

## COLLIN COLLEGE SYLLABUS

**Course Number:** HPRS 2300.3W1

**Course Title:** Pharmacology for Health Professions

**Course Description:** A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

**Course Credit Hours:** Lecture Hours - 3

**College Repeat Policy:** A student may repeat this course only once after receiving a grade, including "W".

**Course Delivery Method:** Web only. No on-campus meetings required.

### Instructor's Information:

**Instructor's Name:** Maria Teresa Hill

**Office Number:** None. Associate Faculty located in Calgary, Alberta CANADA

**Office Hours:** By appointment only to meet online in e-course chat room. Communication can be emailed or messages left at Blackboard email within the course website. Also, contact the instructor by e-mail or by telephone to arrange a mutually convenient time to meet in the WIMBA or course chat room (available Mondays through Thursdays, 3 p.m. to 5 p.m. Central).

### Contact Information:

Email: [thill@collin.edu](mailto:thill@collin.edu)  
<http://iws.collin.edu/mhill> (homepage with links providing advising/orientation information)

### Department Contact:

Health Sciences Department, 972-548-6679.  
Michelle Millen, Department Chair, HIT Program, 972-548-6676

**Campus Security:** In case of emergency, contact Campus Police at 972.578.5555

### Class Information:

**Class Meeting Times:** Class begins 06 June 2011 and ends 10 Aug 2011 (deadline for final exam submission). Web course available 24/7.

**Class Meeting Location:** This totally online class is in Blackboard <http://ce6.collin.edu/webct/> or access through CougarWeb) and must be completed within the **10-week Summer III, 2011 term.**

**TEXTBOOK:** *Understanding Pharmacology for Health Professionals 4/e*, Turley Susan M., Prentice Hall Publishers, New Jersey: 2010. ISBN: 0-13-514570-8.

**NOTE:** On the inside cover of your (new) text, reveal the access code and follow the instructions to log in to Turley's Companion Website. IF YOU PURCHASE A USED TEXT AND THE ACCESS CODE HAS BEEN REVEALED ALREADY, the access code is no longer valid—YOU MAY CHOOSE TO follow the instructions to purchase a standalone access code online. **OPTIONAL ACTIVITY:** This website posts practice exercises to be completed and considered for possible extra-credit at the end of the term.

**REFERENCES:** *Saunders Pharmaceutical Word Book (latest edition)*, by Drake & Drake, W. B. Saunders Company.

**Medical dictionary (latest edition) of your choice.** Suggested options include:

***Dorland's Illustrated Medical Dictionary***, latest edition, W.B. Saunders Company (publisher) – required for the POFM 1331 course.

***Taber's Cyclopedic Medical Dictionary***, Donald Venes, editor, latest edition, F.A. Davis (publisher) – required for the POFM 2313 course.

**SUPPLIES:** In order to participate in WIMBA "Office Hours", you may wish to have available a microphone/headphones in order to speak with your instructor/participants.

***In lieu of the microphone/headphones***, you can participate by texting your questions/replies in the textbox provided at the WIMBA chat screen.

**Student Learning Outcomes:**

1. Identify forms in which drugs are manufactured and describe their advantages and disadvantages.
2. Identify routes of administration and describe their advantages and disadvantages.
3. Identify the steps of the drug cycle and explain how a drug is affected or changed during each step.
4. Distinguish between local, systemic, therapeutic, allergic, and side effects of drugs.
5. Identify the trade names of common generic drugs used to treat each body system.
6. Identify the drug category to which it belongs when given a common generic or trade name.
7. Describe the pharmacologic action of common drugs and drug categories used to treat each body system.
8. Spell common generic and trade name drugs and their categories.
9. Define common drug abbreviations, including units of measurement.

**Course Requirements:**

Course materials may be available online at <http://bookstore.collin.edu> by clicking "Browse Course Information" in the Purchase Books box near bottom of screen. In the Schedule Lookup for Term/Department box, scroll down and select Office Systems Technology. Next, select the course of interest to see the materials available and use the order form for your shopping cart. Disks (USB memory keys/drives) should be used for backing up course work. Do NOT delete any course assignments or files until the course is finished and the final grade has been posted. Software: MS Word (version 2003 or 2007).

Internet-ready computer: (**NOTE:** Disable popup window protection to complete online assessments; course is best viewed using Internet Explorer). Whenever necessary, you may use a college computer in one of the libraries or in an open computer lab (if you are enrolled in another course that allows you access in the open computer lab).

