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

Faculty Responsible for the Course:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Hours</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deanna Moretz, PharmD, BCPS</td>
<td>Tuesday/Thursday from 12pm to 1pm via Zoom</td>
<td><a href="mailto:moretzd@ohsu.edu">moretzd@ohsu.edu</a></td>
<td>503-346-4523</td>
</tr>
</tbody>
</table>

General Catalog Description, Course Credits, & Prerequisites:
Students will learn to identify appropriate information resources and will systematically collect, arrange, and analyze pertinent information related to a particular patient or drug product problem. (3 credits)

PREREQS: First-year standing in the PharmD program.

Course Specific Measurable Student Learning Outcomes (SLOs) & Linkage to Program Level Student Learning Outcomes (P-SLOs):
Upon successful completion of this course the students will be able to:

1. Demonstrate the ability to search and retrieve relevant medication information in electronic databases such as Micromedex®, Lexicomp Online®, and DailyMed. (1.1.4)

2. Identify key references for different sources of drug information and select appropriate references to provide accurate answers to drug information requests. (1.1.4, 3.1.1, 3.2.1)

3. Interpret and synthesize information from multiple sources into concise written and verbal responses to drug information requests. (1.1.4, 3.1.1., 3.1.2, 3.2.1)

4. Write a concise, complete and accurate drug information response that appropriately cites sources, does not infringe on copyrights, and is in proper scientific paper format based on the AMA Style Guide. (3.1.3, 3.6.6, 4.4.3)

5. Apply the principles of evidence-based medicine to formulate focused queries using the "PICO" method to acquire the best available evidence for a drug information request. (1.1.4, 3.1.2)

6. Identify appropriate terms to conduct an effective and efficient Medline literature search. (1.1.4)

7. Identify information that requires verification from multiple references, identify the primary source of any conflicting information, and evaluate and interpret the information into a formal written drug information response. (3.1.1., 3.1.2, 3.1.4, 3.6.4, 3.6.6)
Student Requirements for Credit and Evaluation of Performance:

<table>
<thead>
<tr>
<th>Assignment/Method of Evaluation</th>
<th>Percentage of Grade</th>
<th>Course Student Learning Outcome(s) Addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Class Preparation (1 assignment)</td>
<td>5%</td>
<td>6</td>
</tr>
<tr>
<td>Quality of Classroom Contributions and Interactions (8 Group Exercises)</td>
<td>10%</td>
<td>1-7</td>
</tr>
<tr>
<td>Assignment # 1 – Choosing the best tertiary source</td>
<td>10%</td>
<td>1, 2</td>
</tr>
<tr>
<td>Assignment # 2 - Verbal Response to Drug Information Question</td>
<td>10%</td>
<td>3,7</td>
</tr>
<tr>
<td>Assignment # 3 - Short Drug Information Written Response</td>
<td>15%</td>
<td>1-7</td>
</tr>
<tr>
<td>Mid-Term Exam</td>
<td>25%</td>
<td>1-7</td>
</tr>
<tr>
<td>Assignment # 4 - Responding to a Clinician Drug Information request / Individual 500 word paper</td>
<td>25%*</td>
<td>1-7</td>
</tr>
</tbody>
</table>

*Students must show competency in responding accurately and completely to a drug information request. Competence is demonstrated by a score of 70% (C-) or greater on the final paper. Failure to demonstrate competency will be clearly indicated on the returned paper. Students failing to demonstrate competency on the final paper will be given an incomplete (I/D) and must complete a second assignment over the winter break (due on the first day of Winter Term). Students failing to demonstrate competency on the second assignment will receive a final grade of D, regardless of performance on other class assessments, assuming overall performance warrants a grade greater than F. Those demonstrating competence on the second assignment will receive a course grade based upon an average of the first and the second score on the final paper.*

**No excuses policy:**
Students unable to take an examination at the scheduled time must make every attempt to notify the course coordinator **before the examination period** (email or phone message will suffice in the case of incapacitating illness). In all other situations, prior permission must be obtained from the course coordinator—and may require written documentation. All students are expected to take all regularly scheduled examinations. Make up examinations will not be offered during the term.

