

# Student Manual for Experiential Education

2024 - 2025

## **Professional Experience Program (PEP)**

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IOWA CITY, IA 52242

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PEP Website: [pharmacy.uiowa.edu/pep](http://pharmacy.uiowa.edu/pep)

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# PROFESSIONAL EXPERIENCE PROGRAM FACULTY AND STAFF

## Professional Experience Program (PEP) Office

Email: [cop-iowa-prof-exp@uiowa.edu](mailto:cop-iowa-prof-exp@uiowa.edu)

PEP Website: [pharmacy.uiowa.edu/pep](http://pharmacy.uiowa.edu/pep)

### Director

Jenny Seyfer, BSPH, RPh

Office Location: 375-B1 CPB

Phone: (319) 335-8835 | Email: [jennifer-seyfer@uiowa.edu](mailto:jennifer-seyfer@uiowa.edu)

Responsible for:

- Oversight of entire professional experience program
- Administration of APPE
- Administration of the affiliation agreements with practice sites
- Management of onboarding requirements for IPPE/APPE students
- Administration of the PHAR 8132 Continuing Professional Development course
- Administration of the PHAR 8133 IPPE Career Exploration course
- Administration of the PHAR 8301 IPPE Clinical course

### Assistant Director

Colleen Gross-Advani, BBA

Office Location: 375-C-1 CPB

Phone: (319) 335-8861 | Email: [colleen-gross-advani@uiowa.edu](mailto:colleen-gross-advani@uiowa.edu)

Responsible for:

- Overall management of eValue computer management system
- Scheduling of APPE and IPPE through optimization, prior approval requests and changes throughout the year
- Administration of the IPPE Community and IPPE Hospital courses

### Director of Preceptor and Site Development

Karri Reising, PharmD

Email: [karriann-reising@uiowa.edu](mailto:karriann-reising@uiowa.edu)

Responsible for:

- Development of new practice sites and preceptors
- Practice site visits
- Quality assurance of the practice experience program

### Administrative Program Coordinator

Mindy Miller, MS

Office Location: 375-A CPB

Phone: (319) 335-1540 | Email: [mindy-miller@uiowa.edu](mailto:mindy-miller@uiowa.edu)

Responsible for:

- Administrative components of the professional experience program
- New adjunct faculty appointments and appointment renewals
- Management of the eValue rotation database system

# WHAT IS THE PROFESSIONAL EXPERIENCE PROGRAM (PEP)?

The Professional Experience Program (PEP) is the practice-based experiential component of the Doctor of Pharmacy curriculum. These experiences involve real world, real patients, real pharmacists, and real students. The curriculum begins with several Introductory Pharmacy Practice Experiences (IPPE) and concludes with the Advanced Pharmacy Practice Experiences (APPE).

The details of the IPPE and APPE are outlined in the corresponding syllabi and available electronically for the students. The syllabi are reviewed annually, and changes made, as needed, for the improvement of the program. The course syllabi for all IPPE and APPE courses may also be found via links on the eValue Homepage.

The Office of Professional Education (OPE) will register all student pharmacists for the appropriate IPPE and APPE courses.

## Introductory Pharmacy Practice Experiences (IPPE)

### First Professional Year (P1 Year)

PHAR:8133 IPPE Career Exploration 1 sh

Course Coordinator: Lorin Fisher, PharmD, BCACP

Email: [lorin-fisher@uiowa.edu](mailto:lorin-fisher@uiowa.edu)

The initial experience in the IPPE Program is completed by first year student pharmacists. This experience allows the student pharmacist to observe and interact with a pharmacist for 6 hours in each of 4 different practice settings. The practice settings include community pharmacy, hospital pharmacy, ambulatory care/family medicine, acute care medicine and other elective patient care practice settings. Student pharmacists participate in discussion sessions with classmates and faculty which focus on relevant topics for pharmacy practice. Student pharmacists complete this experience in either the fall or spring semester of the P1 year.

### Second Professional Year (P2 Year)

PHAR:8207 IPPE Community 3 sh

Course Coordinator: Stevie Veach, PharmD, BCACP

Email: [stevie-veach@uiowa.edu](mailto:stevie-veach@uiowa.edu)

PHAR:8209 IPPE Hospital 3 sh

Course Coordinator: Jay D. Currie, PharmD, FCCP, FAPhA

Email: [jay-currie@uiowa.edu](mailto:jay-currie@uiowa.edu)

The second Introductory Pharmacy Practice Experience consists of 2 experiences, an introduction to community pharmacy practice and an introduction to hospital pharmacy practice. Both introductory courses focus on the medication distribution system. The student pharmacist spends 3 weeks (120 hours) in a community pharmacy and 3 weeks (120 hours) or 10 weeks (120 hours) in a hospital pharmacy. These are experiences that take place the summer before or after the P2 year, the fall or spring of the P2 year or the winter break of the P2 year. Due to COVID-19, P3 students have the option to complete the IPPE during the winter break of the P3 year.

