**Course Title**

**Semester year Course Syllabus**

**1. Course Objectives**

 A. To gain an understanding of foundational aspects of the basic science of Pharmacology.

 B. To understand the interactions of chemical compounds and living systems.

1. **Teaching Faculty**

Dr. Beth Davis, Department of Clinical Sciences

**3. Course Coordinator**

Name

Department

Office

Phone Number

Email

**4. Lecture Schedule**

Class will meet from 11:00-11:50 am, Monday through Thursday, in Trotter Hall 201, except as noted in the class schedule.

As stated in the College of Veterinary Medicine, Student-Faculty Handbook, “Students are expected to attend all class periods that are scheduled for their veterinary education and are responsible for all materials presented for these classes. Absences for funerals, court appearances, family emergencies, physical illnesses, and religious observances that necessitate absence may be excused by the Associate Dean of Academic Affairs for students in the first three years of the Veterinary Medicine curriculum. Other absences will be dealt with under the medical leave withdrawal policy or by individual approval of the Associate Dean of Academic Programs.”

**5. Recommended Text (Not required)**

 *Veterinary Pharmacology and Therapeutics*, 9th Edition, 2009, J. Riviere and M. Papich

**6. Supplemental Texts**

 *Calculations for the Veterinary Professional*, VC McConnell, 2000 or *Medical Mathematics and Dosage Calculations for Veterinary Professionals*, R. Bill, 2000. (Vet Med Lib Reference)

**7. Web Resources**

FDA/CVM

[www.fda.gov/cvm/default.html](http://www.fda.gov/cvm/default.html)

**8. Testing and Examinations**

1. Four tests will be administered online throughout the semester worth 50 points each (200 points total). The tests will be open book and cumulative. Students may discuss the information on the tests with each other. However sharing answers or answer keys without discussing the material is considered a violation of the honor code. For example, you could discuss that a decreased clearance can result in an increased half-life if the volume of distribution remains unchanged, but you may not share the answer is “C” or “clearance.”
2. The final exam will be cumulative and worth 300 points. The final exam is closed book and must be completed individually. The final exam will be scantron format taken in person in room T201. Non-programmable calculators will be allowed for use during the final exam, but no other electronic devices are allowed. Access to class notes and/or electronic devices capable of data storage are not permitted either within or outside the examination room during the entire duration of the examination period, and if observed will be considered to be evidence of unethical behavior. Instructors will not answer any questions during the examination period regarding the content of the exam. If there are administrative types of concerns (e.g. missing pages or questions, etc.), please notify the instructor/proctor immediately during the exam period.
3. Possession of course exams (KSU CVM) in any manner (originals, photocopies, photographs, transcribed, etc.) from previous academic years is prohibited. Students that encounter any test material from previous course exams should report that information to the course coordinator immediately. Students that know exams are in possession of other students and fail to report it are also considered to be in violation of the honor code.
4. There is no extra credit available.
5. Tests and the final exam will be based on lecture notes, class discussions, and assigned readings as indicated by the instructors.
6. An excused absence from the online tests will only be granted if the excused absence is for the entire duration of the test. For example, if you are sick only on the last day of the test, that will not be considered an excused absence and failure to complete the test will result in a grade of zero points. Electronic/laptop/internet connection issues will not be considered a reason for not completing the online tests due to the extended test period. For example, if a student loses internet or their laptop on the Sunday the online test is due and the test is not completed, the grade for the test will be zero points.
7. **An oral make-up examination will be administered if the final examination is missed due to an excused absence.** Students with excused absences for the final exam should notify the course coordinator as soon as possible. The oral makeup exam will be scheduled based on instructor availability, not convenience of scheduling for the student. As stated in the College of Veterinary Medicine Student-Faculty Handbook; absences for funerals, court appearances, family emergencies, physical illnesses, and religious observances that necessitate absence may be excused by the Associate Dean of Academic Affairs. Other absences will be dealt with under the medical leave withdrawal policy or by individual approval of the Associate Dean of Academic Programs.

