty was renamed as the Faculty of Pharmacy and Pharmaceutical Sciences. The research beginnings started in 1946 with just three students. By 1961, the University had the distinction of granting the first PhD from a Canadian Pharmacy School to a graduate student (Dr. Kenneth James). Within six years, graduate student enrollment had grown to 28 students and today stands at about 60. Due to research strengths in radiopharmacy, the Faculty established the Edmonton Radiopharmaceutical Centre in 1975, which still provides multi-hospital service although it is no longer affiliated with the Faculty. It also opened a nuclear reactor (Slowpoke) in 1978 that is still functioning today. Biotechnology (particularly drug product formulation and delivery), toxicology, and health outcomes relating to pharmacy practice are other areas of expertise in the Faculty.

#### Interesting and Fun Facts

Professor Halley Hamilton Gaetz (first Dean) was in charge of teaching the pharmacy courses in 1916. He came to Edmonton from Red Deer, where he had once been mayor. He also opened that city's first drug store in 1891, when it had a population of only 280! One of the main roads in Red Deer (Gaetz Avenue) is named after him. He was to be appointed as the President of the University in 1923, but unfortunately, he died in 1922.

Drug stores were opening in the province at a phenomenal rate just after the turn of the century. In Edmonton alone in 1914, twelve stores came into being. Why? The rumours of the day hinted that "the opposition leaked to the press that alcohol was to be available only through drug stores on the prescription of a physician", when the Prohibition Act came into force in 1916. Did they have problems with written forgeries and verbal prescriptions?

From the minutes of June 1921 annual meeting of the APhA:

"It was moved that a ballot be taken by mail from all members of the Association on the full sale of liquor, limited sale of 8 oz. maximum, or get rid of it entirely." Does this not sound like the more recent drive to ban the sale of tobacco products?

## PHARMACY STUDENT SERVICES

Dr. Dion Brocks currently serves as the Associate Dean for Student Affairs. His office is currently located in Katz 2142H. He has responsibilities to facilitate a student's progress through the Faculty's professional program. He coordinates academic advising for every student during his or her academic career. Students are assigned an academic advisor at the start of the program and are encouraged to meet with their academic advisor during each registration period. Advisors are also available to provide assistance with personal or academic problems. Students who have questions about any of their activities may visit with the Associate Dean.

The Office of Pharmacy Student Services, located in MS 2-55, is responsible for the following activities: application inquiries; student loans; recruitment; academic advising; unofficial transcript evaluations; academic progress of students; admissions; criminal background checks; academic policies and procedures administration; internship opportunities; *Pharmacy Student Handbook*; Career Day; White Coat Ceremony; orientation; graduation; graduation registration; working with student organizations.

## PHARMACY CURRICULUM

The Faculty has adopted an integrated instructional design to deliver course materials. Unlike most other programs at the University of Alberta, you will find that the number of credits to be taken varies from year to year, and from semester to semester. Even within a single semester you will find that at some times you are taking more courses than at other times. This curricular design was instituted in an attempt to present therapeutics course materials in a more integrated manner. The Faculty is continually reevaluating the curriculum through a Curriculum Committee and is embarking on designing a completely new curriculum. As is the case for several Faculty committees, including Curriculum, there is student representation to provide feedback and a voice to Faculty decisions.

You should also be aware that final examinations in pharmacy do not follow the same schedule as the rest of the University. You will be notified as to the dates of your final examinations in the course syllabi available to you at the beginning of each term. The Faculty maintains a list of examination dates that is made available to you. ***DO NOT BOOK VACATIONS UNTIL YOU HAVE CAREFULLY EXAMINED THE COURSE AND EXAMINATION SCHEDULE FOR EACH OF YOUR COURSES.*** If you do so, you risk losing your travel money or failing a course because missing an examination for a booked vacation is not an acceptable excuse. You should also warn others, such as loved ones, from booking vacations on your behalf until they have checked with you first about your commitments to the pharmacy program.

## COURSE LISTINGS (\* Denotes units course weight)

First Professional Year (*31.5)	
<b>Pharm 300 (*1)</b>	Experiential Learning Part 1 - Service Learning
<b>Pharm 301 (*2.5)</b>	Introduction to Medicinal Chemistry
<b>Pharm 304 (*0.5)</b>	Drug Information Part 1
<b>Pharm 305 (*4)</b>	Experiential Learning Part 2 - Community
<b>Pharm 306 (*2.5)</b>	Introductory Biomedical Sciences
<b>Pharm 307 (*2.5)</b>	Dermatology/EENT
<b>Pharm 314 (*1)</b>	Communications Part 1
<b>Pharm 321 (*2.5)</b>	Pharm. Biotech and Immunology
<b>Pharm 322 (*2)</b>	Role of the Pharmacist
<b>Pharm 324 (*1)</b>	Evidence Based Medicine Part 2
<b>Pharm 331 (*3)</b>	Pharmaceutics 1
<b>Pharm 334 (*1.5)</b>	Communications Part 2
<b>Pharm 341 (*2)</b>	Pharmaceutical Analysis and Pharmacy Math
<b>Pharm 342 (*2.5)</b>	Drug Use Process and Patient Care
<b>Option (*3)</b>	
Second Professional Year (*32)	
<b>Pharm 311 (*1)</b>	Radiopharmacy & Diagnostic Imaging
<b>Pharm 316 (*2)</b>	Experiential Learning Part 3 – Institutional
<b>Pharm 327 (*2)</b>	Nutrition
<b>Pharm 330 (*3)</b>	Comprehensive Assessment I
<b>Pharm 347 (*1)</b>	Hematology
<b>Pharm 351 (*2)</b>	Biopharmaceutics and Pharmacokinetics
<b>Pharm 357 (*2)</b>	Gastroenterology
<b>Pharm 361 (*3)</b>	Pharmaceutics II
<b>Pharm 362 (*1)</b>	Pharmacy Laws and Ethics
<b>Pharm 367 (*4)</b>	Cardiology
<b>Pharm 377 (*1)</b>	Immunotherapeutics & Transplant
<b>Pharm 387 (*1.5)</b>	Pediatrics/Geriatrics (moving to 3rd year in 2012/13)
<b>Pharm 392 (*1.5)</b>	Pharmacoepidemiology and Pharmacy Practice Research
<b>Pharm 397 (*2)</b>	Lab Values, Urology and Nephrology
<b>Pharm 427 (*1.5)</b>	Pain
<b>INT D 410 (*3)</b>	Interdisciplinary Health Team Development
Third Professional Year (*32.5)	
<b>Pharmacy 372 (*2)</b>	Pharmacy Management
<b>Pharmacy 382 (*3)</b>	Provincial and Canadian Healthcare
<b>Pharmacy 407 (*4)</b>	Infectious Diseases I
<b>Pharmacy 417 (*3)</b>	Neurology
<b>Pharmacy 430 (*0.5)</b>	Comprehensive Assessment 2
<b>Pharmacy 437 (*2)</b>	Bone and Joint

<b>Pharmacy 447 (*2.5)</b>	Psychiatry
<b>Pharmacy 467 (*2.5)</b>	Oncology
<b>Pharmacy 477 (*4)</b>	Infectious Diseases II
<b>Pharmacy 487 (*2)</b>	Pulmonary
<b>Pharmacy 497 (*2)</b>	Endocrine
<b>Pharmacy 499 (*2)</b>	Women's and Men's Health
<b>Option (*3)</b>	
<b>Fourth Professional Year (*31)</b>	
<b>Electives (*9)</b>	Specialization Electives
<b>Options (*6)</b>	Options
<b>Pharm 425 (*16)</b>	Experiential Learning Part 4
<i>* Denotes units course weight</i>	

## COURSE DESCRIPTIONS

More in depth course descriptions can be found for each of the above courses in the university Calendar. Please see <http://www.registrar.ualberta.ca/ro.cfm?id=295> and follow the links to Pharmacy (PHARM) courses. When you begin each course, a full course syllabus will be offered to you outlining in detail the lecture schedule, content, and instructors.