### **Third Professional Year (P3 Year)**

**PHAR:8301 IPPE Clinical** 1 sh

Course Coordinator: Kathryn (Kate) J. Smith, PharmD, BCACP

Office Location: 349 CPB

Phone: 319-335-0534 | Email: [kathryn-j-smith@uiowa.edu](mailto:kathryn-j-smith@uiowa.edu)

The third Introductory Pharmacy Practice Experience (IPPE Clinical) is a prelude to the Advanced Pharmacy Practice Experiences. This experience involves a P3 student pharmacist observing and participating with a P4 student pharmacist completing an APPE with a patient care focus. Additionally, student pharmacists prepare a case write-up, present the case verbally to faculty at the college, write a SOAP note for the care and identify drug information inquiries from the case.

### **Throughout Professional Years One, Two, and Three:**

**PHAR:8132 Continuing Professional Development** 1 sh

Course Coordinator: Kathryn (Kate) J. Smith, PharmD, BCACP

Office Location: 349 CPB

Phone: 319-335-0534 | Email: [kathryn-j-smith@uiowa.edu](mailto:kathryn-j-smith@uiowa.edu)

The Continuing Professional Development course occurs over the first 3 years of the curriculum. This course requires the student pharmacist to complete hours in 3 areas: professional leadership (10 hour minimum), professional service (20 hour minimum), and community engagement (no minimum) activities. The student completes a total of 30 hours in these activities by December of the P3 year. Additionally, the students spend time with their assigned faculty mentor during the P1, P2 and P3 years and participate in written reflection.

## **Advanced Pharmacy Practice Experiences (APPE)**

### **Fourth Professional Year (P4 Year)**

The Professional Experience Program (PEP) concludes with student completion of eight – nine Advanced Pharmacy Practice Experiences (APPE). This component of the Doctor of Pharmacy curriculum is coordinated by the Department of Pharmacy Practice & Science. The APPE time frame runs from February 2023 to May 2024. All practice experiences are 5 weeks in length.

Additional information on practice experiences is in the site description section of eValue.

#### **9401 Ambulatory Care Rotation 6 sh**

Clinical experience in providing pharmaceutical care in outpatient clinic settings.

#### **9402 Elective Ambulatory Care Rotation 6 sh**

Clinical experience providing pharmaceutical care in specialty outpatient settings.

#### **9403 Elective Nuclear Pharmacy Rotation 6 sh**

Practical experience in the handling and clinical use of radiopharmaceuticals.

#### **9404 Community Clinical Rotation 6 sh**

Clinical experience in the community setting; emphasis on delivery of pharmaceutical care.

#### **9405 Elective Hospice & Palliative Care Rotation 6 sh**

Clinical experience providing pharmacotherapy for end-of-life care.

#### **9406 Elective Drug Information Rotation 6 sh**

Practice experience applying drug information knowledge to service and research projects.

#### **9407 Elective Family Medicine Rotation 6 sh**

Clinical practice experience applying primary care therapeutics in family medicine practice settings.

**9408 Elective Hematology/Oncology Rotation 6 sh**

Drug therapy management of oncology patients and patients with hematologic malignancies, aplastic anemia, sickle cell disease, and hemophilia.

**9409 Elective Home Health Care Rotation 6 sh**

Clinical experience in the team approach to health care delivery, including total parenteral nutrition, chemotherapy, intravenous antibiotics, lab analysis, hospice care, and pain management.

**9410 Hospital Pharmacy Rotation 6 sh**

Instruction and practical experience in various components of hospital pharmacy; emphasis on hospital organization, inpatient, and outpatient services, IV additives, unit dose, clinical services.

**9411 Elective Long Term Care Rotation 6 sh**

Practice in consulting and providing services to varied long-term patient care environments.

**9412 Elective Managed Care Rotation 6 sh**

Practice experience in providing pharmaceutical care or pharmacy-related services in a managed care organization.

**9413 Acute Care Medicine Rotation 6 sh**

Clinical experience applying therapeutic skills for the pharmacotherapeutic management of patients on general medicine or specialty inpatient areas.

