College of Pharmacy

Early Assurance Program (EAP)
Student Handbook
2018-2019
This handbook is an informational resource for students. Students are responsible for understanding and complying with the policies and procedures described in this handbook.

In order to enhance the quality of the College of Pharmacy’s programs, continuing efforts are made each year by the students, faculty, and administration to revise and improve those policies and procedures. Thus, the policies and procedures described in this handbook may change at any time. This handbook is not a contract.

Students should contact the College of Pharmacy Office of Student Services with questions or concerns about the content of this handbook.
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Section 1: College of Pharmacy Information

Mission Statement

Vision
The faculty and students of the College of Pharmacy will be innovators and leaders in transforming health care to create positive patient outcomes through the discovery and translation of research and scholarship.

Mission
Our mission is to advance societal health through leadership in pharmacy education, research, community engagement, and improved patient care.

Critical Factors for Success

- Be the pharmacy resource for the state of Oregon
- Position our students to be the most competitive and sought after for employment and post-graduate success
- Promote a culture of critical thinking and evidence-based decision making
- Recruit and retain diverse and high-achieving students, faculty, and staff
- Develop leaders who will positively impact society
- Establish key partnerships, collaborations and strategic alliances
- Enhance our relationship with alumni
- Strengthen our research program, and promote the dissemination and application of scholarship
Advising in the College of Pharmacy

The professional advisors in the College of Pharmacy Office of Student Services assist with issues relating to academic success, career preparation, registration, financial aid, College of Pharmacy policies and procedures, graduation, etc.

Office of Student Services

Angela Austin Haney, Ed.M.
Director of Student Services/Head Advisor
angela.austinhaney@oregonstate.edu
541-737-5784

Lauren Corwin, Ed.M.
Academic Advisor
Coordinator for the Early Assurance Program
lauren.corwin@oregonstate.edu
541-737-9677

Elirissa Hui
Advising Intern
EAP Advisor
elirissa.hui@oregonstate.edu

Portland-Based Advisor
Currently Vacant

Linda Alexander, M.Ed.
Coordinator of Student Recruitment and Retention
linda.alexander@oregonstate.edu
541-737-3255
Communication in the College of Pharmacy
Faculty and staff in the College of Pharmacy need to communicate information to students regularly. Here are the ways you can expect to receive information from the College:

- Email to your official university email, either sent to you individually or through the EAP email list. EAP students are expected to check their email daily. Please note that OSU and the College will use only your official college email account to communicate with you. They will not use Hotmail, Gmail, etc. You are responsible for checking this account regularly.

- The EAP Facebook page. Announcements, photos, events, and general information.


Updating Contact Information
All student students are required to provide their current contact information to their college or university throughout their academic program. Please keep your current and permanent addresses up to date with your institution.

Student Directory Information
The College of Pharmacy follows Oregon State University’s policy on the release of student information, which is explained below and in the OSU General Catalog online at http://catalog.oregonstate.edu/ChapterDetail.aspx?key=378.

A student may request in writing that all directory information be kept confidential. This option may be exercised by filing a written, dated, and signed request at the Registrar’s Office any time. The restriction remains in effect until revoked by the student even if the student leaves the university or graduates.

Restricting your directory information may unintentionally keep you from getting information from professional associations or other parties that request student information.

Faculty/Staff Directory
A complete list of College of Pharmacy faculty and administrators as well as contact information, research interests, and biographical data is available online at: http://pharmacy.oregonstate.edu/directory
Section 2: Information on the Pharm.D. Program

Our program is built on a 100-year tradition of preparing future pharmacists. Part of that preparation means making sure our program meets society’s changing needs. You’ll find distinguished faculty committed to preparing you to be one of tomorrow’s top pharmacists. Our faculty members not only maintain active practices and employ state-of-the-art teaching, but most also conduct cutting-edge research to discover new drugs or create other innovations. Professional education is guided by program level student learning outcomes expected of all graduates and aligned with Graduation Core Competencies adopted by all health professions programs at Oregon Health & Science University, our degree partner.

