



PHAR 2070
Advanced Pharmacy Technology Practicum
COURSE SYLLABUS
Summer Semester 2016

Semester: Summer 2016
Course Title: Advanced Pharmacy Technology Practicum
Course Number: PHAR 2070
Credit Hours/ Minutes: 5 / 11250
Class Location: Experiential Sites
Class Meets: As Scheduled – 25 Hours/Week
CRN: 60078

Instructor: Matt Brown, CPhT
Office Hours: Mon. 8:00—12:00; 1:00—5:00 or By Appointment
Office Location: #722 — Gillis Building
Email Address: mbrown@southeasterntech.edu
Phone: 912-538-3192
Fax Number: 912-538-3106
Tutoring Hours: By Appointment

REQUIRED TEXT:

1. Pocket Guide for Technicians, 5th Edition, By Ballington and Laughlin, Paradigm Publishing
(From Pharmacology Textbook)

OR

2. 2014-2015 GBR Generic Brand Reference, Mylan Pharmaceuticals.

OR

3. 2015 Teva Generics Drug Guide, Teva Pharmaceuticals.

COURSE DESCRIPTION: Continues the development of student knowledge and skills applicable to pharmacy technology practice. Topics include: dispensing responsibilities, physician orders, controlled substances, hyperalimentation, chemotherapy, patient profiles, pharmacy data systems, ophthalmic preparations, and hospital/retail/home health pharmacy techniques.

MAJOR COURSE COMPETENCIES:

1. Dispensing Responsibilities
2. Physician Orders
3. Controlled Substances
4. Hyperalimentation
5. Chemotherapy
6. Patient Profiles
7. Pharmacy Data Systems
8. Ophthalmic Preparations
9. Hospital/Retail/Home Health Pharmacy Techniques

PREREQUISITE(S): All Required

COMP 1000 - Introduction to Computers (201003L)
PHAR 1030 - Principles of Sterile Medication Preparation (201003L)
PHAR 1050 - Pharmacy Technology Practicum (201003L)

COREQUISITE(S): One Required

PHAR 2060 - Advanced Pharmacy Technology Principles (201312L)

*****Instructor reserves the right to change the syllabus and/or lesson plan as necessary*****

COURSE OUTLINE:**Dispensing Responsibilities**

Order	Description	Learning Domain	Level of Learning
1	Prepare inpatient nonparenteral medication order or prescription.	Psychomotor	Complex Response
2	Prepare inpatient parenteral medication order or prescription.	Psychomotor	Complex Response
3	Prepare outpatient or retail prescription.	Psychomotor	Complex Response
4	Package and label all medications.	Psychomotor	Guided Response

Physician Orders

Order	Description	Learning Domain	Level of Learning
1	Transcribe any number of medication orders or prescriptions accurately.	Cognitive	Knowledge
2	Translate any common Latin abbreviations used in a pharmacy to English equivalents.	Cognitive	Knowledge

Controlled Substances

Order	Description	Learning Domain	Level of Learning
1	Define controlled substance.	Cognitive	Knowledge
2	Differentiate between Federal and State definitions of controlled substances.	Cognitive	Analysis
3	Differentiate between the controlled substance schedules.	Cognitive	Analysis
4	Give examples of drugs that fall into each schedule.	Cognitive	Comprehension
5	Order controlled substances.	Cognitive	Knowledge
6	Describe the requirements any pharmacy must meet to order controlled substances.	Cognitive	Knowledge
7	Describe the procedure used to order a schedule II controlled substance and a schedule III-V controlled substance.	Cognitive	Knowledge
8	Describe the verification of a controlled substance shipment.	Cognitive	Knowledge
9	Discuss the added responsibility in receiving controlled substances.	Cognitive	Comprehension
10	Describe recordkeeping requirements.	Cognitive	Knowledge
11	State the length of time all ordering/ inventory controlled substance records must be kept.	Cognitive	Knowledge
12	Describe the difference between biennial inventory requirements for schedule II controlled substances and those for schedule III-V controlled substances.	Cognitive	Knowledge
13	Describe the advantages of perpetual inventory systems.	Cognitive	Knowledge
14	Describe the differences between storage requirements for schedule II controlled substances and those for schedule III-V controlled substances.	Cognitive	Knowledge
15	Describe the proper means of intra-hospital controlled substance requisitions.	Cognitive	Knowledge
16	Give advantages and disadvantages of the single sheet/modified sheet system, the schedule sheet system, the special issue sheet system, and the Pyxis/Documed systems.	Cognitive	Knowledge