**9415 Elective Pediatrics Rotation 6 sh**

Clinical experience in drug therapy management of general and specialty pediatric patients.

**9416 Elective Pharmacy Rotation 6 sh**

Selected practice experiences in various patient-care pharmacy practice settings.

**9417 Elective Psychiatry Rotation 6 sh**

Clinical experience in the rational use of psychiatric drugs in treatment of psychiatric disorders.

**9418 Elective Research Rotation\* 6 sh**

Practice experience in basic pharmaceutical or clinical research; proposal, study design, data collection and analysis, presentation of the results.

**9419 Elective Surgery Rotation 6 sh**

Clinical experience in drug therapy management on a surgery unit.

**9420 Elective Pharmacy Practice Underserved Population Rotation 6 sh**

Opportunity to learn the best practices for pharmaceutical management; approaches to enhance access to and appropriate use of medicines in underserved and resource-limited environments.

**9421 Elective Community Management Rotation\* 6 sh**

Practice exposure to community pharmacy operations and management at the store, district, or corporate level.

**9422 Elective Compounding/Complementary Alternative Medicine Rotation 6 sh**

Clinical work in a community setting with focus on team approach; experience developing extemporaneous compounds to optimize patient care and/or integrating traditional and nontraditional medicine.

**9423 Elective Critical Care Medicine Rotation 6 sh**

Practice experience providing pharmaceutical services to intensive care unit patients.



**9424 Elective Emergency Medicine Rotation 6 sh**

Clinical experience providing pharmaceutical care for patients treated in the emergency department.

**9425 Elective Hospital Management Rotation\* 6 sh**

Practice experience in hospital pharmacy operations and management.

**9426 Elective Infectious Disease Rotation 6 sh**

Clinical experience providing pharmacotherapeutic management of patients receiving antimicrobial medications.

**9427 Elective Medication Use Evaluation Rotation 6 sh**

Practical experience in drug use evaluation to improve patient outcomes.

**9428 Elective Pharmacy Industry Rotation\* 6 sh**

Practice experience in an area of the pharmaceutical or related industries.

**9429 Elective Pharmacy Regulatory Rotation\***

Pharmacy experience with a regulatory body or with an entity in collaboration with a regulatory body.

**9430 Elective Professional Association Rotation\* 6 sh**

Practice experience in professional association management environment at the state or national level.

**9431 Elective Veterinary Pharmacy Rotation 6 sh**

Practice experience in managing drug therapy for animals.

**9432 Elective Community Rotation 6 sh**

Community pharmacy experience emphasizing patient-centered care.

**9433 Elective Academic Rotation\* 6 sh**

Practice experience delivering pharmacy education.

**9434 Elective International Pharmacy Non-Patient Care Rotation\* 6 sh**

Practice experiences in pharmacy practice outside the United States with a focus on research, healthcare policy and/or pharmacy education.

**9436 Elective Transitions of Care Rotation 6 sh**

Practice experience providing services to patients transitioning through different patient care environments.

**9437 Elective Pharmacy Informatics Rotation\* 6 sh**

Practice experience with a focus on medication-related data and knowledge within health care systems.

**9438 Elective International Pharmacy Patient Care Rotation 6 sh**

Practice experiences in pharmacy practice outside the United States with a patient care focus.

**9441 Elective Neurology Rotation 6 sh**

Practice experience in providing pharmaceutical services to patients with neurological disorders.

**9443 Elective Post-Hospital Rehabilitation Rotation 6 sh**

Practice experience in providing pharmaceutical services to patients in a rehabilitation hospital setting.

**9444 Elective Pharmacy Innovation Rotation\* 6 sh**

Practice experience with a focus on performance improvement in the pharmacy setting.

*\* Denotes a non-patient care practice experience*

**Note: Students on APPE rotations may not concurrently complete an APPE rotation and didactic (on-line or in-person) course.**



# Professional Experience Program

**Total Introductory Pharmacy Practice Experiences (IPPE onsite hours) = 308 Hours**

**P1 = 24 IPPE Hours**

**IPPE Career Exploration  
24 hours**  
Exploration of Pharmacy Practice in a wide variety of clinical experiences balanced between community and health-system pharmacy environments.

**Reflection & Discussion**  
Continuing Professional Development and the Pharmacists Patient Care Process are the focus of assignments, reflections, and discussion sessions to allow for professional socialization.