On the way to completing your degree, you will:

- Spend two years on the Corvallis campus taking courses that will serve as your foundation in the pharmaceutical sciences
- Broaden and apply your skills in pharmacy practice at Oregon Health & Science University (OHSU) in the new Collaborative Life Sciences Building in your third year.
- Spend your final year implementing all that you’ve learned through hands-on experience at various pharmacy practice locations throughout the Northwest or around the world
- Gain all the tools needed to become a licensed pharmacist anywhere in the nation

The College of Pharmacy will also help you gain the skills needed to pursue health care opportunities outside your traditional duties. Utilizing the skills they learned at OSU and OHSU, our graduates:

- Own private pharmacies and provide support for entire communities
- Manage regional districts for nationwide retailers
- Advise physicians in hospitals on the medication dosages for intensive care patients
- Work at mental health clinics to ensure that patients get the necessary medicines to help them lead healthy lives
- Assist with relief response during hurricanes and other natural disasters.

Additional Program Options

Pharm.D./Ph.D. Program

The OSU College of Pharmacy’s Graduate Studies program offers M.S. and Ph.D. degrees in pharmacy with emphasis in pharmacology, pharmaceutics, or medicinal chemistry. The Pharm.D./Ph.D. degree option is available to students after admission to the Pharm.D. program. A separate Graduate Studies admission process must be completed, and acceptance to the program is not guaranteed. Students interested in learning more about the Pharm.D./Ph.D. program should contact Dr. Kerry McPhail (kerry.mcphail@oregonstate.edu or 541-737-3424). This dual degree option would appeal primarily to students who have a passion for research and who want to spend most of their time working in research and new drug development, but who also want to have access to clinics and professional practice settings. This option requires roughly 3 and a half to 4 years of work after completing the Pharm.D.
Pharm.D./MBA Program
The OSU College of Pharmacy offers a Pharm.D./MBA degree option in collaboration with the College of Business. This degree option is available to students after admission to the Pharm.D. program. A separate admission process is required and acceptance to the MBA program is not guaranteed. Students interested in learning more about the Pharm.D./MBA program should contact Lauren Corwin at lauren.corwin@oregonstate.edu or 541-737-9677.

EAP students interested in going on to complete the Pharm.D./MBA once they matriculate into the Pharm.D. program should look into completing the following Core 1 (prerequisite) courses in the College of Business:

- Accounting (BA 315 at OSU)
- Operations (BA 357 at OSU)
- Finance (BA 360 at OSU)
- Marketing (BA 390 at OSU)

At OSU, in order to take business courses, undergraduate students must declare a business major or minor. For more information on that process, talk with your EAP advisor or with Robin Silveira with the MBA program.

If you are not an OSU student, please contact Robin Silveira with the MBA program to find out which courses at your institution will fulfill those Core 1 requirements above.

Robin Silveira
Robin.silveira@oregonstate.edu
(541) 737-5510

Residencies and Fellowships (Advanced Patient Care Education)
Although not required for licensure as a pharmacist, some students choose to pursue advanced postgraduate education, such as residencies and fellowships. Residencies are experiences designed to provide practitioners greater confidence and skill in direct patient care, and to provide leadership in roles such as clinical care coordinators for health care systems. Fellowships are research focused experiences that prepare practitioners for roles in academia or other research based settings.

Experiential Education
The intensity, breadth, and duration of professional experience provided at Oregon State University College of Pharmacy produces graduates who are prepared to participate in patient care and implement innovative pharmaceutical care programs in their personal pharmacy practice. Students progress from being observers of the healthcare system to active involvement in providing patient care in specialized settings. Early and continuing opportunities for students to apply classroom knowledge in pharmacy practice settings are at the center of the professional curriculum. Similarly, students will interact with
students from other health professions to gain perspectives required to deliver healthcare in a collaborative team setting. A variety of experiences tailored to student specific interests assure that we achieve our goal of creating competent, confident, creative and caring independent pharmacy professionals.

Students in the Pharm.D. program start out on rotation at various practice sites in their second term of the first year and continue rotating every term of the program. Each year has a slightly different focus:

First Year (P1 Year): Community Pharmacy
Second Year (P2 Year): Community Pharmacy + Ambulatory Care
Third Year (P3 Year): Hospital
Fourth Year (P4 Year): Varied
Section 3: Academic and Professional Standards

Introduction
Welcome to the very beginning of your pharmacy career and a life-long learning process. There is no question that in your career you will make a difference in the lives you touch. Patients, colleagues and the public in general place a high degree of trust in the expertise of pharmacy professionals. Pharmacists commit to fulfill that trust by maintaining intellectual and behavioral competencies required to excel in their chosen profession.

