Early Assurance Program (EAP)
Student Handbook
2020-2021
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 Success and Engagement with questions or concerns about the content of this handbook.
Section 1: 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
Section 2: 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 Success and Engagement (OSSE) assist with issues relating to academic success, career preparation, registration, financial aid, College of Pharmacy policies and procedures, graduation, etc.

Office of Student Success and Engagement (OSSE)

Juancho Ramirez, Pharm. D.
Interim Associate Dean of Student Affairs
ramireju@ohsu.edu
541-974-2421

Angela Austin, Ed.M.
Director of Student Success and Engagement
angela.austin@oregonstate.edu
541-737-5784

Eliza Allison, M.Ed.
Academic Advisor
Portland-Based Advisor
eliza.allison@oregonstate.edu
503-418-9366

Anne Taylor
Recruitment Coordinator
Distance Advisor
anne.taylor@oregonstate.edu

Marwa Al Khamees
Graduate Teaching Assistant
EAP Advisor
marwa.alkhamees@oregonstate.edu
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.


Updating Contact Information

All 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.

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 3: 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 541-737-5808). 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 Angela Austin at Angela.Austin@oregonstate.edu or 541-737-5784.

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

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

For more information on experiential education in the OSU/OHSU Pharm. D. program, please visit their website at [https://pharmacy.oregonstate.edu/Experiential](https://pharmacy.oregonstate.edu/Experiential)
Section 4: EAP Academic and Professional Standards

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 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.

**Pharm. D Prerequisite Requirements**

<table>
<thead>
<tr>
<th>PREREQUISITE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<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>Two quarters or one semester 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 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. May be one to three courses depending on the institution. Can be a combined A&amp;P sequence</td>
</tr>
<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. Can be a combined A&amp;P sequence</td>
</tr>
</tbody>
</table>
Two quarters or one semester of Biochemistry. Upper-division level coursework is REQUIRED.

<table>
<thead>
<tr>
<th>One course in Calculus.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>One course in Statistics.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>One course in of Public Health Care Delivery/Economics</th>
<th>One course addressing perspectives in public healthcare delivery or economics</th>
</tr>
</thead>
</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.

**Professional Communication**

**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.” 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://michaelhyatt.com/e-mail-etiquette-101.html

EAP Orientation Program

For the 2020-2021 academic year, the EAP orientation for new EAP students will be conducted virtually through the EAP Canvas page. The orientation requires students to read the EAP handbook, watch the orientation video, and complete a quiz to confirm their participation in the orientation. The orientation must be completed by Oct. 9th.

Student Standing in the Early Assurance Program

EAP GPA Requirements

EAP students are required to maintain a 3.0 minimum pre-requisite (PRS) GPA. The PRS GPA is calculated with the grades earned by the Pharm. D. pre-requisite courses. EAP students are also required to earn a C- or above in all their pre-requisite courses. The EAP Advisor will conduct GPA checks each year at the end of spring term. Students are responsible for sending up-to-date copies of their unofficial transcript to the EAP advisor to ensure their grades are updated.

Supplemental Support Plan

If a student’s PRS GPA falls below 3.0, they will meet with their EAP advisor during the next fall term to develop a Supplemental Support Plan. The Supplemental Support Plan will be a collaboration between the student and advisor, and may include additional advising meetings throughout the academic year.
Students are required to replace all grades of D or F with a C- or higher and make satisfactory academic progress by the end of the Supplemental Support Plan year. Failure to make satisfactory academic progress will result in the removal from EAP.

A student who is removed from the EAP can still apply to the Pharm.D. program through the traditional application and admissions process. While students do not need to report their supplemental support year on their PharmCAS application, university-wide academic statuses of warning and probation will need to be reported on the PharmCAS application.

EAP Petitions and Appeals

Three Year Plan Request
Student wishing to graduate early may do so with the knowledge of their EAP advisor. Please contact your advisor if you are deciding to graduate early to ensure that you will meet all the pre-requisites and the EAP learning goals within your new timeline. Students are encouraged to create a three year plan, showing that all requirements can be met in three years (graduation, major, and prerequisites). When deciding to graduate early, please think about how you plan on creating a schedule that takes into account:

1. Number of credits planned per term
2. Number of prerequisite courses planned per term
3. If the you need to take any summer coursework to complete your degree
4. Number of upper division science courses planned per term
5. Plans for extracurricular involvement and experience hours

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 Advisor. To make this request students must fill out the partner request form on the EAP Canvas course. Once you have filled out the form, please submit it to the Partner Program Request assignment in Canvas.