**Note:** Students may use college computer labs or have a personal computer with minimum 8 Mb RAM, access to the Internet, e-mail, Microsoft Internet Explorer, a modem with 28.8 kps minimum, and Microsoft Word for Windows. Students will spend as much time as necessary completing the assignments from the textbook and applications online. Each week students must communicate via e-mail in the form of an "attendance and progress report" e-mail message (submitted through Blackboard email service or to [thill@collin.edu](mailto:thill@collin.edu)) and participate in the discussion forum, responding to the questions and comments by the instructor and other students.

**Professor's Availability:**

Email (fastest/preferred contact) and telephone numbers provided in the contact information above. Email inquiries are generally answered within 48 hours M-F, except during weekends (not available on Sundays). Assignments not graded automatically are generally returned to students in Blackboard within one week (7 days) or sooner of the assignment due date.

### **Professor's Expectations of Students:**

In addition to expectations listed elsewhere, students are expected to keep a copy of all saved course work until the final grade has been posted, since electronic communications can fail or crash. This policy may allow resubmission of important items, if permitted by the professor. If technology issues arise, students are expected to use Collin computers or other equipment for submitting work according to the schedule. In other words, a personal computer challenge is no excuse for failing to submit work on time. Students are expected to plan ahead concerning inquiries to allow for reasonable response time from the professor. Students are expected to mark the weeks of the term on their personal calendars and to maintain a check list of work completed and grades received in order to self-monitor progress in the course. Remember that *online courses require the STUDENT to be self-disciplined* concerning course performance.

### **ONLINE CLASS INFORMATION:**

1. This totally online class is in Blackboard (<http://ce6.collin.edu/webct/> or access through CougarWeb) and must be completed within the **10-week Summer III 2011 term**.
2. At no time are students required to come to campus.
3. If you need any assistance or have a question/concern, you should refer to a reference list is linked at the course orientation ("Quick Links for Assistance!"), also found at the course Homepage, or you email your instructor. This link is also found at your instructor's Collin College homepage <http://iws.collin.edu/mhill/>
4. Students should submit weekly e-mail "progress reports"—a brief email to your instructor outlining the student's course activities for the week (for example, "I read the chapters, completed online assessments. Nothing pending" or "I read the chapters but still need to submit the assessments for chapter(s)—, and I plan to get these submitted by --").
5. Class discussion questions are required and simulate discussion that would be taking place in a face-to-face classroom environment. Submissions of discussion postings are evaluated and marks included in your communication grade.
6. Students are expected to monitor Blackboard e-mail several times weekly in order to maintain communication with your instructor. ***For privacy and security purposes, all e-mail communications concerning the course should be within Blackboard.***
7. If you experience personal computer or e-mail problems, you are expected to find another computer to use and may use computers in the libraries of the Collin College campuses, as needed. In other words, personal computer or e-mail problems are no excuse for failing to communicate or submit course work.
8. **Week 1 will require students to log in to the Blackboard course, complete orientation activities, and follow the Calendar of Assignments for chapter readings and assessments submissions. An email to the instructor listing course activity and any questions/concerns is due by the end of the week.**  
**The following weeks will adhere to a regular routine:**
  - a. **Refer to the Calendar of Assignments for chapter readings and online material (at Blackboard and at Turley's companion website) and assessments to complete/submit;**
  - b. **Complete any discussion postings or written assignments due;**
  - c. **Complete online chapter review questions (chRQs) and/or exams;**
  - d. **Email instructor at least once a week (weekly progress report—see #4 above).**
9. Calendar of Assignments outlines the assignments broken down weekly. The student has anytime from Monday to the following Monday to submit assignments/assessments to be considered 'on time'. Late assignments are accepted but this will affect your communication grade for the week (see **LATE ASSIGNMENTS** below).

## METHOD OF EVALUATION:

There are 18 online **discussion postings** you will need to complete (1 for each drugs chapter). To prepare a drug chapter discussion posting, you would refer to the following instructions:

<http://www.nlm.nih.gov/medlineplus/druginformation.html>

At the website above, research one drug in this chapter or at Turley's companion website you find interesting. List the drug information to your posting as follows:

1. Generic name of drug;
2. Trade name of drug;
3. Disease/condition the drug treats (disease must be related to body system from the chapter);
4. Intended effects;
5. Side effects (untoward effects); and
6. One pharmaceutical company that manufactures this drug (you may have to "Google" the drug name to get this information).