The Oregon State University College of Pharmacy is committed to providing students, staff and faculty a welcoming environment in which to learn and work. We promote community that is founded on collegiality, mutual trust, and respect. The College has a similar commitment to the public in assuring that professional students and, upon graduation, pharmacists have the essential attributes and abilities required to provide quality patient-centered care to a diverse population.

As an EAP student, it is important that you begin to understand the expectations of professional students, why these expectations are important, and how you can put these into practice even as an undergraduate student. Your university’s Student Conduct Regulations define several expectations of students. The College of Pharmacy Early Assurance Program has defined additional academic and behavioral expectations and characteristics considered essential to being a future student pharmacist. Individuals who choose to be part of the Early Assurance Program do so with the understanding that admission, progression and graduation are dependent upon their capacity to personally demonstrate essential characteristics defined by the College and profession of pharmacy.

Academic and Professional Standards for students enrolled in the Oregon State University Early Assurance Program are outlined on the following pages. **You must follow these standards no matter which institution you attend.** Academic policies, policies that provide for student safety, and other requirements of the professional program are detailed. Also included are specifics of how policies are implemented, consequences of failing to meet standards, and appeal procedures. Every attempt has been made to be comprehensive, but every situation may not be specifically addressed. The College of Pharmacy Academic and Professional Standards committee has the responsibility to implement and interpret academic and professional policies and to determine how to respond to situations not specifically addressed.
**Academic and Professional Policies**

**University Requirements and College Requirements**
EAP students must meet university requirements and standards and adhere to their school's Student Conduct Regulations. The College of Pharmacy has adopted additional requirements to assure that all students in EAP have the best possible educational background and preparation for the Doctor of Pharmacy (Pharm.D.) program. College of Pharmacy standards may vary from or exceed the university standards in order to ensure compliance with policies, regulations and expectations specific to the pharmacy profession.

**Bachelor's Degree Requirement**
EAP students must complete a bachelor's degree before the matriculating into the Pharm.D. program. Any student not completing the bachelor's degree prior to their matriculation in the fall will be placed on Probation with EAP and will not be allowed to continue until the bachelor's degree is complete.

**Prerequisite Requirements**

<table>
<thead>
<tr>
<th>PREREQUISITE</th>
<th>NOTES</th>
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<tr>
<td>One year of General Chemistry with lab.</td>
<td>For science majors.</td>
</tr>
<tr>
<td>One year of Principles of Biology with lab.</td>
<td>For science majors.</td>
</tr>
<tr>
<td>One year of Physics with lab.</td>
<td>Algebra- or calculus-based.</td>
</tr>
<tr>
<td>One year of Organic Chemistry with lab.</td>
<td>For science majors.</td>
</tr>
<tr>
<td>One course in Cell Biology.</td>
<td>This must be more advanced than a Principles of Biology course. An upper-division course in molecular biology that includes cell biology is also acceptable.</td>
</tr>
<tr>
<td>One course in Microbiology with lab.</td>
<td>Upper-division level coursework is preferred.</td>
</tr>
<tr>
<td>One sequence of Human Physiology.</td>
<td>Upper-division level coursework is preferred.</td>
</tr>
<tr>
<td>Requirement</td>
<td>Description</td>
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<tr>
<td>One sequence of Human Anatomy</td>
<td>Upper-division level coursework is preferred. May be one to three courses depending on the institution.</td>
</tr>
<tr>
<td>One sequence of Biochemistry</td>
<td>Upper-division level coursework is preferred.</td>
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<tr>
<td>One course in Calculus</td>
<td></td>
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<tr>
<td>One course in Statistics</td>
<td></td>
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<tr>
<td>One course in Economics</td>
<td>Macro- or microeconomics.</td>
</tr>
</tbody>
</table>

EAP students are required to complete all of these requirements in addition to their major requirements prior to matriculating into the Pharm.D. program.