Petitions
All other requests to deviate from the EAP agreement or policies must be approved by the EAP Advisor and the Director of OSSE using the following process:

1. Complete the petition
   https://docs.google.com/forms/d/e/1FAIpQLSc_vRzg8n4kKPjteaAXpGDEnF0tdCyK4eZhgGzkppR6B-lgew/viewform, 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 Advisor in advance of submitting the petition.
3. The EAP Advisor will bring the petition to the Director of OSSE and discuss the situation and petition.
4. The EAP Advisor 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 Advisor and the Director of OSSE. 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 Advisor and the Director of OSSE 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 Advisor and the Director of OSSE. The Dean may refer the issue back to the EAP Advisor and the Director of OSSE 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 5: EAP Extracurriculars and Pharmacy Experience

EAP students are encouraged to take part in various professional development opportunities and expand their experiences prior to starting the Pharm. D program. The PharmCAS application for the Pharm. D programs asks students to enter experiences in four different categories: Pharmacy Experience, Healthcare Experience, Employment, and Extracurricular Activities.

EAP Experience Hours
To best prepare for the Pharm. D program, EAP students are encouraged to gain **50 experience hours** through opportunities in at least two of the categories below. Students may claim only up to 25 experience hours from an individual opportunity when reporting EAP experience hours. For example, if a student has 200 hours from their work as a pharmacy technician, they can only report 25 hours to satisfy the EAP requirement, and must find opportunities in healthcare experience, other employment, and extracurriculars to meet the requirement for the remaining 25 experience hours.

i. Pharmacy Experience
   - Experiences in a pharmacy or pharmacy-related field, such as shadowing a pharmacist or working as a pharmacy technician.

ii. Healthcare Experience
   - Both paid and unpaid work in a health or health-related field where you are not directly responsible for a patient's care, but may still have patient interaction; for example, filling prescriptions, performing clerical work, delivering patient food, cleaning patients and/or their rooms, administering food or medication, taking vitals or other record keeping information, working as a scribe, CNA (depending on job description), medical assistant, etc.

iii. Employment
   - Paid work done outside of the health care field or a research lab; for example, a retail or restaurant job.

iv. Extracurricular Activities
   - Related activities you would like your selected programs to review; for example, pre-pharmacy club, community service, or other student or community organizations. Do not include paid work experience in this section.

Student Organizations
EAP Students are encouraged to participate in pharmacy, healthcare, or STEM student organizations. While participating in the student organizations is not required, it’s highly encouraged to gain extracurricular experience and expand the professional network of students.

EAP Portfolio
Every EAP student will be asked to submit an EAP Portfolio to their advisor before the start of their final year in EAP. The goal of the EAP Portfolio is to ensure that the student is prepared to submit
their PharmCAS application. It is suggested that you work on your portfolio throughout your time in EAP. Each of the five parts (explained below) directly correlates to the PharmCAS application and will help you prepare to submit your application to our Pharm.D. program. During fall term of their last year in EAP, students are required to meet with their EAP advisor to review their completed portfolio and demonstrate how they’ve met the learning outcomes of EAP.

Part 1: Curriculum Vitae
- You should update your CV at least every year in EAP. You will be asked to submit a most up to date version with your portfolio when it is due.
- A template will be provided for you to utilize. This template is similar to the template you will use as a Pharm.D. student and will benefit you as you enter the professional program.
- Periodic CV workshops will be offered so you can make this document the most useful for you.

Part 2: Reflection on Academics
- What classes have you taken in undergrad do you think will benefit you most in the Pharm.D. program?
- What classes challenged you the most and how did you overcome those challenges?
- Did you take any courses beyond the pharmacy prerequisites, select a minor or second course of study, or participate in any academic experience (internship, study abroad, research etc.) that you think will inform your future in pharmacy school?
  - How do you foresee these experiences impacting your future in pharmacy school and as a pharmacist?

Part 3: Reflection on Experiences
- What non-academic experiences have you participated in both in and outside of school will benefit you the most in Pharm.D. Program?
  - Consider all your volunteer work, work experience, research, work study, community service, student clubs, etc.
- How do you foresee these experiences impacting your future in pharmacy school and as a pharmacist?