Prior course work can be considered for transfer credit. The form required for this consideration may be obtained from the Student Services Office.

## PRACTICUM POLICIES

As a student in the Bachelor of Science in Pharmacy program, experiential clinical rotations occur off-campus. The clinical rotations occur in professional practice settings such as community and hospital pharmacies, and other novel practice sites such as Primary Care Networks, to help the student receive the necessary minimum training for pharmacy practice. The University of Alberta is the only university in the province of Alberta that has a degree program in Pharmacy and, accordingly, sites are used province-wide. There are insufficient practice sites available in the Edmonton region for all students. Consequently, students are often expected to take experiential courses in practice sites outside of the Edmonton region. These rotations, which are a fundamental part of the degree program in Pharmacy, are associated with extra expense on the student's part, including housing and transportation, although some scholarship support may be available. The initial assignment of sites is made in a fair and unbiased fashion by the Faculty with the aid of a computer-based system that considers student choices as much as possible. At a minimum, each student is expected to complete one rotation outside of the Edmonton Region. Students enrolled in Practicum experiences are not allowed to participate in Reading Week.

### Practicum Intervention Policy

The Dean, or delegate of the Dean, may immediately deny assignment of a student to, withdraw a student from, or vary terms, conditions or site of a practicum/clinical placement if the Dean or Supervisor has reasonable grounds to believe that this is necessary in order to

protect the Public Interest. Refer to §[23.8.2](#) Practicum Intervention Policy in the University Calendar for additional information.

### **Practicum Policies and Requirements**

#### **Registration with Alberta College of Pharmacists**

The Pharmacy and Drug Act requires that student pharmacists be registered on the Student Register (restricted practitioners) with the Alberta College Pharmacists in order to practice in the exclusive scope areas of pharmacy to which they are exposed in a clinical rotation. All fees and other costs associated with this registration are the responsibility of the student.

#### **Security Clearance Check**

Students should be aware that under *The Protection for Persons in Care Act*, they can be required to satisfy a criminal records check before being allowed to serve a period of internship, practicum placement, work experience, or to complete a course requirement. Refer to §[23.8.3](#) for more information. Students will be required to satisfy a criminal records check at entrance into the undergraduate program of the Faculty in order to meet PHARM 300 requirements. Subsequent criminal records checks must be satisfied for all practicum placements where it is required by the site, including all institutional site placements. All fees and other costs associated with obtaining security record checks are the responsibility of the student. ***An inability to place a student in a practicum because of a criminal records issue may result in a failure to graduate despite a satisfactory academic standing.***

#### **CPR Certification**

Students in the Faculty must obtain certification in cardiopulmonary resuscitation (CPR) Level C and a certificate in First Aid (Standard or Emergency First Aid) by the end of March (last business day) of first year for the BScPharm program or prior to clinical placements for the PharmD program. Please note that CPR Level C with First Aid meets the requirements for providing injections. All fees and other costs for CPR/First Aid certification are the responsibility of the student. Students must maintain valid certification for both CPR Level C and First Aid until they graduate. Students taking injection training must upgrade their CPR training to Level C before they can perform injections.

## **Immunization and Blood Borne Pathogens Policy:**

#### **Immunizations**

To ensure, insofar as possible, both student and patient health and safety, the Faculty requires vaccination against, or proof of immunity to, poliomyelitis, diphtheria, tetanus, measles, mumps, rubella, varicella (chicken pox), and hepatitis B. As well, a one-step tuberculin skin test is required in the first year of the program. After completion of their training, students from health science faculties may be required to have tuberculin testing as part of their employment in a health care facility. It is recommended that all testing and vaccination be performed or confirmed by the University Health Centre.

#### **Blood-borne Pathogens**

The University of Alberta recognizes its duty to minimize the risk of transmission of blood-

borne pathogens to/by individuals studying/working at the University. The General Faculties Council (GFC) Blood-borne Pathogens Policy [§108.12](#) limits the possibility of transmission of blood-borne pathogens within the educational setting. The University recognizes, however, that it is not possible to completely eliminate the risk of infection. The Faculty, in accordance with University policies and other current guidelines, has developed the following recommendations concerning blood borne pathogens. These recommendations will be reviewed and adapted as further information on blood borne pathogens becomes available.

Any exposure to human blood/body fluids shall be reported immediately according to the University of Alberta protocols. Refer to the Faculty Office for guidance.

<http://www.ehs.ualberta.ca/en/EHSDivisions/OccupationalHealth/Human%20Blood%20and%20Fluid%20Exposure.aspx>

**Hepatitis B Virus (HBV):** Current information indicates that there is a potential risk of transmission of hepatitis B from practitioner to patients in the clinical experience in practice settings. Therefore, students are required to be tested for hepatitis B surface antigen by a personal physician or a physician at University Health Centre. Students who test positive for hepatitis B surface antigen will be further tested to help determine infectivity risk. Students who test positive for the antibody to hepatitis B surface antigen shall not require hepatitis B surface antigen testing.

For those students who test negative to hepatitis B surface antigen and are registered in the Pharmacy program, hepatitis B vaccination will be required. An exception will be made for those who have medical contraindications or for those who already have proof of hepatitis B immunity. After vaccination, students will be tested to determine if they have developed immunity. If they have not, further hepatitis B vaccination and counseling will be determined by the University Health Centre.

At all times students will follow Universal Precautions when there is a potential of exposure to human blood or body fluids.

Immunization requirements must be fulfilled by September 30 in the first year of the program. Students must sign a waiver if they are unable to meet immunization requirements due to medical contraindications.

**Human Immunodeficiency Virus (HIV) and hepatitis C Virus (HCV):** Current evidence-based research data indicate that transmission of HIV and HCV from a health care worker to a patient in a health care setting is extremely rare, although transmission from patients to a health care worker is more common. Mandatory testing for HIV and HCV is not recommended at this time.

#### **N 95 Respirator Fit Testing**

Students with potential exposure to airborne infectious agents during clinical placement are required to be fit tested for N 95 respirators, as required by the clinical placement facility. Check with the Faculty office for the procedure and fee to schedule this fit testing.

**Placement Procedure:**

As stated above, as a student pharmacist you will need to complete experiential courses. This means that you will be assigned to pharmacies and hospitals across Alberta to receive training from practicing pharmacists (or other health professionals) at various times throughout the program. These include Pharm 305 (a four-week community placement at the end of first year), Pharm 316 (four weeks in an institutional pharmacy at the end of second year), and Pharm 425. Pharm 425 is a combined sixteen weeks of community and institutional placements in year four of the program. These two rotations are held at different locations.

Placement assignments are made primarily based on student preferences using an unbiased computer matching system. Almost 90% of students get their first or second choice. Because not all choices can be matched, however, the Faculty expects that you accept whatever assignment is allocated to you by the site selector. A declaration (Part C of admissions) was sent to you as part of the offer of admission, that you had to sign and return as acknowledgement that you understand this critical aspect of the curriculum.