Class communication grades are calculated as follows:

18 Chapter discussion postings/weekly progress emails	95%/5%=100%
17-15 Chapter discussion postings/weekly progress emails	80%/5%=85%
14-12 Chapter discussion postings/weekly progress emails	70%/5%=75%
10-11 Chapter discussion postings/weekly progress emails	60%/5%=65%
9-8 Chapter discussion postings/weekly progress emails	50%/5%=55%
7-4 Chapter discussion postings/weekly progress emails	40%/5%=45%
3-1 Chapter discussion postings/weekly progress emails	20%/5%=25%
No discussion postings/no weekly progress emails	0%

There will be online module (chapter) review questions, six online exams, one comprehensive final exam, no quizzes, and three written assignments for this class. Weekly class communication will also be evaluated (see **ATTENDANCE/CLASS PARTICIPATION** below). Extra-credit assignments are not given to students at the end of the term.

**Final grade will be calculated as follows:**

Exams (6)	40%
Review Questions (24 chapters)	15%
Written Assignments (2)	15%
Communication (discussion postings)	10%
Comprehensive Final Examination	20%
Total	100%

**Exams:** Please consult the Calendar of Assignments for exam dates and material covered on each exam. The final exam will be comprehensive. All exams will be in multiple-choice format with some drawings included (multiple-choice labelling). Exams will be taken on line and should be submitted by the due date.

**Quizzes:** None. Note that Blackboard names all online assessments as 'quizzes', we have online chapter review questions (chRQs) and examinations.

**Assignments:** Carefully read the posted Calendar of Assignments for weekly assignments. These should include reading (chapter) assignments, chapter review questions—chRQs (posted online under

ASSESSMENTS to be completed and submitted online for a grade), three written assignments (to be prepared as instructed and submitted to the Assignment Box [posted to our Blackboard course] no later than the due dates outlined in our Calendar). Information regarding the written assignments can be found posted to the course Homepage link "Written Assignments Instructions."

**Late Assignments.** All assignments should be completed and submitted to the instructor on the scheduled due date. Late assignments will be accepted (if instructor is notified prior to deadline) up to date noted in Calendar of Assignments (**end of week 9**). The instructor will post Homepage reminders as to the assignments due; however, the student is ultimately responsible for keeping track of late assignments to be submitted. Check the posted Calendar for the "Last Day to Submit Late Work"—after this posted date, no late assignments will be accepted, and any missing grades will be posted as a "0."

#### **MAKE-UP EXAM POLICY/EXTRA CREDIT ASSIGNMENT**

**There are no make-up examinations administered.** If you choose to do additional work to be counted (maximum of 2 points) towards your final average AND all course assignments/assessments have been completed, you can submit Turley companion website exercises (all chapters, multiple-choice, matching, T/F exercises). No other 'extra credit' work will be considered. Instructions for submitting the results of these companion website will be posted at our Blackboard course.

**Note:** This course includes distance learning components which may contain links to web sites operated and maintained by other public or private entities. While Collin College instructors provide link information to these sites, the College assumes no responsibility for the privacy practices or the content of such Web sites. It is recommended that users consider the individual privacy policy statements of each web site they visit.

**Final course grades** will be assigned based on the following grade scale:

90-100 points	A
80-89 points	B
70-79 points	C
60-69 points	D
Below 60 points	F

**NOTE:** Final grades will be rounded such that any score above 0.5 will be rounded to the nearest whole number. For example, a grade of 69.5 points will be rounded to 70. A grade of 85.4 points will be rounded to 85.

#### **ATTENDANCE POLICY:**

**Class meeting time:** Asynchronous format (class assignments, assessments, and communication can be submitted at anytime of the day meeting Calendar deadlines). It is strongly recommended that you log in to the class at least three times per week (every other day is best) to successfully participate in the class. Weekly participation is required in order to successfully complete our online course.

**Summer III, 2011 classes begin 06 June 2011 and end midnight, 10 August 2011 (deadline to submit final examination).**

**Class meeting location:** Through CougarWeb URL, Blackboard: <http://cougarweb.collin.edu/>

#### **COURSE WITHDRAWAL POLICY:**

Please see the current Registration Guide for the last day to withdraw.

**Last day to withdraw from the Summer III, 2011 course is Thursday, 07 July 2011, no later than 7:30 PM.**

Once classes have started, registration, drops and withdrawals are not available by phone or on-line (web) systems. Students will be required to submit an add/drop form to the Admissions and Records

Office. Students may add available classes prior to the beginning of the third class hour of the course. A student who discontinues class attendance and does not officially drop or withdraw from the course will receive a performance grade.

Drops **after** the term [census date](#) are considered **withdrawals** and appear as a "W" on the transcript. Prior to withdrawing, students should talk with their professors and/or their advisors. Student athletes, international students, and students receiving financial aid and/or veteran's benefits are required to notify the appropriate office prior to dropping or withdrawing classes. Students who need to withdraw from classes may do so:

**in person:** Visit any of the Admissions and Records Office at any campus. Students will fill out a withdrawal ticket, which will require a signature from an academic advisor.