**Time limit on exam re-grading:** Requests for exam re-grading or corrections must be made in writing within **one week** of the exam’s return. A full exam review will follow each request.

**Professional integrity.** All assignments are intended to be individual efforts, unless otherwise indicated in writing, and may be reviewed using software to detect plagiarism. Failure to properly cite information, verbatim inclusion of text from other sources, or substantive similarity to other student’s submissions will be considered a violation of academic integrity. Violation of academic integrity results in a zero on the assignment and student referral to the College of Pharmacy Academic and Professional Standards committee.
Learning Resources:

**Required Texts/Materials:**
All required texts are available from the OHSU on-line library:  
[http://www.ohsu.edu/xd/education/library/](http://www.ohsu.edu/xd/education/library/)

Use your OHSU network username and password to access the Library’s electronic resources from off-campus. Please see: [http://www.ohsu.edu/xd/education/library/off-campus_faq.cfm](http://www.ohsu.edu/xd/education/library/off-campus_faq.cfm) for more information.


Pharmacotherapy: A Pathophysiologic Approach. 9th  

All required journal readings and on-line presentations identified in the schedule below are posted to Canvas. Additional required readings may be identified during the course by instructors.

**Electronic Communication and Learning Management/Tracking Systems:**
Students are required to maintain an active email account that is either your ONID account or linked to your ONID account. If your ONID email is forwarded to a second address, please assure that the second address is active and capable of receiving email (e.g. it has not exceeded its maximum storage capacity). Students are responsible for all email communication delivered to student ONID email accounts through the course website.

**Student Response & Engagement System (Top Hat)**
We will be using the Top Hat classroom response system in this course. You will be able to submit answers to in-class questions using Apple or Android smartphones and tablets, laptops, or through text message. Top Hat costs are being subsidized by the College. If you encounter a paywall, please contact your course coordinator.

You can visit the Top Hat Overview within the Top Hat Success Center which outlines how you will register for a Top Hat account, as well as providing a brief overview to get you up and running on the system. Or you can visit the Oregon State University Classroom Response Student Support webpage for additional information.

The join code for this course is: 256716

Should you require assistance with Top Hat at any time, due to the fact that they require specific user information to troubleshoot these issues, please contact their Support Team directly by way of email (support@tophat.com), the in app support button, or by calling 1-888-663-5491.
**Attendance Requirements:**
Attendance is not required for lectures. However, in class exercises and homework quizzes must be completed to receive credit.

**Late or Missing Assignments/Examinations:**
Students will be required to complete all assignments and turn them in to the instructor by the day and time stated in the course outline. The required due date and time for all assignments are stated in this syllabus.

Notify the course instructor via email or phone if you are ill or have an emergency that will result in missing the due date for a class assignment. If at all possible this notification should occur before the assignment is due, but generally no later than 24 hours afterward. Work schedules, weddings, and travel plans are not acceptable reasons for missing an assignment.

Students that turn in assignments after they are due will have sanctions as follows; however, each instance will be considered on a case-by-case basis:

- Assignments submitted after they are due but within 24 hours, will automatically have 10% of their total value deducted before grading.
- Assignments submitted later than 24 hours after they are due but within 48 hours, will automatically have 20% of the total value deducted before grading.
- Assignments submitted more than 48 hours late are subject to a grade of zero (0) points.

Dr. Moretz must approve absences for the exam prior to the scheduled exam. Permission will only be granted for medical and/or family emergencies. Requests must be made in written form and given to Dr. Moretz. If permission is granted by telephone at the last minute (e.g. due to severe illness), it is the student’s responsibility to confirm the request in writing as soon as possible. Written confirmation of illness by a physician may be required when you return to class. The OSU Student Health Service is available to all students who are ill.