For planning purposes, you need to be aware that Pharm 305 and Pharm 316 are offered only in Spring Session. This means that you must register for the additional Session and pay the appropriate tuition at that time. Moreover, participating placement sites, both community and institutional, are located throughout Alberta. *Students are responsible for all travel costs to and from their assigned placement sites and the costs of local transportation and accommodation during their clinical placements.* Some sites may require access to a vehicle.

***The procedures governing practicum and placement are normally binding and will be provided in a procedures manual. Any request to change a placement after it is assigned may result in this placement being delayed thereby delaying your graduation.***

**Site protocols:** Students on volunteer or practicum placements are required to follow the administrative procedures and regulations (including dress requirements) of the placement site.

**Accommodations:** Although special services are provided on campus to assist disabled students, these same services may not be available for off-campus placements.

## **UNIVERSITY POLICY ON HARASSMENT**

The University has outlined in its General Faculties Council (GFC) documentation guidelines towards the definitions, identification and handling of cases of harassment. (<http://www.uofaweb.ualberta.ca/gfcpolicymanual/policymanualsection44.cfm>). The intent of such policies is to create, support and maintain a safe and healthy work and study environment for students and staff. Guidelines for students may be found at: [http://www.sac.ualberta.ca/en/Information/~media/sac/Documents/Discrimination\\_and\\_Harassment\\_Complaint\\_Guidelines\\_for\\_Students.pdf](http://www.sac.ualberta.ca/en/Information/~media/sac/Documents/Discrimination_and_Harassment_Complaint_Guidelines_for_Students.pdf)

## **GRADING SYSTEM**

The University utilizes a letter grading system with a four-point scale of numerical equivalents for calculating grade point averages (<http://www.registrar.ualberta.ca/ro.cfm?id=183>). Grade points reflect judgments of student achievement performance in a class. The instructors mark in terms of raw scores, rank the papers in order of merit, and assign an appropriate grade to each paper.

### **Letter Grading System :**

#### **Course Grades Obtained by Undergraduate Students**

<b>Descriptor</b>	<b>Letter Grade</b>	<b>Grade Point Value</b>
Excellent	A+	4.0
	A	4.0
	A-	3.7
Good	B+	3.3
	B	3.0
	B-	2.7
Satisfactory	C+	2.3
	C	2.0
	C-	1.7
Poor	D+	1.3
Minimal Pass	D	1.0
Failure	F	0.0

In addition to the letter grades described above, the University of Alberta currently records the following grades and remarks:

#### **Final Grades**

AE	aegrotat standing
AU	registered as an auditor
AW	registered as an auditor and withdrew
CR	completed requirements, no grade point value assigned
EX	exempt
IN	incomplete
IP	course in progress (assigned to Part A of a Two-Term or One-Term A/B Course with the final grade assigned to Part B)
IP*	withdrew from or failed course in progress (assigned to Part A of a Two-Term or One-Term A/B Course where the final grade assigned to Part B is a withdrawal or failure)
NC	failure, no grade point value assigned
W	withdrew with permission

<b>Remarks</b>	
1	grade includes a mark of '0' for final examination missed, or for term work missed, or both
2	grade includes a mark of '0' for final examination missed, or for term work missed, or both, and deferred final examination granted
3	credit withheld
4	reexamination granted
5	failure (assigned to failing Graduate Student grades only)
6	failure, grade includes a mark of '0' for final examination missed, or for term work missed, or both (assigned to failing Graduate Student grades only)
7	failure, grade includes a mark of '0' for final examination missed, or for term work missed, or both, and deferred final examination granted (assigned to failing Graduate Student grades only)
8	disciplinary sanction for serious instances of inappropriate academic behavior
9	failure, disciplinary sanction for serious instances of inappropriate academic behavior (assigned in the same circumstances as the remark of 8 but to failing Graduate Student grades only)

- Further discussion on the University of Alberta's evaluation procedures and grading system can be found in Section [23.4](#) of the *University Calendar*.

### **How are grades assigned?**

This may vary from course to course. Although grades are not scaled (e.g. set to a normal or otherwise preset distribution), in our Faculty letter grades are primarily assigned on the basis of the student's relative rank based on the overall percentage score achieved on the sum of all course assessments (examinations, quizzes, assignments, etc.). Breaks in the distribution are typically used to define each grade category, into which is considered the percentage width of each grade cohort (i.e. the percentage range of the A- grades will be approximately the same as the percentage range of the B- range of grades). The Faculty has tended to allot higher grades in comparison to those awarded by most other faculties.

### **Pass/Fail courses**

There are a small number of courses that are not graded according to the letter grade system, but are rather pass/fail courses. Currently these are almost exclusively restricted to the experiential courses; e.g. 305, 316 and 425.

### **Grade appeals**

If faced with an error in tally of a percent score, professors will correct such errors and if the outcome leads to a change in assigned letter grade (upwards or downwards) they will process a change of grade form.

It is possible to formally appeal a grade in a course. Acceptable reasons for filing a grade appeal are typically verifiable evidence of unfair bias against the student (e.g. improper grading of an examination) on the part of the assessor leading to an unjustifiably low grade. Appealing a grade on the basis of the application of the grading system (i.e. the student feels they wound up on the wrong side of the cut-off for a letter grade designation based on the placement of the cut-off point alone) is not appealable.

Policies and procedures regarding Appeals proceedings are available from the Faculty office.

Students are permitted to view their final examinations providing that they understand that this is for educational purposes only. If the student intends to view the final examination with the intent to raise their grade, the student is instructed to formally request an examination reappraisal. Details regarding this procedure can be found at <http://www.registrar.ualberta.ca/calendar/Regulations-and-Information/Academic-Regulation/23.5.html>. A fee is required for a reappraisal.

### **Calculating the Grade Point Average (GPA)**

The year-by-year GPA is calculated by the registrar's office (see [http://www.registrar.ualberta.ca/calendar/Regulations-and-Information/Academic-Regulation/23.4.html#23.4\(7\)](http://www.registrar.ualberta.ca/calendar/Regulations-and-Information/Academic-Regulation/23.4.html#23.4(7))). Although Pass/Fail courses are not used in the calculation of GPA, all courses must be passed in order to qualify for graduation from the program. The graduation GPA, as described below, is calculated by the Faculty.

## **ACADEMIC POLICIES AND PROCEDURES**

This information is provided in full detail within the University Calendar (<http://www.registrar.ualberta.ca/calendar/Undergrad/Pharmacy/index.html>). In this handbook the section referring to Academic Standing is presented as follows.

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**Academic Standing and Promotion as of Aug 10<sup>th</sup> 2016 (extracted from <http://calendar.ualberta.ca/content.php?catoid=6&navoid=902>)**

### **Academic Standing BSc in Pharmacy**

#### **Grades**

The means of assessing a student's progress and determining a student's grades may vary from one course to another, according to the nature of the course. Factors other than examination results may be used to a variable extent by instructors in determining grades. Students are informed at the beginning of each course how grades are to be determined. Students must satisfactorily complete all components of all courses.

#### **Reexaminations: See Reexaminations**

Students are advised that it is not possible to make a ruling regarding remediation or reexamination until all grades for a year are received and recorded.

The reexamination mark will replace the original final exam mark. Reexamination results do not alter the student's class standing.

Any student who, after reexamination and/or evaluation, fails to meet promotion/graduation requirements, is deemed to have failed the year.