**P2 = 240 IPPE Hours**

**IPPE Community  
120 hours**  
Practice-based experience in a community pharmacy.

**Reflection & Discussion**  
Medication use process and Pharmacist Patient Care Process.

**IPPE Hospital  
120 hours**  
Practice-based experience in a hospital pharmacy.

**Reflection & Discussion**  
Medication use process and Pharmacist Patient Care Process.

**P3 = 24 IPPE Hours**

**IPPE Clinical  
24 hours**  
Pharmacy patient care focused experience culminating with a case presentation, SOAP note, and DI response with assessment and feedback

**Total Advanced Pharmacy Practice Experiences (APPE)  
Hours =  
1600 to 1800 APPE Hours**

**APPE  
200 hours/APPE**

- Ambulatory Care
- Acute Care Medicine
- Community Clinical
- Hospital
- 4 elective rotations selected from a variety of practice settings with a maximum of 2 electives allowed in non-patient care areas.

**Continuing Professional Development P1- P3 (20 IPPE Hours)**  
Development of self-directed students in the learning process through discussions and assignments, meetings with Faculty Mentor, and engagement in service, leadership and community activities.

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**Direct Patient Care Service, 20 hours  
Reflection & Discussion**
**Leadership Activities  
Mentor Meetings**

## **STUDENT REQUIREMENTS (Prior To and Throughout PEP Curriculum)**

Student pharmacists must complete all requirements necessary to begin the IPPE and APPE as delineated by the Office of Professional Education (OPE) and referenced in the subsections below. Satisfaction of all listed requirements is necessary prior to beginning any IPPE or APPE. Non-compliance with any requirement may result in immediate release from the practice experience.

Practice sites may also have additional requirements for students before arrival at the practice site. Those additional requirements may be found in the eValue site descriptions.

Student pharmacists must complete all required and elective core didactic coursework and IPPE prior to the initiation of the APPE curriculum.

Student pharmacists may not be enrolled in another course concurrent with enrollment in an APPE.

### **Background Checks**

Student pharmacists must have a criminal background screening completed with approval of the Office of Professional Education. A background check is included in the College of Pharmacy application process.

#### **Background Checks (Additional)**

A few of the experiential sites require student pharmacists to either provide a copy of the initial background check or secure an additional background check prior to completing the scheduled experience. If required by the site, as identified in the eValue site description, the student pharmacist should follow the instructions located on the eValue Homepage.

All documentation relating to a student pharmacist's background check will be kept in the student pharmacist's record in the Office of Professional Education.

### **Basic Life Support (BLS) Certification for Healthcare Providers**

Certification is required in basic life support covering the time the student pharmacist is enrolled at the University of Iowa College of Pharmacy.

### **Blood-Borne Pathogen Exposure Training**

Student pharmacists are required to complete annual training on the Blood-borne Pathogens Standard as directed through the University of Iowa online Compliance and Qualifications system.

### **Blood-Borne Pathogen Exposure**

A student pharmacist exposed to a blood-borne pathogen while on an IPPE or APPE must follow the policy and procedure listed on the Student Health website located at <http://studenthealth.uiowa.edu/services/blood-and-body-fluid-exposure/>. The website information includes:

- Standard precautions
- The policy for student pharmacists who are exposed while enrolled at the University
- Protocols to follow
- Forms to be completed if exposure occurs

Contact the IPPE/APPE Administrator as soon as possible after following protocol.

## **Compliance Training**

All student pharmacists must complete the required courses through the University of Iowa online Compliance and Qualifications system.

## **Health Insurance**

All student pharmacists must carry health insurance. This may be provided through a personal policy or through plans available through The University of Iowa.

## **Health Requirements**

All student pharmacists must satisfy the health screening requirements as prescribed by Student Health Service. Student pharmacists will be given ample notice of the health screening requirements and the date by which they must be satisfied. Current requirements for Health Science Students may be located at <http://studenthealth.uiowa.edu/info/requirements-and-forms/>.

## **Intern License**

All students must follow the State Board of Pharmacy rules for the states in which they are completing their experiences. Contact information for the various State Boards of Pharmacy may be found at <https://nabp.pharmacy/about/boards-of-pharmacy/>

## **Liability Insurance**

All student pharmacists are required to carry professional liability insurance covering the time that the student pharmacist is enrolled in The University of Iowa College of Pharmacy program. This coverage is provided by the College of Pharmacy.

## **Practice Site Requirements**

Student pharmacists must complete all site-specific requirements as stated in the eValue site description or communicated directly to the student pharmacist by the preceptor or site's representative. It is essential to read the site description fully and follow all instructions for each of your practice experiences. Non-compliance with site specific prerequisites may result in immediate release from the practice experience and may delay graduation.