All students are expected to take the regularly scheduled exam. Make up examinations will only be allowed for students excused from the regularly scheduled exam due to illness/family emergency.

**Closures or Curtailments (Including Inclement Weather):**

- OSU: See OSU Campus Alert Website: [http://oregonstate.edu/main/alerts](http://oregonstate.edu/main/alerts)
- OHSU: Call the OHSU Alert Line: 503 494-9021 (option 3 for students)
- For students in clinical rotations, OSU or OHSU closure does not necessarily impact your clinical rotations. Contact your faculty of record for process.
<table>
<thead>
<tr>
<th>Week 0</th>
<th>September 27</th>
<th>Objective(s)</th>
<th>Reading(s)/Other Preparations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A. Course Introduction</td>
<td>A. Verify access to OHSU Library website databases <a href="http://www.ohsu.edu/xd/education/library/">http://www.ohsu.edu/xd/education/library/</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>B. Appropriate Citation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3. Armstrong JD “Plagiarism: what is it, whom does it offend, and how does one deal with it?” AJR 1993; 161:479-484.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Group Exercise #1:</strong></td>
<td>Case Study 10-3 Due: 9/30 by 12 pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 1</th>
<th>October 4</th>
<th>Objective(s)</th>
<th>Reading(s)/Other Preparations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>B. AMA Citation Format</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Group Exercise #2:</strong></td>
<td>FDA Resources and AMA Citation Due: 10/7 by 12 pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 2</th>
<th>October 11</th>
<th>Objective(s)</th>
<th>Reading(s)/Other Preparations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>B. Adverse Drug Reactions and Drug Interactions</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Group Exercise #3:</strong></td>
<td>Practice DI Questions using Drug Compendia Due: 10/16 by 12 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Group Exercise #4:</strong></td>
<td>Evaluating ADR and Drug Interaction Questions Due: 10/16 by 12 pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 3</th>
<th>October 18</th>
<th>Objective(s)</th>
<th>Reading(s)/Other Preparations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>B. Tertiary Resources II</td>
<td>Chapter 5 – Literature Evaluation II: Section on Dietary Supplement Medical Literature</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Group Exercise #5:</strong></td>
<td>Practice DI Cases Due: 10/21 by 12 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Group Exercise #6:</strong></td>
<td>Choosing the Best Tertiary Resource Due: 10/21 by 12 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Assignment #1:</strong></td>
<td>Choosing the best tertiary source Due: 10/28 by 12 pm</td>
</tr>
<tr>
<td>Week 4</td>
<td>October 25</td>
<td>Objective</td>
<td>Reading(s)/Other Preparations</td>
</tr>
<tr>
<td>--------</td>
<td>------------</td>
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<td>------------------------------</td>
</tr>
</tbody>
</table>
| A. Responding to Drug Information Requests  
B. Introduction to Evidence Based Medicine | A. Read:  
-Chapter 12– Professional Communication  
Develop search strategy for 5 DI questions posted in Canvas using PICO method. Upload your answers into Canvas before class.  
Due: 11/8 by 11am |
| Week 5 | November 1 | Assignment # 2: Verbal DI Response | Assignment # 2: Submit Verbal DI response online  
Due: 11/1 by 2 pm |
| Week 6 | November 8 | A. Effective Medline Searching  
B. Primary Literature | A. Read:  
Chapter 4: Literature Evaluation I: Controlled Clinical Trial Evaluation – Introduction and Section on Biomedical/Pharmacy Literature  
-Chapter 5: Literature Evaluation II: Beyond the Basics – Section on Observational Study Design, Reports Without Control Group and Postmarketing Surveillance Studies  
B. Review: Online Presentation in OSU Library:  
Tips and Tricks for Medline Searching: [http://guides.library.oregonstate.edu/course-guide/3216-PHAR729](http://guides.library.oregonstate.edu/course-guide/3216-PHAR729) | Group Exercise # 7:  
Use PICOs to search Medline and identify appropriate articles  
Due: 11/11 by 12 pm |
<table>
<thead>
<tr>
<th>Week</th>
<th>Objective</th>
<th>Reading(s)/Other Preparations</th>
<th>Graded Activities or Assessments</th>
</tr>
</thead>
</table>
Due: 11/25 by 12 pm                                                          |
| November | B. Systematic Reviews                                                    |                                                                                                                                                                                                                           | In Class Exam                                                             |
| November |                                                                            |                                                                                                                                                                                                                           | Assignment #4: Final Paper  
Due: 12/9                                                                 |
| Week 8  | A. Secondary and Gray Literature                                         |                                                                                                                                                                                                                           |                                                                            |
| November | B. Systematic Reviews                                                    |                                                                                                                                                                                                                           |                                                                            |
| November |                                                                            |                                                                                                                                                                                                                           |                                                                            |
| Week 9  | No Class                                                                  | Thanksgiving Holiday                                                                                                                                                                                                     |                                                                            |
| November |                                                                            |                                                                                                                                                                                                                           |                                                                            |
-Chapter 10 – Legal Aspects of DI: Section on Direct to Consumer Advertising  
-Chapter 10 – Legal Aspects of DI: Section on Direct to Consumer Advertising  
- Chapter 23 – Assessing Drug Promotions | Group Exercise # 8:  
Evaluate 2 scenarios  
Due: Friday, 12/9 12 pm  
Bring questions for final paper to office hours |
| December |                                                                            |                                                                                                                                                                                                                           |                                                                            |
| December |                                                                            |                                                                                                                                                                                                                           |                                                                            |