A student who does not take a reexamination within the time period prescribed by the Faculty will not be allowed to continue in the program.

**Reexamination procedure:**

The Associate Dean (Student Affairs) will specify by course the reexamination required of a failed student for the purposes of meeting promotion/graduation requirements.

All students will take the reexamination as scheduled by June 30.

**Promotion and/or Continuation**

Progression in the program is year by year and not by courses completed. Accordingly, all students in a particular year of the program normally should be registered in the same courses in each term (BSc in Pharmacy.) Students will not normally register in any core (i.e., non-elective) courses from a particular year of the program until they have satisfactorily completed core courses from the previous year of the program.

Students accepted into the MBA/BSc in Pharmacy Combined Degrees program will be permitted to delay entrance into the fourth year by one year with no loss in standing. The duration of the total MBA/BSc in Pharmacy Combined Degrees program must not exceed six consecutive calendar years from the time of admission to the Pharmacy program.

Academic standing is assessed on the basis of

- the pass or failure of individual courses and
- the GPA attained in a given year of the program (including courses taken in Spring Term). In computing the GPA, grades of W and CR/NC, and grades in courses accepted for transfer credit are not included.

Each student's academic standing will normally be assessed at the end of the regular academic year, but in Years 1 and 2 of the program, such assessment will be delayed until grades are available for the practicums completed in Spring Term. Students who are on Academic Warning will be assessed at the end of each term. See Academic Warning.

A student who is awarded First-Class Standing or Satisfactory Standing, as defined below, will normally qualify for promotion:

*First-Class Standing:* Awarded to an undergraduate student who obtains a GPA of 3.5 or above and passes all courses while enrolled in the full normal academic course load in that year (Year

1, ucw 28.5; Year 2, ucw 32; Year 3, ucw 29.5). See Program of Courses. Note: First-Class Standing is not awarded in Year 4 given the limited number of graded units taken in that year. *Satisfactory Standing*: Awarded to a student who achieves a GPA of 2.1 or above for each year outlined in Program of Courses and if no course is failed.

*Conditional Standing*: Assigned to a student who achieves a GPA of 2.1 or above for each year outlined in Program of Courses but has failed one or more courses.

A student who is assigned Conditional Standing will be placed on Academic Warning and must retake and pass all failed courses. Other courses are to be taken, up to a normal course load, as scheduling permits and as approved by the Faculty.

Students on Academic Warning as a result of acquiring Conditional Standing will clear their Academic Warning upon passing the repeated courses and will qualify for promotion if they achieve Satisfactory Standing on the basis of all courses taken during Fall, Winter, and Spring terms. Students who fail a course a second time will be required to withdraw from the program.

*Required to Withdraw*: Any student failing to obtain a minimum GPA of 2.1 in any academic year is required to withdraw from the program.

Such students are not normally readmitted to the program. Students who fail to provide satisfactory criminal record checks in connection with any practicum placement, or who fail to complete their degree requirements within the five calendar years, may be required to withdraw from the program.

*Probation*: Students who have been required to withdraw and who have successfully appealed that decision will be placed on Probation and required to repeat the program year.

To clear probation and qualify for promotion, the student must achieve Satisfactory Standing in the probationary year. Students who fail to do so will be required to withdraw. Any student in a probationary year who fails a course in Fall Term will be required to withdraw immediately and subsequent registration will be cancelled.

Only one year of probation is allowed while registered in the Faculty of Pharmacy and Pharmaceutical Sciences.

*Appeals and Grievances*: Decisions on academic standing are made by the Faculty Council. Appeals may be made to the Academic Appeals Committee. Certain academic standing decisions made by the Faculty Academic Appeals Committee may be appealed to the General Faculties Council Academic Appeals Committee. Enquiries concerning standing in individual courses should be made to the professor in charge of the course. If the issue is still not resolved, the student may report the matter to the Office of the Dean for enquiry. See Appeals and Grievances for further information.

The Faculty's regulations governing academic appeals and grade appeals may be obtained in the Dean's Office.

*Leave of Absence:* Unless enrolled in a combined degree program, students must register in the pharmacy program on a continuous basis to ensure a place in the program. The Faculty does, however, recognize that important life events do occur that may prompt a student to request a Leave of Absence. Students who desire a temporary discontinuation of their program must obtain prior approval for a Leave of Absence by submitting a request to the Student Services Office. A Leave of Absence will not be granted automatically and will be considered only for acceptable reasons (e.g. incapacitating illness, severe domestic affliction). Discontinuance without permission requires the student to seek readmission to the program, which is not guaranteed.

Normally, a Leave of Absence is granted only if all the following conditions are met:

- A minimum of one full term must be completed within the degree program before a Leave of Absence is considered
- The student has a cumulative GPA of 2.1 in the pharmacy program
- The reasons for the absence are considered by the Faculty to be acceptable
- No transferable courses are being completed at another institution during the Leave of Absence period
- The leave of absence does not by itself extend the duration of the program beyond the normal limit for completion of the program

Note: An approved Leave of Absence will be granted for a maximum 12-month period of time, and will be granted only once in a student's academic career within the Faculty.

### **Graduation**

*Time Limit for Completion of Degree:* Normally, all students must complete their degree requirements within five calendar years from the time of their initial admission. This time limit includes all time during which a student is not in attendance, either for personal reasons [see Leave of Absence] or as a result of suspension or requirement to withdraw followed by a successful appeal. Students should be aware of the need to provide a criminal record check for placement in the Experiential courses that are required for completion of the degree in pharmacy. Failure to provide a clean check can lead to delays or even the inability to fulfill these course requirements. This may lead to an inability to complete the program within the specified five-year period. Any failure or inability to complete the program within five years may be cause for Requirement to Withdraw from the program.

*Academic Performance for Graduation:* Students must achieve Satisfactory Academic Standing in their final year of the program; present credit (CR or a minimum University of Alberta grade of D or equivalent) in all program requirements; and present a graduation average of at least 2.1. The graduation average is a cumulative measure of a student's grade points obtained while registered in the Faculty in all years and terms, including Spring/Summer. It is the quotient of (a) the total number of grade points earned by a student in courses credited to the degree and (b) the total weight of those courses.

*Degree With Distinction:* Degrees with Distinction shall be awarded to students who achieve a GPA of 3.5 or higher on the last 64.5 that are taken in, or are approved specialization electives of, the Faculty and are included in the calculation of GPA.

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## Examinations

The Faculty and the University also have full guidelines for conduct of examinations, deferred examinations and rewrites of examinations; see:

<http://www.registrar.ualberta.ca/calendar/Regulations-and-Information/Academic-Regulation/23.5.html>

If on the day of the assessment you are ill *to the point of being incapacitated, have a severe domestic affliction or other compelling situation occurs on the day of an examination*, you are advised to miss the examination. It can be rescheduled at another time. Physician's notes are not required, although the Faculty may require you to obtain a statement from a Commissioner of Oaths to back-up your claim of being unable to write the examination on the basis of being incapacitated. Note the following:

- The Faculty **will not** pre-approve deferred examinations or make-up assessments; applications for excusals can be made ONLY AFTER THE ASSESSMENT HAS BEEN MISSED.
- *Deferred examination privileges are not guaranteed; they may be denied in cases when facts are available that any of the above-mentioned excuses are not in order or are being excessively used.*

### What should you do if you must miss a course assessment due to one of the reasons given above?

1. Contact the course coordinator as soon as is reasonably possible. Provide the reason. This should normally be done within 24-48 hours of missing the assessment.
2. If you have missed an assessment that is not a final examination, an excused absence form (<http://pharm.ualberta.ca/-/media/pharm/programs/documents/bsc-in-pharmacy/student-resources/excusedabsenceformrevform.pdf>) should be completed and provided to the course coordinator within 2 business days, or as soon as you are able to physically come in to the University. This form can be filled out and printed then signed (it must be signed). If approved, this means in most cases that the worth of the assessment may be transferred to the final examination, which may be longer than the final examination written by the rest of the class. This would permit questions to be asked based on the first part of the course that would have been normally assessed based on the missed assessment.
3. If you have missed a final examination, a separate procedure is followed. The application for a deferred Final Examination must be filled out. See the Faculty office for details if this is the case. The fee for this application has been eliminated. The Faculty will be scheduling limited times each term for all deferred exams to be administered.