**Other Policies and Requirements**

**Email**

All EAP students are required to activate and use their university’s e-mail account. Official correspondence from the College of Pharmacy will be sent to your official university e-mail account. Students are responsible for information sent to this account. Forwarding university emails to another email account is not recommended. Failure to receive e-mail because your alternative email account is no longer valid or for any other reason related to use of an alternative email account will not be an acceptable excuse for missing information or assignments communicated from the College or University.

The College asks that you maintain these professional standards when using email:

- Check your email daily, as you will be expected to do while in the Pharm.D. program.
- In general, compose email exactly as you would compose a written business letter or a written assignment for a class. Devote the same attention to editing and proofreading – or perhaps greater attention!
- Use a subject line that will be understandable to the recipient – something like “Question about Immunization Requirements.” Using an extremely short subject line like “Hi” or “Question,” or leaving the subject line blank is confusing and unprofessional.
- Use the correct salutation for the recipient – “Dear Dr. Proteau” or “Dear Ms. Austin Haney.” Not using a salutation is unprofessional and can imply a demanding tone. Please don’t use first names until the person has told you that doing so is okay. The way a person signs their email is traditionally an indication of what they prefer to be called. When someone responds to your email and they sign it “Becky,” then it is safe to assume that they would prefer for you to call them Becky as opposed to Dr. Nguyen or Rebecca.
- Marital status is irrelevant, so use Ms. rather than Miss or Mrs. for your email salutations.
• Please be aware that all pharmacists are not Doctors, many are RPh. and using Dr. would be inappropriate. If you don’t know Pat McGee’s gender or credentials, then do some research. Get on the organization’s website or you can call them and ask. “I’m writing to Pat McGee. I’ve never met Pat and I want to use the correct form of address. Should I use Dr., Mr., Ms.?" You can also consider asking faculty or advisors if they are familiar with a pharmacists’ credentials.

• Be clear and direct. Grammar, spelling, and punctuation should all be perfect. Take the time to properly compose, proofread, and edit your emails. If you are concerned about your ability to use correct English grammar or spelling, please contact any of the advisors.

• Use a standard font like Arial, Calibri, or Times New Roman at 10 to 12 pt.

• Email is not private and emails are forwarded all the time. Assume the president of the Board of Pharmacy, the CEO of your employer, and your grandmother will see everything you ever write in an email.

• Use a signature block at the end of your emails that gives your name and contact information. An example is below.

Benny Beaver  
Oregon State University  
College of Science  
BioHealth Sciences ’21  
Class President  
Cell: 541-XXX-XXXX  
Email: benny.beaver@oregonstate.edu

Here are some additional resources on email etiquette:

• http://www.pharmacyowners.com/blog/bid/80929/8-Tips-for-Proper-Email-Etiquette-in-Your-Pharmacy-Business
• http://michaelhyatt.com/e-mail-etiquette-101.html

EAP Orientation Program
Orientation for EAP students is held the week before the first week of the term for quarter schools (end of September). Attendance is required and students are responsible for all information presented. If a student cannot attend orientation, they must contact the Coordinator for EAP at least two weeks in advance.

Student Standing in the Early Assurance Program
The Academic and Professional Standards Committee (“APSC”) may, at any time, review a student’s standing in the College of Pharmacy. APSC is charged with ensuring that students are aware of academic performance or behavior which is not consistent with Essential Characteristics of Student Pharmacists and that, therefore, places their status in the Early Assurance Program at risk. Academic performance and behavioral concerns are often evaluated independently but have equal significance in determining whether a student is meeting the Essential Characteristics of Student Pharmacists. Severe, continuing or repeated academic or behavioral problems can result in dismissal from the EAP.
APSC, when necessary, provides Student Standing information to communicate performance deficits, insufficient student progress, and lack of progress in a student addressing academic or behavioral problems. APSC and the College’s Coordinator of EAP provide students guidance regarding what the College expects from a student to increase their opportunities for success in the College. Student performance and progress are evaluated on a case-by-case basis, utilizing the experience of APSC members. APSC uses good faith, informed, academic judgment to determine appropriate recommendations for each student’s situation.

The following Student Standing notifications may be received by students who are demonstrating performance deficits or insufficient progress in the EAP program.

**Warning**
Warning status is cautionary and identifies student performance, which may place a student’s EAP status at risk.

Students are placed on Warning status if their prerequisite science (PRS) GPA falls below a 3.30 in any term and/or their cumulative OSU GPA falls below a 3.00 after spring term of their first, second, or third year. Students will also be placed on Warning status if they do not meet with their EAP advisor each term.