**Course Grading Standards:**

Final course grades will be posted with the OSU registrar based on the official Grade Deadline Calendar (http://registrar.oregonstate.edu/faculty-grade-deadlines) and will be generally assigned as indicated below.

<table>
<thead>
<tr>
<th>Letter Grades</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.99</td>
</tr>
<tr>
<td>B</td>
<td>83-86.99</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.99</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.99</td>
</tr>
<tr>
<td>C</td>
<td>73-76.99</td>
</tr>
<tr>
<td>C-</td>
<td>70-72.99</td>
</tr>
</tbody>
</table>
The College of Pharmacy policy for incomplete course grades is more restrictive than OSU policy. Incomplete grades must be resolved prior to the third week of the following term or a non-passing grade will be submitted.

Written Quiz and Exam Expectations and Process:

Students unable to take a quiz or examination at the scheduled time must make every attempt to notify the course coordinator before the examination period. Email or phone message will suffice in the case of incapacitating illness. In all other situations, prior permission must be obtained from the course coordinator—and may require written documentation. All students are expected to take all regularly scheduled examinations. Make up examinations will/will not be offered during the term.

Questions or concerns about points or grading of an exam need to be submitted in writing, along with the exam, within one week of the date the exam was returned to the students. Submitting such a request allows the instructor to review the exam for any additional oversights that may have occurred. Below are the College of Pharmacy standard examination procedures.

- Sit every other seat. Instructors/proctors may arrange seating in crowded room.
- No hats or caps. Put your possessions away. Turn phones to silent. Zip backpacks. Scratch paper is not allowed.
- Using a #2 pencil, PRINT your name (registered name, not your nickname) and OSU ID# on the Scantron and the paper exam. FILL IN THE APROPRIATE BUBBLES.
- DO NOT fill in the form number.
- DO NOT fill in the section number.
- Every question has a best answer. Mark the appropriate letter on the answer sheet.
- Do not ask questions during the exam. Write on the exam or in the margins if you want to explain something. Only notify instructors/proctors if there are inaccuracies on the exam (e.g. numbering).
- Leave the room after the exam. Do not stay outside the room as it causes distraction.
- Please take care of personal needs, including bathroom needs, before the exam starts. Tell the proctor if it’s an emergency.