4. Decisions made regarding deferrals are made by the Dean's office, and are not appealable.

### **Dealing with poor academic performance**

Within its ability, the Faculty strives to inform students in a proactive manner when it becomes aware of information that serves as a warning that a student may be of risk at falling into the serious category of being "Required to Withdraw". Grades are reviewed at the conclusion of the Fall term of courses. Where it is felt that a student may be potentially at risk (attainment of a Fall term GPA of 2.4 or lower) a letter is sent to the student to remind them of Faculty policy. Within the letter is advice that the student should consider to help them increase their academic standing. *If you receive such a letter, please consider it thoughtfully. It is intended to be of assistance, and not to be a form of embarrassment or punishment.*

Although students ending year 1 or 2 with cumulative Fall/Winter GPA of 2.1 to 2.4 are not sent such notices at the end of the academic year, such students should be cognizant that if their performance stays at that level in next year of studies, the risk of being required to withdraw could reappear in the coming academic year. Such students are encouraged to reflect on how they might improve their grades in the subsequent academic year.

Few of us will be able to be at our best in all courses; this is typical for most students enrolled in Pharmacy, which can at times be a very difficult and demanding program of study. For learning difficulties you have with specific content you are encouraged to speak to the course coordinator or instructor. This may help improve performance in specific courses. In a more general sense, common reasons for overall poor academic performance include overextending one's self with extracurricular activities (this may include employment), domestic situations (social and financial stressors), and in some cases study habits not commensurate with success in pharmacy courses. The faculty randomly assigns students with a professorial mentor (one of the academic staff) with whom you should consider conferring over academic attainment concerns. They may be able to assist you with study habit issues. Professors are not professional counsellors and this should be kept in mind if domestic issues are hindering academic performance. For such issues it is recommended that students make use of services such as student counselling (<http://uofa.ualberta.ca/current-students/counselling>); the professionals servicing students within this unit are properly trained to assist students with such difficulties. There is another unit on campus that can assist students with learning issues, called the Student Success Centre (<http://www.studentsuccess.ualberta.ca/>). They can assist with study habits, and in some cases through a specialized unit are able to help students to cope with certain types of physical or psychological disabilities that may be hindering grade performance (<http://www.ssds.ualberta.ca/> ).

## **PHARMACY CODE OF PROFESSIONALISM**

Approved by the Faculty, July 15, 2008

The University of Alberta Faculty of Pharmacy and Pharmaceutical Sciences fosters an academic environment conducive to scientific inquiry and exchange. To that end, students enrolled in the professional pharmacy program are expected to conduct themselves in a manner that is respectful towards other students, the learning process and those who provide academic instruction. Professional demeanor is the cornerstone of the academic community and the greater society. The Faculty will treat departure from this tenant as a serious breach of the Student Code of Conduct. Furthermore, the Faculty is committed to instilling in its students, as part of their sense of professionalism, a desire to adhere to the code of ethics and laws pertaining to the profession of pharmacy. While the institution must create an environment in which professional attributes may be cultivated, each student (as a future member of the profession) also has the duty to observe the laws, uphold the honor of the profession and accept and practice its ethical standards of conduct.

APSA has developed its own statement of professional conduct for students:

### **APSA Pledge of Professionalism**

As a student of pharmacy, I recognize the need to build and reinforce a professional identity founded on integrity, ethical behavior, and honour. As a member of the pharmacy community I will pursue all academic and professional endeavors with honesty, integrity, and commitment to the health and well-being of my patients. As a student pharmacist, I will strive to uphold this pledge:

**DEVELOP** a sense of loyalty, duty, responsibility, and accountability to the profession of pharmacy.

**FOSTER** professional competency through self directed and continual learning. I will strive for high ideals, teamwork, and unity amongst members of the profession and health care community.

**CONDUCT** myself in a professional and ethical manner within the academic and practice setting.

**ADVOCATE** a sense of pride and respect for the profession of pharmacy, while striving to promote the profession amongst my colleagues and the community.

**MAINTAIN** the highest ideals of patient care and professional virtues.

**SUPPORT** my colleagues by actively encouraging commitment to the Alberta College of Pharmacist's *Code of Ethics*.

As a student of the Faculty of Pharmacy and Pharmaceutical Sciences, I commit to personally uphold this pledge and hold the health and safety of each patient to be the primary consideration.

### **Integrity in Professional Programs**

A student's continued enrollment in the Faculty depends in part on his/her ability to adhere to the provisions of the Standards of Conduct for Students. Students in the University of Alberta's professional programs are not only responsible to uphold the expectations of the

University, but are also bound to any professional associations and Code of Ethics for your discipline. Not only are you learning on the job, but you are representing the University of Alberta on that placement site.

The Code of Student Behaviour has dedicated a section to students who are on work placements. In practical terms, if you act without integrity on a placement, you are bound by both the Code of Student Behaviour and the Professional Codes of Ethics governing your profession and can face sanctions under either or both.

Gross professional misconduct can include behaviours like:

- falsifying patient, client or student records;
- falsifying financial records;
- misrepresenting your activities to officials of your practicum site or to third party officials;
- carelessness or negligence resulting in harm or danger to others;
- receiving or attempting to obtain gifts, payments, drugs or other consideration from others; or
- misleading others into believe you have qualifications or competences that you don't.

See the Code of Student Behaviour  
<http://www.governance.ualberta.ca/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx> and the GFC Policy - Practicum Placements, Professional Practice and the Public Interest  
<http://www.registrar.ualberta.ca/calendar/Regulations-and-Information/Academic-Regulation/23.8.html>

It is up to each student to obtain and be familiar with the Codes of Ethics governing your areas. Be sure to read any Codes of Ethics for your discipline **before** you begin a placement so you know exactly what is expected of you.

### **Alberta College of Pharmacists Code of Ethics**

#### **PREAMBLE:**

Pharmacists and pharmacy technicians play pivotal roles in the continuum of health care provided to patients. The responsibility that comes with being an essential health resource is significant. To retain the high level of trust and respect that is given to pharmacists and pharmacy technicians by patients, the public and other health professionals, pharmacists and pharmacy technicians must be both competent and professional in all they do. As professionals, pharmacists and pharmacy technicians are challenged and expected to abide by a higher standard of conduct.

Ethics are the foundation for professional behavior, actions and attitudes. The ACP Code of Ethics reflects what the pharmacist and pharmacy technician professions stand for and reinforce what is unique about the contributions of pharmacists and pharmacy technicians to patients, to society and to their professions. Ethics reflect the soul of each profession. Consistent ethical behavior creates a positive image of the individual that extends to the image

of the professions. In contrast, unethical practices and decisions create a negative image of and diminish trust and credibility about the individual and raise suspicion about the professions.