Students may also be placed on Warning status if they are not active members in an approved pharmacy or health related club or organization.

- For OSU students: Phi Delta Chi or Pre-Pharmacy Society
- For PSU students: Pre-Pharmacy Student Association

Students may also be placed on Warning status if they do not meet the learning outcomes provided in the EAP syllabus at the end of each year.

When students are placed on Warning status, they must meet with the EAP Coordinator to discuss their situation and develop a holistic action plan for overcoming academic and non-academic barriers to success. They must subsequently execute this action plan.

**Probation**
Probation status identifies an academic or behavioral concern that places the student’s status in the EAP program at serious risk. This may be the result of concerns that arise while in the EAP, or in some cases if concerns are evident prior to a student starting in the EAP, a student may be placed on probation prior to their EAP start date.

Students are placed on Probation status if their PRS GPA falls below a 3.30 for a second time or if their cumulative OSU GPA falls below a 3.00 at the end of their first, second, or third year for a second time. Students will also be placed on Probation status if they receive a C- or lower in any of the prerequisite courses.
Students may also be placed on Probation status if they are not an active member in an approved pharmacy or health related club or organization for a second term and/or if they do not meet the learning outcomes outlined in the syllabus at the end of the year for a second time.

Student behavior that is a significant breach of their University’s Student Code of Conduct may also result in Probation status. Such behavior includes, but is not limited to, violations of Academic Integrity policies, criminal violations, repeated or intentional violation of college or university policies, and others.

When students are placed on Probation status, they must meet with the EAP Coordinator to discuss their situation and develop a holistic action plan and contract for overcoming academic and non-academic barriers to success. They must subsequently execute this action plan and fulfill the contract agreed upon by the EAP Coordinator. Students that fail to follow or are unsuccessful in fulfilling the contract will be eligible for removal from the EAP.

**Removal**

Students that have failed to make adequate academic progress, or who have displayed severe or repeated departures from the learning outcomes or other requirements in the EAP Syllabus or their University’s Student Code of Conduct, may be removed from the EAP.

Students may appeal to stay in the EAP, after being removed, if there are significant or extraordinary circumstances that a student feels led to this outcome. Students engaged in an appeal of their removal from the program will be placed on Probation status. If a student’s appeal is approved, then they will be placed on Probation status for the duration of the term. See Appeals for more information on this process.

A student who is removed from the EAP, can still apply to the Pharm.D. program through the traditional application and admissions process. Any program statuses that a student received while in the EAP (warning, probation, etc.) do not need to be reported on the PharmCAS application. University-wide academic statuses of warning and probation will need to be reported on the PharmCAS application.

**Petitions and Appeals**

**Three Year Plan Request**

Requests to complete a bachelor’s degree and matriculate into the Pharm.D. program a year early must be approved by the EAP Coordinator and the Director of Student Services. To make this request students must create a three year plan, showing that all requirements can be met in three years (graduation, major, and prerequisites) and fill out the Three Year Plan Request form located on Canvas or Blackboard Coursesite. It is important that students fill out the form thoroughly and create specific plans on how they will achieve the learning outcomes outlined in the syllabus. Once you have filled out the form, please send the form to the EAP Coordinator. Three year plans will be approved based on the following:

1. Number of credits planned per term
2. Number of prerequisite courses planned per term
3. If the student needs to take any summer coursework to complete their degree
4. Number of upper division science courses planned per term
5. Specificity of plans for achieving the different learning outcomes on an expedited timeline

**Partner Program Requests**
Requests to complete some prerequisite courses at a community college through your institution’s partner program must be approved by the EAP Coordinator. To make this request students must fill out the partner request form on Canvas or Blackboard Coursesite. Once you have filled out the form, please send the form to the EAP Coordinator.

**Petitions**
All other requests to deviate from the EAP agreement, syllabus, or policies must be approved by the EAP Coordinator and the Director of Student Services using the following process:

1. Complete the petition ([http://pharmacy.oregonstate.edu/webform/petition-form](http://pharmacy.oregonstate.edu/webform/petition-form)), clearly stating the request, reason for the request, and describing how the request with influence the student’s academic career.
2. Submit the completed petition online and indicate that you are an EAP student on the form. Students are welcomed and encouraged to talk with the EAP Coordinator in advance of submitting the petition.
3. The EAP Coordinator will bring the petition to the Director of Student Services and discuss the situation and petition.
4. The EAP Coordinator will communicate a decision on a student’s petition in a timely manner via email.