17	Describe the procedure for handling returned controlled substance doses.	Cognitive	Knowledge
18	Differentiate between the nursing/ pharmacy procedures involving the return of partial and unopened doses.	Cognitive	Analysis
19	Describe the use of the controlled substance discrepancy form.	Cognitive	Knowledge
20	List the additional information required on a controlled substance prescription.	Cognitive	Knowledge
21	Describe the dispensing procedure, including recordkeeping for schedule II, schedule III-V, and exempt schedule V controlled substances.	Cognitive	Knowledge
22	Differentiate between small scale and large scale controlled substance destruction.	Cognitive	Analysis
23	Describe the procedures and recordkeeping involved in destruction of large amounts of controlled substances.	Cognitive	Knowledge

Hyperalimentation

Order	Description	Learning Domain	Level of Learning
1	Demonstrate understanding of various types of hyperalimentation (TPN) and conditions for use.	Cognitive	Application
2	Demonstrate proper handling of products used in TPN preparation.	Psychomotor	Guided Response
3	Demonstrate TPN preparation using both an automatic compounding device and syringe method.	Psychomotor	Guided Response
4	Demonstrate appropriate use of bags, spikes, sets, and filters used in TPN preparation.	Psychomotor	Guided Response
5	Demonstrate the appropriate "set up" of an automatic compounding/mixing device using associated supplies.	Psychomotor	Guided Response
6	Demonstrate an aseptic change or add-on of supplies/products to an automatic compounder.	Psychomotor	Guided Response
7	Demonstrate proper techniques in handling, labeling, and storing TPN products.	Psychomotor	Guided Response
8	Demonstrate proper recordkeeping for TPN preparations.	Cognitive	Application

Chemotherapy

Order	Description	Learning Domain	Level of Learning
1	Demonstrate an understanding of the significance of a chemotherapy log.	Cognitive	Application
2	Demonstrate the appropriate use of a spill kit.	Psychomotor	Guided Response
3	Demonstrate and demonstrate the various pieces of available protective equipment used for handling cytotoxic agents.	Psychomotor	Guided Response
4	Demonstrate proper use of a vertical flow hood in chemotherapy product handling/preparation.	Psychomotor	Guided Response
5	Demonstrate the preparation of not less than three cytotoxic drug products.	Psychomotor	Guided Response
6	Demonstrate proper packaging for transport of cytotoxic drug products.	Psychomotor	Guided Response
7	Demonstrate the proper storage for prepared and unprepared cytotoxic drug products.	Cognitive	Application

Patient Profiles

Order	Description	Learning Domain	Level of Learning
1	Explain the information required in a patient profile.	Cognitive	Comprehension
2	Compare manipulations required in computerized and manual patient profiles.	Cognitive	Synthesis

Pharmacy Data Systems

Order	Description	Learning Domain	Level of Learning
1	Demonstrate the use of FAX machines to send and receive data.	Cognitive	Application
2	Use a computer terminal and printer to record and retrieve pharmacy data.	Cognitive	Application
3	Demonstrate at least six different uses of computer systems in modern pharmacy.	Cognitive	Application
4	Demonstrate the use of protected access for security of computer maintained pharmacy records.	Cognitive	Application
5	Build a computerized patient profile.	Cognitive	Knowledge
6	Demonstrate the disposition of computer maintained records within the laws of pharmacy.	Cognitive	Application
7	Demonstrate computer use to check prices, order drug products, and locate usage/volume reports.	Cognitive	Application
8	Demonstrate computer use to check and maintain inventory/reorder levels and to take actual physical inventory.	Cognitive	Application
9	Demonstrate computer use to generate all elements of ambulatory patient prescriptions (e.g., storing information for refills, pricing, etc.).	Cognitive	Application
10	Demonstrate computer use to prepare various types of labels (e.g., IV labels, prescription labels, extemporaneous preparation labels, etc.)	Cognitive	Application
11	Demonstrate the ability to correctly maintain computer hardware, including cleaning, replacing ribbon/ ink, and replenishing paper/labels.	Cognitive	Application

Ophthalmic Preparations

Order	Description	Learning Domain	Level of Learning
1	Demonstrate the preparation of an ophthalmic preparation using sterile technique.	Psychomotor	Guided Response
2	Demonstrate the proper preparation and filtration of an appropriate ophthalmic preparation used in surgical procedures (e.g., local injections, etc.).	Psychomotor	Guided Response
3	Demonstrate proper area preparation, proper container(s)/ devices and sizes, and proper labeling and storage of sterile ophthalmic preparations.	Psychomotor	Guided Response
4	Demonstrate the appropriate ingredients check prior to and after the preparation of an ophthalmic preparation.	Cognitive	Application
5	Demonstrate the local administration of ophthalmic medications in various dosage forms (e.g., solutions, suspensions, and ointments).	Psychomotor	Guided Response