The Code of Ethics supports ACP in fulfilling its mandate to protect the public. The Code of Ethics enables the ACP to provide direction to pharmacists and pharmacy technicians faced with ethical dilemmas. The Code of Ethics also allows the ACP to provide guidance to universities and colleges for student curricula. The Code of Ethics serves as a benchmark for monitoring and addressing the conduct of pharmacists and pharmacy technicians.

## **PRINCIPLES**

Pharmacists and pharmacy technicians use their knowledge, skills and resources to

- serve patients,
- contribute to society, and
- act as stewards of their professions.

**PRINCIPLE I:** Hold the well-being of each patient to be my primary consideration

**PRINCIPLE II:** Respect each patient's autonomy and dignity

**PRINCIPLE III:** Maintain a professional relationship with each patient

**PRINCIPLE IV:** Respect each patient's right to confidentiality

**PRINCIPLE V:** Respect each patient's right to healthcare

**PRINCIPLE VI:** Advance public health and prevent disease

**PRINCIPLE VII:** Use health resources responsibly

**PRINCIPLE VIII:** Serve as an essential health resource

**PRINCIPLE IX:** Ensure that I am competent

**PRINCIPLE X:** Act with honesty and integrity

**PRINCIPLE XI:** Demonstrate responsibility for self and other health professionals

**PRINCIPLE XII:** Nurture the profession

<https://pharmacists.ab.ca/nPharmacistResources/CodeofEthics.aspx>

## **LEAVE OF ABSENCE POLICY**

Occasionally a student may encounter situations which necessitate that they leave the program for a period of time. The usual reason for this is illness or a dire family/domestic situation. Leaves of absence can be requested in writing to the Associate Dean for Student Affairs. Only up to one year of absence can normally be permitted and, in accordance with Faculty policy, students are expected to complete the 4 year program within a maximum of 5 years. The exception to this are any students enrolled in the combined pharmacy/MBA program who will have a maximum of 6 years to complete the program.

## **STUDENT ORGANIZATIONS**

Once students have been admitted to the Faculty of Pharmacy and Pharmaceutical Sciences of Pharmacy they are strongly encouraged to join and participate in the Alberta Pharmacy

Students Association (APSA) (<http://myapsa.ca>). APSA is a non-profit organization that represents and serves undergraduate student pharmacists at the University of Alberta.

The mission of APSA is to promote unity among student pharmacists and to address student pharmacists' social, academic and advocacy needs. APSA strives to promote and advance the profession, increase unity amongst the profession, and inspire student pharmacists to become leaders in pharmacy.

APSA serves undergraduate student pharmacists through the provision of social, athletic, academic and professional events and services. APSA advocates for student pharmacists on various issues at numerous levels. In particular, APSA represents the interests of its members to: the Faculty of Pharmacy & Pharmaceutical Sciences, the Alberta College of Pharmacists (ACP), the Alberta Pharmacists Association (Rx A), Canadian Association of Pharmacy Students and Interns (CAPSI), the Canadian Pharmacists Association (CPhA), and Canadian Society of Hospital Pharmacists (CSHP).

APSA Council is composed of elected student pharmacists who work to serve their student colleagues. Along with representation on multiple committees at the Faculty, University, and professional level, APSA arranges opportunities for academic, social, personal, and professional growth for its members. These opportunities will be organized and presented throughout the academic year, with the majority of them being free of charge for members.

Some examples of the opportunities/functions that APSA may provide are:

<b><u>Academic</u></b>	<b><u>Social</u></b>	<b><u>Professional</u></b>
<ul style="list-style-type: none"><li>• Educational seminars</li><li>• Symposia</li><li>• Registration subsidies for conferences</li><li>• ...and many more!</li></ul>	<ul style="list-style-type: none"><li>• TGIFs</li><li>• Free intramural sports</li><li>• Sports tournaments</li><li>• Movie nights</li><li>• BBQs</li><li>• ...and many more!</li></ul>	<ul style="list-style-type: none"><li>• Career Fair(s)</li><li>• Committee involvement</li><li>• Mentorship programs</li><li>• International student exchanges</li><li>• ...and many more!</li></ul>

Other services APSA provides to its members include used textbook sales, bulk ordering of textbooks and references, locker rentals, a registry of old exam questions, the Pharmacy Quarterly, and a yearbook. In addition, APSA Council has taken the initiative to expand the number of awards they present to recognize outstanding members and faculty. Currently, APSA has the following awards: APSA Councilor's Award, Female and Male Sportsmanship Awards, Dedication to the Profession Award, Citizenship Award, Student Life Development Award, Past-President Award, Sponsors Award, Adjunct Professor Award, four Class Awards and the Dr. JA Bachynsky Award. APSA is also involved in the selection of the Guy Genest Award, a CAPSI National Award.

APSA strives to promote a positive community image for student pharmacists through community involvement, while providing its members with the opportunity to give back to the community. Over the last few years, APSA has taken an active role in numerous projects that promote health and the profession to the public, such as Pharmacist Awareness Week and the

Mr. Pharmacy contest that raises money for prostate cancer. In addition to this, APSA also organizes school presentations on various topics that are given throughout the school year.

Keeping in line with an evolving health care model that is increasingly more multidisciplinary, APSA works with other health sciences faculties to foster relationships between future professionals. Throughout the year, events ranging from social gatherings to friendly competitions between faculties will be held.

There are many ways to get involved with APSA, such as participating in events or taking on a role within APSA Council. For more information on how to get involved or about APSA in general, please refer to the APSA website <http://myapsa.ca>.

## **FINANCIAL AID, LOANS, BURSARIES AND STUDENT AWARDS**

Various forms of financial aid and awards are available to undergraduate students in the Faculty. These may be classified as follows:

- 1) Student Loans
- 2) Bursaries
- 3) Awards

### **1. Student Loans**

Information regarding government-administered student loans can be located on the University of Alberta website (e.g. <http://www.registrarsoffice.ualberta.ca/Scholarships-Awards-Financial-Support/Student-Loans.aspx>).

### **2. Bursaries**

Supplementary Bursaries are intended to provide financial aid to students who are experiencing a financial shortfall in the current academic year. They are designed to supplement students' existing funds, and are not intended to fully fund students' education.

For a complete description of bursaries available to students in the Faculty of Pharmacy & Pharmaceutical Sciences through the Supplemental Bursaries Program go to the [University Scholarships, Awards, & Financial Support website](#).

As each student's shortfall will be ranked against all other bursary applicants, not all students who apply will receive a bursary. Further relevant information regarding the Supplementary Bursaries Program (e.g, eligibility criteria, etc.) is available on the [Scholarships, Awards, & Financial Support website](#).

**Please Note:** Applications for all listed bursaries are made directly through the Scholarships, Awards, and Financial Support office via the Supplementary Bursary online application form. Bursary applications will open periodically throughout the year.