**Appeals**
Students may appeal any decision in response to a Petition issued by the EAP Coordinator and the Director of Student Services. Students may also appeal any decision regarding Student Standing in the College of Pharmacy. However, any such appeal must follow the following appeal process guidelines:

1. Any student unsatisfied with a decision issued by the EAP Coordinator and the Director of Student Services must submit an appeal in writing to the Dean of the College within seven (7) calendar days following the issuance of a decision by the EAP Coordinator and the Director of Student Services. The Dean may refer the issue back to the EAP Coordinator and the Director of Student Services for additional review, if warranted. Following the review, the Dean will notify the affected student of his or her decision by mail or email.
2. The student may appeal the Dean’s decision to the Oregon State University Provost’s Office in writing within seven (7) calendar days following issuance of a decision by the Dean. The Provost’s Office decision on the appeal is the University’s final decision.
Section 4: Oregon State University Policies and Information

Oregon State University Mission

Preamble
Oregon State University is a comprehensive, research intensive public land-grant university. OSU is one of only two land-, sea-, space- and sun-grant universities with such designation in the country. Oregon State programs and faculty are located in every county of the state and investigate the state's greatest challenges. The state of Oregon is OSU's campus but our mission is to serve the state, the nation and the world. The university works in partnership with the P-12 school system, Oregon community colleges and other colleges and universities to provide access to high-quality educational programs. Strong collaborations with industry and state and federal agencies drive OSU's research enterprise.

Mission
As a land grant institution committed to teaching, research and outreach and engagement, Oregon State University promotes economic, social, cultural and environmental progress for the people of Oregon, the nation and the world.
This mission is achieved by producing graduates competitive in the global economy, supporting a continuous search for new knowledge and solutions and maintaining a rigorous focus on academic excellence, particularly in the three Signature Areas: Advancing the Science of Sustainable Earth Ecosystems, Improving Human Health and Wellness, and Promoting Economic Growth and Social Progress.

Vision
To best serve the people of Oregon, Oregon State University will be among the Top 10 land grant institutions in America.

Values
Oregon State University recognizes that our mission and goals must be supported by sound institutional values. As we pursue our mission and goals, we recognize that the individuals comprising our extended university community are the source of our creativity, reputation, and vitality. The following values are fundamental to our success:

- **Accountability.** We are committed stewards of the loyalty and good will of our alumni and friends, and the human, fiscal and physical resources entrusted to us.
- **Diversity.** We value diversity because it enhances our education and because it provides tools to be culturally respectful, professionally competent and civically responsible.
- **Respect.** We encourage respect, humanity, and integrity in our treatment of each other, and we care for the well-being and safety of others.
- **Responsibility.** We have a responsibility to society to contribute to its social, cultural, political, aesthetic, ethical, and economic well-being.
- **Truth.** We honor and impart principles of academic honesty, freedom, truth, and integrity.
Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380), as amended, Oregon Revised Statutes 351.065, and Oregon Administrative Rule 580-013-0005 of the State Board of Higher Education afford students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education record that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of the personally identifiable information contained in the student’s educational record, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Oregon State University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
Website: http://www.ed.gov/policy/gen/guid/fpco/index.html
Section 5: Pharmacy Student Organizations

EAP Students are required to be an active member in a pharmacy or health related organization every term they are in the EAP.

OSU Corvallis Organizations

Pre-Pharmacy Society
The purpose of the Pre-Pharmacy Society is to coordinate and promote communication between pre-pharmacy students, to stimulate interest in matters pertaining to pharmacy through guest speakers, demonstrations and tours, and to prepare its members for admission to the College of Pharmacy.

To be an active member in any given term a student must:

- Attend one social event in the term
- Attend one general meeting in the term
- Complete 2 hours of volunteer work

For information on how to join, please contact one of the Pre-Pharmacy Society Officers.