**by mail or fax:** The withdrawal request should include: student's name, social security number, phone number, class/classes about to withdraw, and reason for withdrawal. Student's signature is required on mailed or faxed requests. For mailed withdrawals, the postmark date is the official drop/withdrawal date. See the Admissions and Records Office [directory](#) for mailing addresses or fax numbers.

### **Central Park Campus**

#### **Office of Admissions**

P.O. Box 8001

McKinney, TX 75069-8001

**Telephones:** (972)548-6710, (972)548-6744

**Fax No.:** (972)377-1792 (metro number)

Failure to drop or withdraw on or before the **last day to withdraw** will result in a performance grade. Students enrolled in an express class should contact the Admissions and Records Office for the last day to withdraw.

Last day to withdraw varies according to the length of the class. Refunds will also vary.

**Religious Holy Days:** Please refer to the current Collin Student Handbook.

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**Collin Online Support Services:** If you experience problems with CougarWeb, Blackboard or connecting to College online services, please call (972) 377-1777. Please note the following changes are now in effect:

- \* Student technical support will be provided 24/7 @ 972-377-1777 for any trouble you have accessing College online services.
- \* A new Student Technical Support email address has been created as well. It is [sts@collin.edu](mailto:sts@collin.edu).

**ADA Statement:** It is the policy of Collin College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD:972.881.5950) in a timely manner to arrange for appropriate accommodations.

**Academic Ethics:** Every member of the Collin College community is expected to maintain the highest standards of academic integrity. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission of one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, use of information about exams posted on the Internet or electronic medium, and/or falsifying academic records. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means:

**Plagiarism** is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

**Cheating** is the willful giving or receiving of information in an unauthorized manner during an examination; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own; or any other dishonest means of attempting to fulfill the requirements of a course.

**Collusion** is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate about an examination or any other course assignment; removing tests or answer sheets from a test site, and allowing a classmate to copy answers. **See the current *Collin Student Handbook* for additional information.**

### **Online Code of Conduct**

Online classes require students to be disciplined and self motivated. Instructors are there to facilitate the class and to help students conquer the course content. Instructors have the academic freedom to construct and conduct their classes as they feel appropriate within the guidelines of the institution.

**Communication:** Students will show respect for fellow students and faculty. Written communication should be sent with that principle in mind. Refrain from typing in ALL CAPS as they can be interpreted as shouting. Students should not send mass e-mailings (email blasts) to the class, as this action can be very disruptive to the online class environment. Disruptive behavior will be reported to the Dean of Students. Any communication should be addressed one on one, unless responding to a course content related discussion post. Any frustrations regarding the class should be sent privately to the instructor. Understand faculty should have 48 hours to respond to communication. Though you may experience quicker turnaround time, it should not be an expectation. Final word on communication: If you wouldn't want the Dean to read it, rewrite it.

**Plagiarism:** Students should realize responses to posts or class assignments will be researched for plagiarism, typically, but not limited to, turnitin.com. The ONLY way for an instructor to know if you have understood the material is to frame the information in your terms. Any plagiarism will be reported to Dean of Students. Health information requires professionals to be credible and ethical. As an accredited program, we expect those qualities in our students.

**Writing guidelines:** Students should keep in mind that academic writing is expected in an online course. Discussion posts and papers should be submitted without text abbreviations or shorthand. All writing should contain appropriate grammatical use of the English language.

**Deadlines:** Deadlines will be met without excuse. Do not wait until the last moment to submit an assignment (or ask questions regarding an assignment). Inevitably, the power will go out or your computer will go down. Technology is not an excuse for a missed deadline. If you have a technology issue, the expectation is you go somewhere to complete the assignment (library, friend's house, etc.). If you know you will be out-of-pocket (due to personal or business reasons), you need to contact your instructor prior to the deadline. Notification after the fact will not be considered.

An online class should not be considered a weekend project. It should be checked at least three times during the week and assignments should be attempted during the week in case you have questions the instructor needs to address. Instructors are not required to work weekends so your questions should not wait until Friday evening. You may not get a response until Monday and you would be passed your deadline.

Sample schedule:

Monday	Check class (look for assignments, assessments, announcements, discussion posts)
Wednesday	Email instructor any questions regarding the week's material
Friday	Make any necessary changes and submit.

Work can be left for the weekend but it leaves no room for questions or uncertainty. Remember it is your responsibility to get the work in on time.

**Effective communication with your instructor:** Respectively approach the instructor.

**Course Calendar:** Detailed course schedule will be available to the student on the first day of class.

:end of generic syllabus

27 April 2011