### **3. Awards**

There are several different categories of Awards that are available to undergraduate students in the Faculty of Pharmacy & Pharmaceutical Sciences including:

- A) Continuing and Convocating Awards (Application via BearTracks & Nomination by Student Awards)
- B) Faculty Nominated Continuing Undergraduate Awards
- C) APSA Awards
- D) Other External Awards

#### **A. Continuing and Convocating Awards**

##### **Application via BearTracks, Nomination by Student Awards Office**

These awards are administered centrally through the Office of the Registrar and generally speaking are open to students from all faculties. There are awards based on academic achievement, leadership, as well as summer research and travel awards. More information about the awards is available and their criteria may be found here <http://www.registrar.ualberta.ca/ro.cfm?id=56>

Of specific relevance to pharmacy students are the:

- Louise McKinney Post-Secondary Scholarship
- Undergraduate Academic Scholarships (Open Field of Study)
- Jason Lang Scholarship

**Application Process:** We encourage students to apply for these awards. Applications are processed centrally via BearTracks.

#### **B. Faculty Nominated Continuing Undergraduate Awards**

These are also continuing undergraduate awards, but are limited specifically to pharmacy students. Recipients are selected by the Faculty's Undergraduate Awards Committee. A listing of the available awards and their criteria can be found here: <http://www.registrar.ualberta.ca/ro.cfm?id=549>

With certain exceptions, all students are automatically considered for all Faculty Selected Awards. To facilitate the nomination process, we ask that all undergraduate students complete and submit an Online Awards Profile annually (see below). The following awards are **exceptions** to this rule and have specific nomination or application forms:

\*Caremart Group Travel Award, Mainstreet Value Drug Mart Clinical Rotation Travel Award,

Criteria	Application Deadline	Application Form Link	Value
Nahid Ramji Memorial Scholarship in Pharmacy	Awarded to a student with superior academic achievement entering the third year of the undergraduate Pharmacy degree program. Selection based on <b>demonstrated professionalism, passion, pride and enthusiasm for pharmacy through volunteering and participation in University, Faculty and community activities.</b>	Sept 15 <sup>th</sup>	Email Notification Max \$650
CPhA Centennial Award	This scholarship enables a third year student to join with pharmacists and fellow students in attending the Annual General Meeting of the Canadian Pharmaceutical Association. Additionally, the award program exposes student winners to several facets of the profession including the pharmaceutical industry, innovative pharmacy practice sites, hospitals, and government agencies wherever possible. Recipients are chosen on the basis of <b>academic standing and outstanding contributions to undergraduate activities.</b>	Mar 1 <sup>st</sup>	Email Notification <a href="https://www.ualberta.ca/pharmacy/programs/undergraduate-bsc-in-pharmacy/current-student/awards-scholarships-bursaries/cpha-centennial-award-details">https://www.ualberta.ca/pharmacy/programs/undergraduate-bsc-in-pharmacy/current-student/awards-scholarships-bursaries/cpha-centennial-award-details</a> \$300/Travel
Pharmacy 426 & 428 Travel Awards*	To be awarded annually to undergraduate student(s) with <b>satisfactory</b> academic standing entering the final year in the Faculty of Pharmacy and Pharmaceutical Sciences. This award is given to support student expenses (travel and accommodation) incurred during the students' clinical rotation provided it is within the Province of Alberta. Preference will be given to students who are completing their rotation in more remote sites and have a demonstrated financial need.	May 15 <sup>th</sup>	<a href="https://www.ualberta.ca/pharmacy/programs/undergraduate-bsc-in-pharmacy/current-student/awards-scholarships-bursaries/travel-awards">https://www.ualberta.ca/pharmacy/programs/undergraduate-bsc-in-pharmacy/current-student/awards-scholarships-bursaries/travel-awards</a> \$500
The JA Bachynsky Pharmacy Travel Award	To be awarded annually to senior pharmacy students with <b>satisfactory</b> academic standing to assist one or more in undertaking professional education abroad as part of a University of Alberta degree in Pharmacy. The recipients will be selected on the basis of professional leadership, academic standing, and a demonstrated contribution to their career goals.	May 15 <sup>th</sup>	<a href="https://www.ualberta.ca/pharmacy/programs/undergraduate-bsc-in-pharmacy/current-student/awards-scholarships-bursaries/cpha-centennial-award-details">https://www.ualberta.ca/pharmacy/programs/undergraduate-bsc-in-pharmacy/current-student/awards-scholarships-bursaries/cpha-centennial-award-details</a> \$1000

Class of 1975 Pharmacy Clinical Rotation Travel Award, John F and Hazel F Switzer and Family of Edson Clinical Rotation Travel Award, Arlene and Terry Danchuk Pharmacy Clinical Rotation Travel Award

### ***Off Cycle Awards***

Several awards are available for specific purposes. These can be seen at:

[http://www.pharm.ualberta.ca/Current\\_Students/BSc\\_in\\_Pharmacy/Scholarships\\_Awards\\_Bursaries.aspx](http://www.pharm.ualberta.ca/Current_Students/BSc_in_Pharmacy/Scholarships_Awards_Bursaries.aspx)

### ***Online Awards Profile***

Of note, several awards have criteria that stipulate various qualities including:

- Professionalism
- Contributions to student life in the Faculty or University
- Personal and professional qualities which may ultimately contribute to the advancement of the Profession in Pharmacy
- Interest in geriatrics

We ask that all undergraduate students complete and submit an Online Awards Profile annually to highlight these attributes. The application form may be found here:

<http://www.pharmacy.ualberta.ca/StudentAwards/SubmissionForm.asp>

The profile site is available each year beginning April **1st** with a submission deadline of **May 15th**. If the submission deadline falls on a weekend, the deadline will be moved to the Monday immediately following the deadline date.

Students who DO NOT submit an Awards Profile are still eligible to receive awards, however students will only be considered for an award if the nominating committee is satisfied that all award criteria are met. If the committee is unable to determine that all criteria of an award are met, the next qualified nominee will be considered for the award.

### **C. APSA Awards**

The Alberta Pharmacy Students Association (APSA) also maintains its own Awards program and Awards Committee.

Each year, APSA recognizes outstanding students and Faculty members through the presentation of various awards to deserving recipients. Unless otherwise indicated, nominations will be reviewed by the APSA Awards Committee and recipients will be chosen based on each award's respective criteria. Awards will be presented to recipients at the annual Blue and Gold Ball.

More information on APSA awards can be found at the APSA website under "About APSA"  
<http://myapsa.ca/>

### **D. "Other External Awards"**

From time to time, other external awards may be available to undergraduate students. Examples of these awards include:

- Pharmacy Practice National Commitment to care and Service Awards
- CSHP-CAPSI Hospital Pharmacy Student Award
- CSHP Future Professional Award

These awards are external to the University and students may apply as per instructions for these awards. Generally speaking APSA or the Undergraduate awards committee will make students aware of these awards.

#### **E. More Information**

More information on Funding, Awards and Scholarships is available on the Faculty Website:  
[http://www.pharm.ualberta.ca/Current\\_Students/BSc\\_in\\_Pharmacy/Scholarships\\_Awards\\_Bursaries.aspx](http://www.pharm.ualberta.ca/Current_Students/BSc_in_Pharmacy/Scholarships_Awards_Bursaries.aspx)

Alternatively, further questions may be directed to the Student Services Office:  
[studentservices@pharmacy.ualberta.ca](mailto:studentservices@pharmacy.ualberta.ca)

### **INTERNSHIP REQUIREMENTS**

Information related to internship and licensure requirements for Alberta is available from the Alberta College of Pharmacists (<https://pharmacists.ab.ca/nRegistrationLicensure/Pharmacists.aspx>)

### **COMPUTER POLICIES**

#### **General Information**

As a University student you have access to use of computer laboratories on campus. In the Pharmacy building you will find the computer laboratory on the 4<sup>th</sup> floor, down the hall East of the Pharmacy Practice laboratory. To access these computers you will be required to use your CCID and password as described below. New computer labs will be available in the new pharmacy space in MSB starting July 2014.