Evaluation and Improvement of Course Quality and Teaching Effectiveness:

Course and faculty evaluations are an essential component of the College's assessment activities as well as critical for the individual faculty evaluation processes. Student feedback is used to improve instructional and curriculum quality as well as provides a mechanism for students to bring other issues to light that occur in courses. Students have several opportunities to participate in continual quality improvement of courses and the program. Additionally, the College of Pharmacy Curriculum and Assessment committees have student representatives and students are encouraged to bring suggestions for improvement directly to members of these committees.

The College uses a two-prong end of term evaluation system: 1) Faculty Evaluation; and 2) Course Evaluation. The Faculty Evaluation consists of 12 items established by the Oregon State University Faculty Senate. The College cannot change those items and results are used to evaluate individual faculty members. Faculty evaluations open and close based on faculty teaching schedules. Responses to course and faculty evaluations are anonymous.
The second prong is a college-specific set of items that we have deemed to more helpful in evaluating courses. The process uses 5 standard items about the course such as organization and learning outcomes being understandable. The survey also asks you to indicate whether you believe the course outcomes were met. In general, course evaluations will be open 7 days prior to the end of the term and close 7 days after the official end of the term. Student will receive reminders during this window. The open-ended comments collected during the course evaluation are shared with the Course Coordinator, the Curriculum Committee, and the Director of Assessment & Faculty Development. These comments are not part of a faculty teaching evaluation.

Below is a summary of changes made to this course based on student feedback:

- Added more group activities during class to enhance learning from independent assignments
- Reduced the number of take home quizzes
- Reduced the number of reading assignments
- Added one pre-class assignment to prepare students for active participation in class
General Oregon State University and College of Pharmacy Policies:

Academic and Professional Standards – Code of Conduct
The Oregon State University College of Pharmacy professional program has defined academic and
behavioral expectations and characteristics considered essential to being a student pharmacist and
pharmacist. Individuals who choose to become student pharmacists 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, available
at [http://pharmacy.oregonstate.edu/current-student-resources](http://pharmacy.oregonstate.edu/current-student-resources).

Additionally, OSU Student Conduct & Community Standards (SCCS) are available online at
[http://studentlife.oregonstate.edu/code](http://studentlife.oregonstate.edu/code) and define expectations of students at the University level.
Information about Academic Misconduct, Reporting of Incidents, and additional information about
these expectations can be found at [https://studentlife.oregonstate.edu/studentconduct](https://studentlife.oregonstate.edu/studentconduct).

To report a Conduct Incident, please contact College of Pharmacy Student Services or use the
“Report a Conduct Incident” on the SCCS page referenced above.

Basic Needs
Any student who has difficulty affording or accessing sufficient food to eat every day, or who lacks a
safe and stable place to live, and believes this may affect their performance in the course, is urged to
contact their academic advisor or the Human Services Resource Center (HSRC) for support
([hsrc@oregonstate.edu](mailto:hsrc@oregonstate.edu), 541-737-3747). The HSRC has a food pantry, a textbook lending
program and other resources to help. Furthermore, please notify the professor if you are
comfortable in doing so. This will enable them to provide any resources that they may possess.

Civility, Student Behavior, and Non-discrimination
The goal of Oregon State University is to provide students with the knowledge, skill and wisdom
they need to contribute to society. Our rules are formulated to guarantee each student’s freedom to
learn and to protect the fundamental rights of others. Behaviors that are disruptive to teaching and
learning will not be tolerated and will be referred to the Student Conduct Program for disciplinary
action.

Oregon State University prohibits discrimination on the basis of protected status in any of its
policies, procedures, or practices. Protected statuses include age, color, disability, gender identity
or expression, genetic information, marital status, national origin, race, religion, sex, sexual
orientation, or veteran’s status. People must treat each other with dignity and respect for
scholarship to thrive. Behaviors that create a hostile, offensive or intimidating environment based
on any protected status will be referred to the Affirmative Action Office. For any questions
regarding civility or acceptable behavior, please reference the University’s mission and values
statements and the College of Pharmacy’s Essential Characteristics of a Student Pharmacist at
[http://pharmacy.oregonstate.edu/current-student-resources](http://pharmacy.oregonstate.edu/current-student-resources).