**9. Evaluation**

1. The course grade will be based on the test scores and final examination. 500 points will be available throughout the semester.
	1. Four tests are worth 50 points each (200 points total).
	2. The final exam will be cumulative and worth 300 points.

 B. Letter grade cut off levels are listed below. The actual grade earned will be the grade assigned; grades will be rounded to the nearest **point** as appropriate.

 A – 90% (450/500 points)

 B – 80% (400/500 points)

 C – 70% (350/500 points)

 D – 60% (300/500 points)

1. Online test results will be posted on Canvas. Students may request that their test be re-graded as follows: a request concerning the content of a student's response to test questions will be considered for a period of 1 week after the test keys are made available to the students. When a request for re-grading is made, the entire test will be re-graded, not just the response(s) in question. If changes in the answer key are warranted, then these changes will be applied uniformly to all students enrolled in the course. Mathematical errors that result in an incorrect point total may be brought to the instructor's attention at any time after the results of the test are posted.
2. Final exam results will be posted on Canvas and a copy of individual scantron sheets will be returned to the student. **For scantron questions; only answers marked on the scantron sheet will be graded, answers marked on the exams will not be considered.** Mathematical errors that result in an incorrect point total may be brought to the instructor's attention at any time after the results of the exam are posted. Exams will not be returned, but an answer key can be reviewed in a supervised exam viewing period that will be scheduled by the instructors. Possession of exam questions in any manner (photocopies, pictures, handwritten notes, etc.) outside of the exam review session is prohibited and considered unethical behavior and reported to the honor system. Students may request that their exams be re-graded as follows: A request concerning the content of a student's response to one or more exam questions will be considered for a period of 1 week after the exam keys are made available to the students. When a request for re-grading is made, the entire exam will be re-graded, not just the response(s) in question. If changes in the answer key are warranted, then these changes will be applied uniformly to all students enrolled in the class.
3. Students who receive a “D” may request to take a second closed book cumulative exam worth 300 points. Their final grades will be determined out of 800 points. The highest potential grade for students taking the second cumulative exam is a “C” and the lowest potential grade is a “D”. **There will be no makeup exams for the second cumulative exam**, it is either taken on the scheduled date or the final grade is determined out of 500 points. The second cumulative exam is currently scheduled for 1/13/2017, 9a-12p.

**10. Academic Honesty**

Students are expected to follow the Honor System of the College of Veterinary Medicine. As stated in the College of Veterinary Medicine, Student-Faculty Handbook, “Honesty and personal integrity are necessary foundations for human relationships and are fundamental characteristics in the success of individuals of a profession and in the education of its members. By virtue of enrollment in the veterinary curriculum, every student is responsible for upholding the standards and behaviors expected of a veterinarian. It is the responsibility of all students to demonstrate these behaviors by example, and to encourage other students to act according to the ethical standards of the profession. Each person is responsible for maintaining and promoting high standards and public trust. Individuals should be cognizant of the responsibility they bear in their daily actions, for these actions should reflect the profession’s standards of ethics. An important concept is the formation of a professional attitude, which allows perplexing situations to be handled in an honest and ethical manner. Veterinary students should conduct themselves in relation to the public, fellow students, graduate veterinarians, clients and patients so as to merit confidence and respect. The self-imposed discipline of the profession should prevent them from committing any act that may reflect unfavorably upon the profession or the individual.”

Open materials during an examination period are prohibited.  Access to class notes and/or electronic devices capable of mass storage is not permitted either within or outside the examination room during the entire duration of the examination period, and if observed will be considered to be evidence of unethical behavior. Examples of these items include but are not limited to: class notes, phones, iPads and computers.

Possession of KSU course exams from previous academic years is prohibited. Students that encounter any test material from pharmacology exams administered in previous years should report that information to the course coordinator immediately.

Examination material posted for your review in the Department of Clinical Sciences office after an examination is confidential. Copying information in any manner (e.g. hand written notes, photographs, photocopies, etc.) or communication of the exam contents in any manner is an honor code violation.