#### **Laptop:**

Pharmacy students are not required, but are strongly encouraged, to purchase a laptop or tablet. Wireless connections are universal in all buildings on campus.

#### **E-mail:**

All University students are provided with a @ualberta.ca e-mail address. **YOU SHOULD USE THIS E-MAIL ADDRESS FOR ALL COMMUNICATIONS WITH PROFESSORS.** Also use proper etiquette. Avoid the use of abbreviations (e.g. "R U there?"), address your professor in a professional manner, and finish off with your name. Be sure to include a subject.

Make sure you check your e-mail daily in case a professor needs to contact you individually or as a group e-mail to all students in your class.

## **Clickers**

The student response program iClicker is installed in all classrooms. Students may be required to purchase a response unit for some courses.

**University of Alberta Electronic Communications Policy**  
<http://www.admissions.ualberta.ca/Resources/ECommunications.aspx>

The University of Alberta uses electronic communication with its students in lieu of many paper-based processes. “Electronic communication” includes anything that is created, recorded, transmitted or stored in digital form or in any other intangible form by electronic, magnetic or optical means or by any equivalent means. Currently, this most often includes information communicated by e-mail and via a website.

All references in the Calendar and in other University policies to any method of communication by the University by any medium, shall be deemed to include the right of the University to make such communication by electronic means.

It is important to note that communication by electronic means between the University and its students and applicants remains at the option of the University. Some faculties, departments or other offices of the University may maintain a policy to communicate by nonelectronic means, in certain cases, or generally. The following determine what form of communication students and applicants should use in response to communications from the University:

- a. if a specific method of response (such as by e-mail, a web-based form, or a paper form) is stated as being required in the communication from the University, use that method;
- b. if an option to use different methods of communication is provided, any of the options may be used;
- c. if no specified method or option for response is stated, respond using the same method in which the communication was made. That is, if an e-mail is received, respond by e-mail; if a letter or other communication in paper form is received, reply in paper form.

All students and applicants will be assigned a University of Alberta Campus Computing ID (CCID) with e-mail privileges (see University Calendar section 25.1).

Where the University chooses to communicate by e-mail, the communication will normally be directed to the e-mail address that was originally assigned by the University.

**Important note:** University Information Services and Technologies (IST) (<https://ist.ualberta.ca>) allows students and applicants to change their originally assigned University e-mail address to a preferred University e-mail address. If students or applicants choose to change their originally assigned e-mail address to a preferred e-mail address, the preferred e-mail address will become the one used by the University pursuant to this policy, and e-mail will not be received at the original address. It is the responsibility of all students

and applicants to ensure that it is possible for them to receive, access, read and act upon all e-mail from the University in a timely fashion. The University is not responsible for failure to receive communications as a result of students or applicants having changed their originally assigned e-mail address to a preferred e-mail address. If students or applicants choose to forward their University directed e-mail to other non-University e-mail addresses such as those provided by Hotmail, Google, Shaw, Telus, etc., they do so at their own risk.

*Electronic communications sent by the University will be deemed received on the next University business day after the day the e-mail was sent, regardless of any error, failure notice, internet service provider problem, virus, e-mail filters or auto-reply related to students' or applicants' e-mail, unless the error or problem originated with the University of Alberta.* Students and applicants are expected to check their e-mail account frequently in order to stay current with University communications. IST must be advised of any problems encountered with e-mail accounts immediately by contacting the Help Desk (780) 492-9400. Failure to receive or read in a timely manner University communications sent to the e-mail address does not absolve students and applicants from knowing, responding to or complying with the content of that communication.

While the University of Alberta may require students and applicants to use electronic communication, they must nonetheless continue to exercise prudence and common sense in their electronic communications with the University, recognizing that:

- a. great care must be taken to ensure that the e-mail is addressed only to the intended recipients;
- b. caution should be exercised when copying or forwarding information to others;
- c. the use of file attachments with e-mail communications is discouraged unless the sender has verified that the attachments will be accessible to and readable by all intended recipients and that they are virus-free;
- d. students and applicants should check their mailboxes regularly to ensure there is enough available space for new messages;
- e. students and applicants must inform IST immediately by contacting the Help Desk (780) 492-9400 if their e-mail is not working;
- f. if students and applicants do not have the ability to access e-mail communications or the web, they must inform the Office of the Registrar and Student Awards in order to make alternate arrangements.

Electronic communication will be subject to the same policies on information disclosure as other methods of communication (see Calendar §20.4 on Freedom of Information and Protection of Privacy). The laws of Alberta will apply to all electronic transactions and communications involving the University of Alberta.

*In short, the lack of access to electronic communication is not a valid excuse for failure to respond to a request, perform an assignment, or meet a deadline.*

## **LIBRARY**

Full details about the libraries at the University of Alberta may be found at: <https://www.library.ualberta.ca/>, The University of Alberta has one of the top libraries in North America, and is replete with book, journal and electronic literature related to pharmacy practice, science and research. You can access these electronic resources on campus and off campus using your CCID and password. Some of the required text books and resources for pharmacy courses are available as electronic books or available in the reserve section of the library. It is recommended that you refer to those resources.

### **Circulation/Reserve**

<http://www.library.ualberta.ca/reserveroom/index.cfm>

### **Interlibrary Loan**

Interlibrary loan service allows our patrons to obtain books and articles not held in the University of Alberta library system. We can get items from other Canadian libraries, the United States, and internationally.

Interlibrary Loan/Document Delivery is available to University of Alberta primary users (students, faculty and staff) to obtain materials not owned by the University of Alberta from another library or supplier. The service is free to our primary users with a valid ONECard.

### **Photocopiers**

These are available in the various libraries on campus.

## **ONEcard**

The ONEcard ([www.onecard.ualberta.ca](http://www.onecard.ualberta.ca)) is the official ID Card of the University of Alberta. It is used to access a variety of services including student health, fitness, library, photocopiers, food vendors, and more. ONEcards for students in the Faculty of Pharmacy and Pharmaceutical Sciences also serves as a proximity card to access various locked spaces, primarily in MS. (<http://onecard.ualberta.ca/en/News/2012/June/ProximityONEcards.aspx>) The Faculty will pay for the initial card. However, students are responsible for any replacement costs. The ONEcard offices is located in B-12 Cameron Library and is open Monday through Friday from 8:30 am - 4:30 pm including the lunch hour.

## **CAMPUS SECURITY**

A variety of security programs are available including Bike Unit, Lone Worker, and Crime Prevention. To review these programs, see <http://www.css.ualberta.ca/Programs.asp>

### **Campus Alert System – Protective Services**

This system is designed to send messages via email to University of Alberta community alerting subscribers of crimes in progress, suspicious persons, Campus Crime Stoppers bulletins and

other safety and security announcements. To sign up for this service, refer to the instructions at this link: <http://www.protectiveservices.ualberta.ca/en/Services/CampusAlert.aspx>

## **U-Pass**

This is a Universal Transit Pass (U-Pass; <http://www.uofaweb.ualberta.ca/u-pass/>) that provides eligible students with unlimited access to Transit through the regular Edmonton, St. Albert and Strathcona County Transit services during the Fall (September – December) and Winter (January – April) academic terms.