Copyright Information
Every reasonable effort has been made to protect the copyright requirements of materials used in
this course. Class participants are warned not to copy, audio, or videotape in violation of copyright
laws. Journal articles will be kept on reserve at the library or online for student access. Copyright
law does allow for making one personal copy of each article from the original article. This limit also
applies to electronic sources.
Diversity in the College of Pharmacy
The College of Pharmacy strives to create an affirming climate for all students including underrepresented and marginalized individuals and groups. Diversity includes but is not limited to differences in age, ethnicity, national origin, gender, religion, socioeconomic background, veteran status, sexual orientation, and marginalized groups. We believe diversity is the synergy, connection, acceptance, and mutual learning fostered by the interaction of different human characteristics.

Reach out for success
University students encounter setbacks from time to time. If you encounter difficulties and need assistance, it’s important to reach out. Consider discussing the situation with an instructor or academic advisor. Learn about resources that assist with wellness and academic success at www.oregonstate.edu/ReachOut. If you are in immediate crisis, please contact the Crisis Text Line by Texting OREGON to 741-741 or call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255).

Religious Accommodation of Students
Oregon State University strives to respect all religious practices. If you have religious holidays that conflict with any of the requirements of this class, please contact the Course Coordinator immediately to make alternative arrangements.

The University will grant students’ reasonable requests for religious accommodations where doing so does not conflict with reasonably necessary University goals. For more information, please consult the Religious Accommodation of Students Policy linked below or contact the Office of Equity and Inclusion: https://eoa.oregonstate.edu/nondiscrimination-basis-religion

Students with Disabilities
Accommodations for students with disabilities are determined and approved by Disability Access Services (DAS). If you, as a student, believe you are eligible for accommodations but have not obtained approval, please contact DAS immediately at 541-737-4098 or at http://ds.oregonstate.edu. DAS notifies students and faculty members of approved academic accommodations and coordinates implementation of those accommodations. While not required, students and faculty members are encouraged to discuss details of the implementation of individual accommodations.

Student Guidelines for Course Materials
To protect privacy rights, intellectual property rights, and the quality of the teaching and learning experience, the College of Pharmacy has adopted the following policies and guidelines governing course materials. Course materials include presentation materials created by instructors or other students, materials distributed in support of class activities, course assessments, and audio or video recordings.

- Except as provided below, students shall not give, sell, publish, or otherwise distribute any materials, in any medium, of any course given at the OSU College of Pharmacy, without the written consent of the course instructor and the Dean of the College of Pharmacy.
- Students currently enrolled in a course may, with the prior permission of the course instructor or guest lecturer, make audio or video recordings of course content, for use in study or other noncommercial purposes. If students intend to record photographs, video, or audio that includes other students, they must also obtain prior permission from the included students.
• Students currently enrolled in a course may distribute recordings to other currently enrolled OSU College of Pharmacy students for use in study or other noncommercial purposes arising from participation in the course, but they must ensure that recordings are distributed only in private forums. Any online distribution or posting of such recordings must be made on a password-protected site, such as the student Wiki.

• If granted permission to use recordings or content from faculty or student presentations (e.g., slides, figures, charts) in their own presentations, papers, or other scholarly activities, students must cite the source of those recordings or content appropriately.

Students should exercise special caution when creating or distributing audio, video, or image recordings of patients. Students must not create or distribute recordings of patients without securing the permission of everyone identifiable in the recording and their course instructor or preceptor.

Syllabus Changes and Retention
This syllabus is not to be considered a contract between the student and the College of Pharmacy. It is recognized that changes may be made as the need arises. Students are responsible for keeping a copy of the course syllabus for their records.