Hospital/Retail/Home Health Pharmacy Techniques

Order	Description	Learning Domain	Level of Learning
1	Illustrate and interpret the institution's organizational chart considering the responsibilities of the pharmacy director and the Pharmacy Department personnel.	Cognitive	Comprehension
2	Recite the general responsibilities and job status of personnel in other institutional departments with whom the technologist will have contact when carrying out assigned duties and activities.	Cognitive	Knowledge
3	Locate major hospital departments and service units.	Cognitive	Comprehension
4	Escort another person to any department or unit.	Affective	Responding
5	State at least three reasons for patient information confidentiality.	Affective	Valuing
6	Report at least five reasons for initiation of a disciplinary action in the institution (e.g., absenteeism, tardiness, incompetency, dishonesty, etc.).	Cognitive	Application
7	State institutional and departmental policies applicable to each of the pharmacy job responsibilities.	Cognitive	Knowledge
8	Describe the procedure for each pharmacy job responsibility.	Cognitive	Knowledge
9	Follow verbal face-to-face communication as well as correct telephone communication techniques to be used when receiving and initiating calls.	Affective	Valuing
10	Prepare a written communication conveying a change in procedure.	Cognitive	Application
11	Cite at least 10 examples of "a decision requiring a pharmacist's judgment."	Affective	Organization
12	State legal aspects of technologist functions, such as accountability, pharmacy regulations, and use and storage of controlled substances.	Cognitive	Knowledge
13	List transcription techniques, abbreviations, and symbols used to effect order transcription.	Cognitive	Knowledge
14	Use various weighing and measuring techniques.	Psychomotor	Mechanism
15	List inventory control techniques.	Cognitive	Knowledge
16	Demonstrate techniques of audits/inspection.	Cognitive	Application
17	List pricing techniques.	Cognitive	Knowledge
18	Demonstrate packaging techniques.	Psychomotor	Guided Response
19	Demonstrate recordkeeping techniques for various medication types (e.g., controlled substances, investigational drugs).	Cognitive	Application
20	Complete monetary transactions.	Cognitive	Knowledge
21	Communicate face-to-face with customers and exhibit good public relations.	Affective	Characterization
22	Explain third party payment forms.	Cognitive	Comprehension
23	Complete third party payment forms.	Cognitive	Knowledge
24	Suggest over-the-counter products and supplies for minor injuries and ailments.	Cognitive	Knowledge
25	Select correct syringes, needles, and supplies for diabetics, etc.	Cognitive	Knowledge
26	Receive and initiate calls.	Cognitive	Knowledge
27	Transfer the correct prescription to the correct patient.	Cognitive	Application
28	Measure ingredients using various measuring devices.	Cognitive	Knowledge
29	Describe durable medical equipment and the selection process for customers.	Cognitive	Knowledge
30	Explain inventory control/ordering techniques and the required recordkeeping.	Cognitive	Comprehension

31	Receive complete patient information by telephone for enrollment in home health program services.	Cognitive	Knowledge
32	Explain third party payment forms.	Cognitive	Comprehension
33	Complete third party payment forms.	Cognitive	Knowledge
34	Communicate with third party provider(s) in solving problems or assuring coverage of services.	Cognitive	Synthesis
35	Describe filing systems for patient information.	Cognitive	Knowledge
36	Discuss recordkeeping for any medication dispensed and product/device sold.	Cognitive	Comprehension
37	Price medication dispensed and products/devices sold.	Cognitive	Knowledge
38	Promote legal requirements of technologists in relation to duties performed/responsibilities carried out.	Affective	Characterization
39	Explain inventory control/ordering techniques and the required recordkeeping.	Cognitive	Comprehension

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS: Students are expected to complete all assignments by the specified date. Students are responsible for all policies and procedures listed within the student catalog / program handbook. Assignments/ Journal Entries will be given each week, and will be due the following week along with the student's clinical timesheet. Students are responsible for turning in their completed time sheets as scheduled. Failure to turn in completed time sheets will result in the student not receiving credit for any time covered on the missing/ incomplete time sheets. These assignments and timesheets will be averaged together for 30% of the semester grade. These must be turned in on the assigned dates for full credit. Grades will also be given by preceptors and averaged together for 70% of the semester grade. Students are responsible for keeping up with their grades and their accumulated clinical time.

Students are required to complete a minimum of 225 hours in their assigned clinical setting. Failure to complete the minimum required hours will result in a failing course grade. A student receiving a failing course grade will be unable to continue the Pharmacy Technology Program. See the student catalog / program handbook for the readmission policy.

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

ADDITIONAL ATTENDANCE PROVISIONS (*Health Sciences*): Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

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Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

For this class, which is a clinical course, the student is required to receive a minimum of 225 hours of clinical instruction.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 — Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): Assignments/ Journal Entries that are turned in late for any reason will have the grade for that assignment reduced by 5% for each calendar day that the assignment is late, up to a maximum of 7 days. After 7 calendar days, the assignment will be counted as a "0".