Part 4: PharmCAS Essay Prompt
- Submit a draft of your PharmCAS essay response. You will go over this with your advisor and receive feedback to hone your essay prior to submitting your application
- Your personal essay should address why you selected pharmacy as a career and how the Doctor of Pharmacy degree relates to your immediate and long-term professional goals. Describe how your personal, educational, and professional background will help you achieve your goals. The personal essay is an important part of your application for admission and provides you with an opportunity for you to clearly and effectively express your ideas.

Part 5: Select your References
- When you submit your application to PharmCAS you will be required to submit 2-4 references who can speak to your preparedness for pharmacy school. Please answer the following questions:
  - Who will you request your references from?
  - How will you request these? Provide us an example of the ask.
Section 6: EAP Advising Requirements

EAP students are required to meet with their assigned EAP twice during their time in the program, first during their first term in EAP, and finally during their first term of their last year in their undergraduate program.

While students are only required to meet with their EAP advisor twice during their time in EAP, students are encouraged to seek their advisors help to follow-up on action plans or seek additional opportunities or support when needed.

Student and Advisor Expectations

Advisee Expectations:
- Understand and accept that you are ultimately responsible for your education and your own decisions.
- Learn and understand your institution’s policies, procedures, and requirements as they relate to your academic success and/or degree completion.
- Be prepared when you come to advising sessions; be active in your advising session, and ask questions when you have them.
- Call or email to cancel appointments that cannot be kept.
- Understand and communicate personal values, abilities, and goals.
- Provide accurate and truthful information when being advised.
- Initiate a purposeful relationship with your advisor and make appointments when necessary or when in need of assistance.
- Follow through on plans-of-action identified during advising sessions.

Advisor Expectations:
- Develop a purposeful relationship with and be an advocate for their advisees.
- Inform students of the nature of the advisor/advisee relationship. Assist students in defining and developing expressed educational, career, and life plans.
- Promote learning opportunities that will help students define or meet personal goals and plans.
- Inform inquiring students of campus resources and special services available to them.
- Refer students to those resources that can enhance or supplement their academic or personal experience.
- Provide timely and accurate educational information.
- Monitor progress toward educational/career goals. Interpret and provide rationale for institutional policies, procedures and requirements.
Advising Appointment Tips

**BEFORE**
- Complete the advising assignment on Canvas, if applicable
- Review your academic record
- Come prepared with questions

**DURING**
- Be on time or early for appointment
- Be open with your advisor about any challenges or triumphs (academic and personal)
- Be willing to talk about yourself, so your advisor can get to know your interests and goals

**AFTER**
- Keep your own record of the advising appointment
- Complete necessary follow-up steps as decided on by you and your advisor
- Access campus resources. Especially if your advisor suggested some to you

**EAP Requirements Timeline:**

**First Term of EAP**

By the end of your first term in EAP, you should be able to:
- a. Meet with your EAP advisor prior to the end of the term
- b. Understand the requirements and expectations of EAP
- c. Identify the resources available to you in the college as well as across campus
- d. Differentiate between the role of your EAP advisor versus the role of your major advisor
- e. Identify your major and prerequisite requirements
- f. Create complete graduation plan, including prerequisite, major, and degree requirements
- g. Recognize the experiences and skills that the College wants EAP students to develop prior to the Pharm.D. program, experience hours and extracurriculars

**Every Fall Term**

By the end of each fall term in EAP, you should:
- a. Create an action plan for meeting your academic, personal, and professional goals
- b. Connect with current and previous professors and faculty
- c. Identify academic and extracurricular opportunities of involvement
Every Spring Term

By the end of each spring term in EAP, you should:

a. Accomplish some of your goals and fine-tune existing goals
b. Adjust your action plan for achieving your goals
c. Review your graduation plan and make changes if necessary
d. Update your resume/CV with recent involvements

Last Fall Term

By the end of your last fall term in EAP, you should have:

a. Engaged in opportunities to meet the 50 experience hours requirement
b. Completed your EAP portfolio
c. Met with your EAP advisor to review your portfolio
d. Submitted your PharmCAS application to the OSU/OHSU Pharm. D program by the priority deadline, Nov. 1st