# EXPECTATIONS, POLICIES, AND GUIDELINES

## Attendance

According to Accreditation Standards, students are required to meet time requirements for each practice experience. However, simply meeting the time requirement does not guarantee passing of the course.

Schedules for most practice experiences are available to student pharmacists in the site description. Student pharmacists may be required to be on site earlier, stay later, or be present on weekends. Additionally, students are expected to complete assignments, readings, etc. on their own time (i.e., outside normal working hours).

Course orientations and discussion sessions attendance are required for Introductory practice experiences (IPPE). These are made-up at the Course Coordinator's discretion.

## Absences

Any time missed from your rotation will be made-up at the preceptor's discretion.

- If you miss more than **five** days of your APPE, you will not pass the course.
- If you miss more than **three** days of your IPPE Community/Hospital, you will not pass the course.

Employment is not an acceptable reason to be excused from practice site, discussion, or orientation.

Students must contact the preceptor in a timely manner in case of illness, tardiness, or other unforeseen circumstances.

Professional meeting attendance (e.g., ASHP Midyear, APhA) must be approved by the preceptor **before travel plans are made**. Time away from the site should be minimized.

## Dismissal from Site

Students dismissed from a practice site for any reason related to their performance at the site will result in a failed grade designation. Occurrence of any of the following may result in a student's dismissal from a practice site:

- Persistent unacceptable performance, conduct and/or behavior as determined by the preceptor in consultation with the Director of Experiential Education
- Failure to adhere to the Site's or College's policies and procedures
- Violation of State and/or Federal laws
- Unauthorized removal of items such as books, charts, references, journals, medications, or equipment from a patient area or practice site
- Any action which is detrimental to the care of a patient or to the clinical service provided by the site and/or preceptor

## Inclement Weather

If extreme weather conditions result in a student's inability to safely travel to a rotation site, students should discuss the weather conditions with the IPPE/APPE preceptor and reach agreement as to the need for the student pharmacist to attempt travel to assist with providing care. If agreement cannot be reached, the student should contact the Director of PEP for APPEs or the Course Administrator for IPPE Hospital and IPPE Community. Students should use their own judgment in travel decisions when travel conditions are dangerous. Time missed is made up at the preceptor's discretion.

## **Suspension of Classes**

If University, Board of Regents, State, or federal authority mandates the suspension of classes, experiential education will continue as scheduled unless there is a site objection or a student concern. Exceptions will be reviewed on a case-by-case basis by the PEP Director.

## **Holidays**

Because patient care occurs on religious holidays, students completing an APPE or an IPPE are often expected to be at practice sites on these days. Please be mindful of this when selecting preferences and discuss any need for time off with your preceptor.

## **IPPE Community and Hospital in Winter Break**

The IPPE Community and Hospital winter break time frame is 4 weeks in duration, but the student will only need to complete the 120 hour or 3-week course time commitment. This longer time frame allows for scheduling flexibility during the winter break.

## **APPEs Only**

The 6<sup>th</sup> cycle of the APPE rotation year is 6 weeks in length. The extra days allow for scheduling flexibility. Student pharmacists are expected to fulfill the required 25 days (or 200 hours) at the site. Professional meeting attendance should be discussed with the preceptor prior to the start of the APPE cycle and a plan developed to fulfill all requirements.

## **Interview Days for APPE Student Pharmacists**

Student pharmacists should schedule residency/fellowship/job interviews during their Bye cycle and the designated breaks in the APPE curriculum. If a student needs to schedule an interview during an APPE, the student must obtain approval from their preceptor before scheduling the interview. It will be at the preceptor's discretion if the request is granted and how the student pharmacist fulfills the time requirement of the practice experience.

## **Leave of Absence**

Student pharmacists must complete all practice experiences within the IPPE timeframe or APPE year. For circumstances that may arise during the year in which the student pharmacist is unable to complete all practice experiences within the required cycle time frame, the student pharmacist may work with the Office of Professional Education and the Director of the Professional Experience Program to determine a course of action for the student's completion of the experiential curriculum.

## **Communication**

### **Electronic Communication**

Throughout the year, email is PEP's method of communication to student pharmacists. Email is an official communication mechanism in the College of Pharmacy. All students enrolled in the Doctor of Pharmacy program are required to maintain an official University of Iowa email address. You are expected to check your uiowa.edu email daily and respond in a timely fashion.