The Pharmacy Technology Program Director/ Instructor may allow students to make up any missed clinical time due to absence if the Pharmacy Technology Program Director/ Instructor is notified in advance of the absence, or in the event that any unforeseen circumstances arise which cause the student to be absent from clinical. These situations will be dealt with on a case by case basis. The student is responsible for notifying the Pharmacy Technology Program Director/ Instructor, along with their Clinical Site Preceptor, of any absence, as well as supplying any available documentation concerning the absence to the Pharmacy Technology Program Director/ Instructor for consideration in allowing the clinical time to be made up. Clinical make-up time must first be approved by the Pharmacy Technology Program Director and made up by the last scheduled day at that site.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

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Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY

Proficiency Check Off /	
Preceptor Grades	70%
Assignments /	
Timesheets	<u>30%</u>
Total Average	= 100%

GRADING SCALE

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

TCSG GUARANTEE/WARRANTY STATEMENT:

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

PHAR 2070
Advanced Pharmacy Technology Practicum
SUMMER SEMESTER 2016 LESSON PLAN

Date	Chapters / Lesson	Content	Assignments & Exams Due	Comp Area
Week 1 (May 16 – May 22)				
5/18 Wed.	Introduction Clinical Site	Intro to course/syllabus/clinical rules Clinical Site	Discuss and Review Clinical Situations and Current Pharmacy News Time Sheets / Journal Entry Due: 5/25 by 8:30 AM	1—9 A—C
Week 2 (May 23 – May 29)				
5/25 Wed.	Clinical Site	Clinical Site	Discuss and Review Clinical Situations and Current Pharmacy News Time Sheets / Journal Entry Due: 6/1 by 8:30 AM	1—9 A—C
Week 3 (May 30 – June 5)				
6/1 Wed.	Clinical Site	Clinical Site	Discuss and Review Clinical Situations and Current Pharmacy News Time Sheets / Journal Entry Due: 6/8 by 8:30 AM	1—9 A—C
Week 4 (June 6 – June 12)				
6/8 Wed.	Clinical Site	Clinical Site	Discuss and Review Clinical Situations and Current Pharmacy News Time Sheets / Journal Entry Due: 6/15 by 8:30 AM	1—9 A—C
Week 5 (June 13 – June 19)				
6/15 Wed.	Clinical Site	Clinical Site	Discuss and Review Clinical Situations and Current Pharmacy News Time Sheets / Journal Entry Due: 6/22 by 8:30 AM	1—9 A—C
Week 6 (June 20 – June 26)				
6/22 Wed.	Clinical Site	Clinical Site	Discuss and Review Clinical Situations and Current Pharmacy News Time Sheets / Journal Entry Due Due: 6/29 by 8:30 AM	1—9 A—C
Week 7 (June 27 – July 3)				
6/29 Wed.	Clinical Site	Clinical Site	Discuss and Review Clinical Situations and Current Pharmacy News Time Sheets / Journal Entry Due: 7/13 by 8:30 AM	1—9 A—C

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Week 8 (July 4 – July 10)*Summer Break (Student Holidays)***Week 9 (July 11 – July 17)**

7/13 Wed.	Clinical Site	Clinical Site	Discuss and Review Clinical Situations and Current Pharmacy News Time Sheets / Journal Entry Due: 7/20 by 8:30 AM	1—9 A—C
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Week 10 (July 18 – July 24)

7/20 Wed.	Clinical Site	Clinical Site	Discuss and Review Clinical Situations and Current Pharmacy News Time Sheets / Journal Entry Due	1—9 A—C
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Week 11 (July 25 – July 31)

7/27 Wed.	Clinical Site	Clinical Site—Makeup if needed	Clinical Site—Makeup if needed	1—9 A—C
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*** Competency Areas:**

1. Dispensing Responsibilities
2. Physician Orders
3. Controlled Substances
4. Hyperalimentation
5. Chemotherapy
6. Patient Profiles
7. Pharmacy Data Systems
8. Ophthalmic Preparations
9. Hospital/Retail/Home Health Pharmacy Techniques

****General Core Educational Competencies**

- A. The ability to utilize standard written English.
- B. The ability to solve practical mathematical problems.
- C. The ability to read, analyze, and interpret information.



Southeastern Technical College Pharmacy Technology Diploma Program

I have read and understand the syllabus for PHAR 2070. I have also been given the opportunity to ask questions to clarify any requirements listed on the syllabi. By signing this agreement I am acknowledging that I fully understand my requirements and grading criteria that I am responsible for. I agree to follow the guidelines and rules listed on the syllabi.

Print Name

Student Signature

Date

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