- President: Ty Triplett triplett@oregonstate.edu
- Vice President: James Pham, phamja@oregonstate.edu
- Treasurer: Lien Hoang, hoangl@oregonstate.edu
- Secretary: Richard Zhang, zhangric@oregonstate.edu

Phi Delta Chi
All undergraduate, pre-pharmacy students AND Pharm.D. students are eligible to join OSU’s chapter of the professional pharmacy fraternity, Phi Delta Chi (PDC).

Mission
“The objective of this association shall be to advance the science of Pharmacy and its allied interests, and to foster and promote a fraternal spirit among the Brothers.” From the Phi Delta Chi Constitution.

Membership Benefits
Membership in Phi Delta Chi is a great way to get involved with the pharmacy community, make new friends, form study groups, gain scholarship opportunities, and have fun!

Professional Involvement
PDC is a great way to get involved with the pharmacy community though a variety of activities including “Brown Bag” prescription consultations, Community Health Promotion, and Adopt-A-Family service projects.
Brotherhood Experience
Relieve stress by hanging out with PDC Brothers at bowling nights, staff luncheons, beach retreats, social dinners, BBQs and more!

How to Join
For more information, contact Rachael Lundy, lundyr@oregonstate.edu

Advisor
Dr. Shannon Starwalt
shannon.starwalt@oregonstate.edu
541-737-8035

OSU Cascades Campus Organizations

Pre-Health Sciences Club
The Pre-Health Sciences clubs' mission is to support and assist students pursuing a career in the medical field.

Portland State University Organizations

Pre-Pharmacy Student Association
The Pre-Pharmacy Student Association (PPSA) is a group dedicated to supporting students interested in the Pre-Pharmacy pathway. We strive to create an environment that provides the resources and networking required for these students. PPSA is a group that helps its members discover the vast world of pharmacy through meetings, educational events, and community outreach.

- **To become a member:**
  1) Go to [http://www.orgsync.com/](http://www.orgsync.com/)
  2) Click on Sign in/sign up in top right corner
  3) Scroll down to Portland State University
  4) Create an account using PSU email
  5) Search for pre-pharmacy
  6) Find Pre-Pharmacy Student Association and click on “Join Club”
  7) You should now be registered as a member and able to receive email updates, announcements, etc.

- **Questions?** Email prepharmsa@pdx.edu and a representative will get back to you!

- Different events offered throughout the year:
  - Pharmacy Program presentations
  - Speakers
  - Application workshops
  - Student Panels
Any Other Institution

EAP students need to consult with the EAP Coordinator to determine which club or organization at their college or university will meet this requirement each term.
Appendices

Appendix A: College of Pharmacy Organization Chart
Appendix B: Oath of a Pharmacist

At this time, I vow to devote my professional life to the service of all humankind through the profession of pharmacy.

• I will consider the welfare of humanity and relief of human suffering my primary concerns.
• I will apply my knowledge, experience, and skills to the best of my ability to assure optimal drug therapy outcomes for the patients I serve.
• I will keep abreast of developments and maintain professional competency in my profession of pharmacy.
• I will maintain the highest principles of moral, ethical, and legal conduct.
• I will embrace and advocate change in the profession of pharmacy that improves patient care.

I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public.

Appendix C: Code of Ethics

Preamble
Pharmacists are health professionals who assist individuals in making the best use of medications. This code, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals, and society.

A Pharmacist respects the covenantal relationship between the patient and pharmacist.
Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individual achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.

A Pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.
A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.

A Pharmacist respects the autonomy and dignity of each patient.
A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.

A Pharmacist acts with honesty and integrity in professional relationships.
A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interest of patients.

A Pharmacist maintains professional competence.
A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.

A Pharmacist respects the values and abilities of colleagues and other health professionals.
When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

A Pharmacist serves individual, community, and societal needs.
The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

A Pharmacist seeks justice in the distribution of health resources.
When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

Appendix D: Pledge of Professionalism

As a student of pharmacy, I believe there is a need to build and reinforce a professional identity founded on integrity, ethical behavior, and honor. This development, a vital process in my education, will help to ensure that I am true to the professional relationship I establish between myself and society as I become a member of the pharmacy community. Integrity will be an essential part of my everyday life, and I will pursue all academic and professional endeavors with honesty and commitment to service.