Do not enter an academic chat room, send email, or participate in an online discussion under an alias, a false name, or as "anonymous." This is an important rule that everyone must follow so that we may maintain a safe academic environment. Entering an academic space, whether it be online, in a traditional classroom, or at an

experiential site, and misrepresenting yourself is a violation of college expectations for student conduct and could be subject to college disciplinary action.

### **Communication with Preceptors - IPPEs**

Students must contact their IPPE preceptor in a timely manner in advance of the experience. Contact should be made by email unless directed in the site description to contact by phone. Students must review the eValue site description and the course syllabus to determine if the site or experience type specifies an earlier timeline for establishing communication.

- Introduce yourself and remind the preceptor you are scheduled to complete a rotation at their site and the date your cycle begins
- Confirm when and where to report for first day of rotation
- Ask if there are specific articles/guidelines to review in preparation for the rotation Additional information students may wish to include:
- Share a copy of your CV
- Share your personal goals for the rotation

If the student has not received a response from the preceptor after 2 or 3 emails, the student should then try reaching the preceptor by phone. If the student is not able to reach the preceptor after several attempts, they should contact the PEP office for assistance. Students are required to contact each preceptor in this fashion.

### **Communication with Preceptors - APPEs**

Students must contact their APPE preceptor for the purposes described above no less than 1 month in advance, unless the eValue site description specifies a different timeline for contacting the preceptor.

### **Compensation**

Student pharmacists will not receive any remuneration, payment, or compensation for participation in curricular pharmacy practice experiences (e.g., APPE or IPPE).

### **COVID-19**

- Students should follow site policy for Covid-19 exposure or positive test.
- Please refer to experiential absence policy for time missed.
- Contact the PEP office ([jennifer-seyfer@uiowa.edu](mailto:jennifer-seyfer@uiowa.edu)) if student exposure/positive test affects experiential learning.

### **Drug Screening**

- Some experiential sites require the student pharmacist to submit to a drug screen prior to participating in the practice experience. The following procedure will be followed by the student pharmacist for sites requiring a drug screen.
- For sites requiring drug screening, specific information will be placed in the Drug Screening Information fields of the site description in eValue. The student pharmacist must follow the instructions in the site description.
- When a site requires a drug screening, the standard 10-panel urine drug screen will be completed, unless specified differently by the site. Students may secure the standard panel in Iowa City at the University of Iowa Student Health or Prelude by appointment. Students will need to search for sites outside the Iowa City area if unable or do not wish to secure the drug screen in Iowa City.
- The student pharmacist will be responsible for securing the drug screen and providing documentation of the results to the Associate Dean of Student Affairs unless other documentation recipients are specified by the site.

- Documentation of the completed drug screen must be received at least 60 days prior to the start of the practice experience, unless specified by the site.
- The student will bear any cost associated with the drug screen not covered by the site.
- Notification of completion of the student pharmacist's drug screen will be provided to the Professional Experience Program by the Office of Professional Education.

All documentation relating to a student pharmacist's drug screen will be kept in the student pharmacist's record in the Office of Professional Education.

## **Employment**

Outside employment must not interfere with experiential courses. Refer to the rules of the site assignment process for information on site placement regarding previous or current pharmacy employment.

## **Evaluations**

### **Student Evaluation of the Preceptor and Site**

Student pharmacists will complete an evaluation of the preceptor and the site at the conclusion of the experience. All evaluations will be completed on-line via eValue.

Evaluations of preceptors and practice sites are extremely important for ensuring ongoing quality of our pharmacy practice experiences. Once two evaluations have been completed for a preceptor or site, a summary of the evaluation scores and comments is available for the preceptor to view, but student specific ratings or comments are not viewable. Preceptors use this feedback to help improve their experience and become better teachers.

Feedback that is constructive should be offered. Positive and constructive feedback is information-specific, focuses on the issue, and is based on observations at the practice site. Student pharmacist feedback should not criticize the site or preceptor by using personal judgments based on opinions or feelings. For example, using phrases like "I noticed that..." focuses on the action or behavior. Giving specific ways for improvement such as "my suggestion for improvement would be to..." will help the preceptor to see what could be improved upon. Avoid using phrases like; "you need to..." which can seem defensive and criticizing.

In order for the student pharmacist to view the evaluation completed by their preceptor, the student must complete an evaluation of their preceptor.

### **Confidential Comments**

On every evaluation, there is a space for confidential comments. These comments are available only to PEP faculty and staff. Preceptors are not able to view the confidential comments. Confidential comments should be reserved for relaying critical information to the PEP office that student pharmacists do not want preceptors to read.

