Hi Pharmacy Students:

Please read thoroughly, as this document contains the plan for our remote teaching for the rest of the semester. This will require some extra discipline on your part to stay on top of your coursework and you probably should put together a calendar for yourselves to keep up with the material. I will also ask that you help us out by communicating with course coordinators when the inevitable technology glitch occurs. More information on how to troubleshoot technology problems will be sent to you later. Here is the plan:

We will be conducting our classes remotely

- Courses will continue to be offered in either an asynchronous (e.g., recorded lectures available by the scheduled class time) or synchronous (technology facilitating live remote class that occurs during usual class time) fashion. Course coordinators will let you know the online learning option for each course via a Canvas announcement.

- Skills courses/assessments (e.g. SPIs) will still occur. Faculty will let you know how this will be accomplished in courses where skills are taught/assessed. Plans for some skills assessments are still being defined.

- Faculty will make in-person or remote office hours available to you.

- **Policies regarding absences due to illness or other circumstances still apply.** You must submit a formal absence request if you are unable to participate in a synchronous remote course.

Exams

- Calculations (P1), Top 100 (P1), and Top 200 (P2) exams will be postponed until a plan is further defined. Information will be communicated well in advance of a rescheduled exam date.

- **Policies regarding exam absences due to illness or other circumstances still apply.** You must submit a formal absence request if you are unable to take a remote exam at the scheduled time. Make-up exams will be arranged as
usual.

- **Midterm exams will be administered remotely at home.** Course coordinators will let you know how the exam will be administered (ExamSoft, Canvas, other).
  - Midterm exams will be administered during their scheduled time, as posted on the exam schedule.
  - Accommodations for online exams coordinated through Student Services will continue to be provided, as appropriate.
  - Live IT/tech support will be available during all exams. A resource guide and phone number will be provided soon.
  - Faculty may choose to modify their plan for exams for the duration of the semester. Course coordinators will assess the exam materials to ensure the exam can be completed within the scheduled time. Any changes will be announced by the course coordinator. We don’t anticipate any exam dates moving at this time.

- At this time **final exams are planned to be held on site at their scheduled times.**

- All students are expected to abide by the College’s policy on academic integrity. Extra monitoring of exams and ExamSoft metrics will be reviewed to monitor for possible violations.

**Experiential Education**

- **IPPEs/APPEs are continuing as scheduled with the same days and times as before.**
  - If your IPPE/APPE site disallows student learners, communicate this information to the Office of Experiential Education (OEE) as soon as possible. Do not assume that the OEE will be informed of this change before you are.
  - If you cannot attend IPPE/APPE for any other reason (e.g. sickness), you must submit a formal absence request including the dates and number of hours missed.

- Changes to IPPE scheduling so that IPPE hours can be completed sooner will not be permitted (e.g. extending an 8-hr shift to a 12-hr shift). Do not ask your preceptor to modify your schedule in any way.

- In the event that you are unable to complete your scheduled IPPE hours, contact the OEE who will work with you to develop a plan to meet the required hours. An “Incomplete” grade will be recorded on your transcript and OEE will work with you upon return to campus to get hours completed.

**LLL and shadowing requirements**
• **LLL and shadowing requirements are to be conducted as scheduled.**
  
  • The deadline for completion of all LLL assignments is 4/12/20. However, attempt to complete these events sooner rather than later.
  
  • If your P4 student's site will not accept students, Contact Dean Bostwick and we will look for alternatives for you to complete this requirement.

**College Resources and Support**

• Students are allowed to use COP facilities for studying, accessing the internet, small group gatherings, etc.

• Campus and college IT support will continue to be available.

• In understanding the multiple messages you are receiving in regards to COVID-19 information, we have developed a webpage which will contain the most up-to-date specific news for our COP community. Please go to the Michigan Pharmacy COVID-19 Updates: [https://pharmacy.umich.edu/covid-updates](https://pharmacy.umich.edu/covid-updates)

**Study Groups**

• Rooms at the college can continue to be reserved. However, **we strongly encourage transition to an online format** (e.g. BlueJeans). Contact Dean Bostwick with any questions or concerns.

**Student Organization and Events Guidance**

• **For any planned meetings and events, we strongly encourage transition to an online format** (e.g. BlueJeans) in lieu of canceling, especially those involving a guest speaker. Communicate plans with your advisor and Dean Bostwick.
  
  ○ Specific to community engagement LLL events, please contact Ms. Caitlin Ferguson (cmferg@umich.edu).

• Events with more than 100 people will be canceled per President Schlissel’s email.

• If you have an event to cancel, please remove the event from the student calendar and email Ms. Bri Henderson (bmarieh@umich.edu).

• For social student org activities, these will be managed on a case-by-case basis. Engage in activities using your own discretion.

**If you have questions:**
Individual course questions - your course coordinator

Office hours/content from a lecture - individual faculty member teaching the course

IPPE/APPE- cop-et@umich.edu

Technology- Brian Vanderziel bvanderz@med.umich.edu

Absence requests- Dean Mark Nelson mnelson@med.umich.edu

Student Orgs/LLL- Dean Bostwick jkingsbu@med.umich.edu

Anything else- Me muellerb@umich.edu

Although we know we will have occasional glitches as we roll this out, we think we have a comprehensive plan that will work. I appreciate the hard work of the faculty to put this all together in a compressed time frame and the students who have helped advise us as we were finalizing our plans. Your flexibility and patience are greatly appreciated. Let’s have an awesome semester!

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