To accomplish this goal of professional development, as a student of pharmacy I will:

- **DEVELOP** a sense of loyalty and duty to the profession by contribution to the well-being of others and by enthusiastically accepting responsibility and accountability for membership in the profession.

- **FOSTER** professional competency through lifelong learning. I will strive for high ideals, teamwork, and unity within the profession in order to provide optimal patient care.

- **SUPPORT** my colleagues by actively encouraging personal commitment to the Oath of a Pharmacist and the Code of Ethics as set forth by the profession.

- **DEDICATE** my life and practice to excellence. This will require an ongoing reassessment of personal and professional values.

- **MAINTAIN** the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical caregiver.

The profession of pharmacy is one that demands adherence to a set of ethical principles. These high ideals are necessary to ensure the quality of care extended to the patients I serve. As a student of pharmacy, I believe this does not start with graduation; rather, it begins with my membership in this professional college community. Therefore, I will strive to uphold this pledge as I advance toward full membership in the profession.

I voluntarily make this pledge of professionalism.
Appendix E: Essential Characteristics of Student Pharmacists

The Essential Characteristics of Student Pharmacists (“Essential Characteristics”) identified below are drawn from a number of different resources that govern the professional expectations of pharmacists, including but not limited to the national Pharmacy Code of Ethics, the Oath of a Pharmacist, and the Pledge of Professionalism. The Essential Characteristics are intended to ensure that student pharmacists and pharmacists educated at the College of Pharmacy have the capacity to meet federal and state regulations and policies that pertain to pharmacy, and to meet or exceed expectations that the public has for professional competence and behavior among pharmacy professionals.

Academic and professional environments present different challenges, but the Essential Characteristics required to succeed in pharmacy are common to both settings. Students in the College must observe and fulfill the Essential Characteristics, which have been divided into the following relevant categories:

Intellectual Ability, Empathetic and Collegial Communication Skills, Psychomotor Skills, Respect for Diversity, High Ethical Standards, and Behavioral and Social Expectations.

Under each category are examples that describe and clarify these Essential Characteristics.

**Intellectual Ability**

- Comprehend, interpret and analyze new information
- Reason and carry out evidence-based decision making
- Use critical thinking skills and problem solving to evaluate information from multiple sources and synthesize a plan of action
- Thrive in a rigorous foundational and clinical science-based curriculum
- Participate in self- and programmatic-assessment intended to sustain a continual improvement process
- Be curious and pursue life-long learning

**Empathetic and Collegial Communication Skills**

- Formulate concise, accurate synopses of essential information
- Contribute in a meaningful and collaborative manner in group discussions
- Interact constructively with other members of a health care team
- Communicate difficult concepts orally and in writing at an appropriate level for specific patients or audiences
- Listen empathetically and develop rapport
- Appropriately display, and interpret, non-verbal communication signals
- Communicate fluently in English
- Effectively utilize resources to communicate in non-English languages

**Psychomotor Skills***
- Participate effectively in preparation and distribution of sterile and non-sterile drug products
- Utilize and analyze information from varied sensory inputs
- Participate in drug administration, including injections
- Carry out tasks required for objective and subjective assessment of patient health
- Discern critical elements of a problem through observation

**Respect for Diversity**

- Communicate in a manner that respects all individuals
- Proactively seek ways to provide an inclusive environment that addresses unique patient needs
- Provide care without judgment of a patients’ personal choices or situation
- Individualize care with consideration of cultural norms for the patient
- Individualize care with consideration of unique therapeutic needs or challenges

**High Ethical Standards**

- Maintain confidentiality
- Act with compassion, empathy and altruism
- Accept responsibility and provide leadership
- Abstain from illicit drug use
- Act with integrity and expect the same of professional colleagues

**Behavioral and Social Expectations**

- Demonstrate a history of appropriate behavior in personal actions
- Perform effectively and display sound judgment while under stress
- Perform appropriately in academic or professional settings
- Address disagreements with tact and avoid public altercations
- Exhibit the capacity to adapt to change readily and adjust responses in dynamic, unpredictable situations
- Accept constructive criticism and adapt behavior

*Students may be able to be admitted and progress to graduation while not possessing selected psychomotor skills. In the instance of a documented disability, the College will work to provide reasonable accommodation. The absence of some skills, however, may limit the variety of settings in which a pharmacist can work.*