### **Suspending Evaluations**

Students have the ability and should suspend any evaluation when they did not spend adequate time with the preceptor to provide an evaluation of that preceptor. Indicate you did not work with the individual when suspending the evaluation. Please note: eValue will not allow students to view the evaluation completed by their preceptor without first completing the evaluation on the corresponding preceptor.

### **Self-Evaluations**

Honest self-evaluations and reflection are imperative for your professional growth. Thoughtful completion of this component of the rotation will help you set expectations for what you will learn on the experience and



assess what you gained by completion of the rotation. Students should expect each preceptor to ask them about their strengths and weaknesses and their overall performance assessment.

APPE student pharmacists are encouraged to complete self-assessments throughout the APPE year. The Self-Assessment of Student Pharmacist Performance is located on the eValue homepage.

IPPE student pharmacists are required to complete the Self-Assessment of Student Pharmacist Performance through eValue at the following times:

1. Prior to beginning an IPPE Community
2. Immediately following the IPPE Community
3. Prior to beginning an IPPE Hospital
4. Immediately following the IPPE Hospital

The IPPE student pharmacist failing to complete this assessment will receive an incomplete grade for the corresponding course until the self-assessment has been successfully submitted.

## **eValue Help Documents**

A link to Student Help Pages can be found on the eValue homepage. Help pages include instruction on: Schedules, Evaluations, Learning Modules (Coursework), Case Logs, Requirement Statuses, Site Descriptions and Uploading of Profile Photo.

## **eValue Case Logs**

The Professional Experience Program works with the College's Assessment and Curriculum Committees to assure you are receiving an education of the appropriate breadth and depth, and to continuously improve our curriculum. It is also increasingly important that you document your ability to care for different patient populations and perform patient care skills in real world settings. Documenting your abilities will be useful in marketing yourself in the future. Adding details to practice site information on your CV, or documenting experiences to show cultural competence are examples. To that end, the College has made available tools in eValue such as Case Logs to assist you in this requirement.

Student pharmacists will use the Case Logs feature of eValue for documentation of patient care encounters and activities during IPPE Clinical and APPE and for documentation of co-curricular activities in the Continuing Professional Development course.

PEP personnel will complete periodic reporting and notification to student pharmacists to allow steady progress and assure all student pharmacists complete the Case Logs requirements of the IPPE, Professional Development and APPE curriculum.

PEP will provide training and advice on documenting activities and generating reports to monitor progress. Individual training is available from PEP upon request.

Refer to the IPPE Clinical course syllabus, the Continuing Professional Development course syllabus and the APPE syllabus for specific Case Logs course requirements.

## **Housing & Transportation**

IPPE and APPE sites are located not only in the Iowa City area, but throughout the State of Iowa, out of state and throughout the world. The location of these sites may require the student pharmacist to relocate out of the Iowa City area to fulfill the requirements of the program. The student pharmacist is responsible for transportation and housing needs when assigned to these sites.

Some off-campus sites do have housing available for the student pharmacist. In the eValue site description, student pharmacists will be provided information on which sites have arranged housing and whom to contact. Additionally, there is a “City-Wide Housing Options” document on the eValue Homepage, under Student Toolkit. The College of Pharmacy cannot guarantee the availability or quality of the housing provided.

Pets are not allowed in housing provided by practice sites. However, we recognize the importance of assistance animals (defined as service animals or emotional support animals) to individuals with documented disabilities. Animals living in shared, practice site housing create a unique variable in community living, potentially impacting the entire community in differing ways. As such, care must be taken to ensure the rights of all residents living in the community are protected.

Requests for service animals as accommodations may require documentation from a health care professional and should be made well in advance of the practice experience to the primary housing contact at each site.

## **Professionalism**

Professionalism is a character attribute which encompasses appearance, attitudes, beliefs, and behaviors. Student pharmacists represent the profession and The University of Iowa College of Pharmacy and as such are expected to demonstrate professional and ethical demeanor appropriate to their educational level. Student pharmacists must be able to learn and recognize the relationship between supervised and independent actions in an educational environment and modify behaviors based on feedback. Student pharmacists must demonstrate compassion and integrity and a concern for others. They are expected to exhibit respectful interactions with all patients, families and/or care givers, faculty, preceptors, staff, and other trainees. Our guiding principle is to provide a safe and positive learning environment of patient-centered care for everyone.

All issues of plagiarism, cheating and unauthorized use or distribution of controlled drug substances occurring during the practice experience shall follow the policies outlined in the appropriate sections of The University of Iowa Student Policy, the College of Pharmacy Student Handbook, and the College of Pharmacy’s Code of Conduct.