**11. Academic Accommodations**

"Students with disabilities who need classroom accommodations, access to technology, or information about emergency building/campus evacuation processes should contact the Student Access Center and/or their instructor.  Services are available to students with a wide range of disabilities including, but not limited to, physical disabilities, medical conditions, learning disabilities, attention deficit disorder, depression, and anxiety.  If you are a student enrolled in campus/online courses through the Manhattan or Olathe campuses, contact the Student Access Center at accesscenter@k-state.edu, 785-532-6441; for K-State Polytechnic campus, contact Academic and Student Services at polytechnicadvising@ksu.edu or call 785-826-2974.

**12. Expectations for Classroom Conduct**

All student activities in the University, including this course, are governed by the Student Judicial Conduct Code as outlined in the Student Governing Association By Laws, Article VI, Section 3, number 2. Students who engage in behavior that disrupts the learning environment may be asked to leave the class. <http://www.k-state.edu/osas/code.html>

Unprofessional conduct is also addressed in the Constitution of the Student Board of Ethical Behavior. <http://www.vet.k-state.edu/education/handbook/policies/ethical.behavior.html>

**13. Policy Prohibiting Discrimination, Harassment, Sexual Violence, and Stalking, and Procedure for Reviewing Complaints**

All instructors, students, and persons associated with the Department of Clinical Science’s courses are expected to be respectful of others and maintain an environment free of harassment (including bullying in any manner), discrimination, and violence. The guidelines are available in the University Handbook.

“Kansas State University will maintain academic, housing, and work environments that are free of discrimination, harassment (including sexual harassment and sexual violence), retaliation, and stalking. Discrimination based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status is prohibited. Retaliation against a person for reporting or objecting to discrimination or harassment is a violation of this Policy, whether or not discrimination or harassment occurred. This Policy is not intended for, and will not be used to, infringe on academic freedom or to censor or punish students, faculty, employees, or staff who exercise their legitimate First Amendment rights.”

<http://www.k-state.edu/policies/ppm/3000/3010.html>

**14. Copyright notification, recording class lectures, posting materials online**

All instructors own the copyright to their materials unless otherwise stated, and students are prohibited from selling notes or being paid to take notes for a commercial entity without prior written approval by the instructors. Recordings (audio or video) of lectures are only allowed with instructor consent. Posting of recordings or materials online or in a public venue without instructor consent is prohibited and considered unprofessional and a violation of the honor code. In addition, students in this class are not authorized to provide class notes or other class-related materials to any other person or entity, other than sharing them directly with another student taking the class for purposes of studying, without prior written permission from the professor teaching this course.

**15. Weapons Policy Statement**

Kansas State University prohibits the possession of firearms, explosives, and other weapons on any University campus, with certain limited exceptions, including the lawful concealed carrying of handguns, as provided in the University Weapons Policy, found at <http://www.k-state.edu/police/weapons/index.html>.

You are encouraged to take the online weapons policy education module (<http://www.k-state/police/weapons/index.html>) to ensure you understand the requirements of the policy, including the requirements related to concealed carrying of handguns on campus. Students possessing a concealed handgun on campus must be 21 years of age or older and otherwise lawfully eligible to carry. All carrying requirements of the policy must be observed in the class, including but not limited to the requirement that a concealed handgun be completely hidden from view, securely held in a holster that meets the specifications of the policy, carried without a chambered round of ammunition, and that an external safely to in the “on” position.

If an individual carries a concealed handgun in a personal carrier such as a backpack, purse or handback, the carrier must remain within the individual’s exclusive and uninterrupted control. This includes wearing the carrier with a strap, carrying or holding the carrier, or setting the carrier next to or within the immediate reach of the individual.

Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing and using that handgun in a safe manner and in accordance with the law, Board policy and University policy. All reports of suspected violation of the weapons policy are made to the University Police Department by picking up any Emergency Campus Phone or by calling 785-562-6412.

**16. Syllabus changes/updates**

The course coordinator reserves the right to update the syllabus as needed. The most recent version will be posted online (Canvas).

Current version: 5/3/2018.