# Co-Curriculum Policy and Procedure

## INTRODUCTION

To maximize opportunities for application of concepts, skills, and knowledge learned in the didactic component of the curriculum and to integrate professional values and behaviors, all P1-P3 student pharmacists are required to complete co-curricular requirements. Ideally, the co-curricular activities will focus on meeting the ACPE 2016 Standard 3 (Approach to Practice and Care) and Standard 4 (Personal and Professional Development). Students will be expected to meet key elements (see Appendix A) to promote academic and professional development. Students are encouraged to select co-curricular experiences that align with their professional goals and interests, in addition to choosing co-curricular experiences that meet all the key elements in Standards 3 and 4.  Co-curricular opportunities will be provided by the SOP to meet this requirement with the consent that students may identify and/or create opportunities for earning co-curricular hours outside of what the SOP has recommended, but must meet the co-curricular guidelines set by the School of Pharmacy.

## REQUIREMENTS

**Non-didactic** curriculum has two parts: **co-curriculum and service-learning** (AdvoCaring) Students must complete both AdvoCaring service-learning hours and co-curricular experiences each semester (Table 1) to satisfy graduation requirement. Five (5) hours are earned each semester from student participation in AdvoCaring and three (3) experiences from co-curricular programming. Refer to the AdvoCaring Policy and Procedure for details regarding requirements.

**Table 1. AdvoCaring (service) and Co-curricular Requirements Per Class Year/Semester**

| Matriculation Year | Semester | AdvoCaring Service-Learning (hours) | Co-curricular experience (events) | Total Minimum unit of Events and Hours Required for Graduation |
|---|---|---|---|---|
| P1 | Fall | 0 | 3 | 3 |
| P1 | Spring | 5 | 3 | 8 |
| P2 | Fall | 5 | 3 | 8 |
| P2 | Spring | 5 | 3 | 8 |
| P3 | Fall | 5 | 3 | 8 |
| P3 | Spring | 5 | 3 | 8 |
| P4* | Fall | 0 | 0 | 0 |
| P4* | Spring | 0 | 0 | 0 |

*P4 students complete a Capstone experience during the Spring semester.

## CO-CURRICULUM ACTIVITY GUIDELINES

The co-curriculum program will be viewable to students and faculty in CORE (CompMS) with activities aligned based on all nine (9) subdomains from the ACPE Standards 3 & 4. Students are required to complete 3 co-curricular experiences per semester during P1-P3 years.

1. Students will receive one co-curricular credit per experience.
2. Students must complete the ***Student Co-curriculum Documentation Form*** to receive credit for the activity, **within one week** from the activity. Students must adhere to the University Honesty Policy when completing the form. Under no circumstances should a student complete another student's *Student Co-curriculum Documentation Form.*

3. Individual students/ student organizations may submit a *Co-curricular Event Request* for activities not listed in CORE CompMS. The request must be approved at least 2 weeks before the scheduled event.

4. Co-curricular activity requests must meet the guidelines from Appendix A to be approved.
5. Students may not repeat the same activity twice in the same academic year.
6. Students are expected to complete co-curricular activities outside of scheduled didactic courses and experiential education hours.
7. Co-curricular activities cannot be paid experiences or receive course credit. They must be voluntary only.
8. In extreme circumstances, students may be granted to receive co-curricular credit during spring semester if they have extra co-curricular experiences beyond the required 3 events after an approval by the Assistant Dean of Academic Affairs. (i.e., P2 Fall received 5 co-curricular experiences - 2 experiences may apply to P2 Spring).

## ADVOCARING ACTIVITY GUIDELINES
Please see AdvoCaring Policy and Procedure.

# Appendix A

## Standard 3: Approach to Practice and Care

The program imparts to the graduate the knowledge, skills, abilities, behaviors, and attitudes necessary to solve problems; educate, advocate, and collaborate, working with a broad range of people; recognize social determinants of health; and effectively communicate verbally and nonverbally

**3.1. Problem Solving (Problem Solver)** – identify problems; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution.

**3.2. Educator (Educator)**- Educate all audiences by determining the most effective and enduring ways to impart information and assess understanding.

**3.3. Patient Advocacy (Advocate)**- Assure that patients' best interest as represented.

**3.4. Interprofessional Collaboration (Collaborator)-** Actively participate and engage as a healthcare team member by demonstrating mutual respect, understanding, and values to meet patient care needs.

**3.5. Cultural Sensitivity (Includer)-** Recognize social determinants of health to diminish disparities and inequities in access to quality care.

**3.6. Communication (Communicator)-** Effectively communicate verbally and nonverbally when interacting with an individual, group or organization.

## Standard 4: Personal and Professional Development

The program imparts to the graduate the knowledge, skills, abilities, behaviors, and attitudes necessary to demonstrate self-awareness, leadership, innovation and entrepreneurship, and professionalism.

**4.1. Self-Awareness (Self-Aware)-** Examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth.

**4.2. Leadership (Leader)-** Demonstrate responsibility for creating and achieving shared goals, regardless of position.

**4.3. Innovation and Entrepreneurship (Innovator)-** Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals.

**4.4. Professionalism (Professional)-** Exhibit behaviors and values that are consistent with the trust given to the professional by patients, other healthcare providers, and society.