## **Appearance**

The student pharmacist is expected to present a professional image in both conduct and personal appearance at all practice experience sites. The personal appearance and conduct of the student pharmacist must reflect concern and respect for the diverse group of individuals served at the College’s teaching sites, inspire confidence in the student pharmacist’s knowledge and skills, and assure student pharmacist and patient safety. Student pharmacists must be aware that being unclean, unkempt, offensive to individuals, or inappropriate in personal appearance, actions, or dress may provoke discomfort, lack of confidence, or a negative image of the student pharmacist, the practice site, and the University of Iowa College of Pharmacy. The student pharmacist must adhere to the specific guidelines stated below as derived from the Professional Experience Program and the UIHC Professional Appearance Policy. A preceptor may dismiss the student pharmacist from the practice experience if the student pharmacist does not comply with this policy. Other sites may have additional dress requirements that must be adhered to while completing the practice experience.

## **Identification**

- All student pharmacists are required to always wear identification badges at their practice site. Site specific identification may be required at some practice sites.
- The ID badge must be worn above the waist, without attachments. Pins and awards are to be attached to clothing or a lanyard, not the ID badge.

## **Grooming/Personal Hygiene**

- Student pharmacists must be physically clean, well groomed, and take steps to prevent and/or address offensive odors such as body odor, tobacco smoke, etc.
- Student pharmacists should avoid excessive use of fragrances and must be sensitive to scented chemicals that may be offensive, cause allergic, or other adverse reactions for patients, visitors, or staff.
- Hairstyle and/or color including facial hair should not interfere with assigned duties.

### **Jewelry/Adornments**

- The wearing of jewelry and accessories should not interfere with assigned duties and must not pose an infection risk or physical hazard to the patient, to self or to another person.
- Tattoos and body art with wording or images that may be perceived as offensive (such as racial slurs, swear words, revealing body parts in a way that a reasonable person could perceive as inappropriate, symbols of death) to patients, families or other persons should be covered during working hours.
- Hands and nails should be clean and well-manicured. Artificial nails are not permitted due to infectious disease concerns.

### **Clothing/Apparel/Uniforms**

- Clothing must be neat, clean, and free from offending odors.
- The student pharmacists must wear an appropriate lab jacket, unless indicated otherwise by the practice site.
- Certain practice experiences may require special dress standards, such as wearing protective uniforms.
- Shorts, blue denim jean pants of any length, and exercise or workout clothing, including sweatpants, spandex or leggings are not considered appropriate attire. Denim jean pants in colors other than blue are acceptable if they are clean, and in good condition with no holes, ragged hems, or patches. Students on an IPPE or APPE at UIHC may NOT wear denim of any color.
- Appropriate footwear to the job and duties is required. Slippers and open-toed footwear including sandals and flip-flops are not appropriate at any time at the practice site.
- Caps, hats, or scarves, unless worn for medical or religious reasons or for the nature of specific patient care duties, are not considered appropriate attire.
- Shirts or other apparel with images, wording or logos that may be perceived as offensive to patients, families or others are not considered appropriate attire.
- Tank tops, halter tops, or tops that leave the midriff or back exposed, skirts or other clothing that expose undergarments are not considered appropriate attire.

Requests for an exception to the above policy should be addressed to the individual preceptor and the Director of PEP.

### **Civility**

Learning and the exchange of ideas may take place in many settings, including the formal classroom and practice site. When students and preceptors come together, the expectation is always that mutual respect and civility will prevail to ensure that every student has the optimum opportunity to learn, and that each preceptor has the best opportunity to teach. Disruptions of any kind affect the atmosphere of civility that is expected and interfere with the opportunity for learning and growth to which both preceptors and students are entitled.

- Personal cell phones should be turned off or placed in silent mode during the practice experience working hours.
- Use of site computers for non-practice experience related business is not permitted. Personal internet and e-mail use is not permitted at any time while the student pharmacist is at the practice site. Inappropriate use may be grounds for failing a practice experience.
- Everyone at practice sites is to be treated with respect and compassion.
- No recording devices (e.g., cameras, audio recorders, video recorders) may be used during the practice experience working hours.

Differences of opinions or concerns related to the rotation should be welcomed if presented in a mutually respectful manner. The challenging of viewpoints is part of the academic experience but should occur in a manner that opens dialogue and does not threaten any member of the learning community.

Student behavior or speech that disrupts the instructional setting or is clearly disrespectful of the preceptor or fellow students will not be tolerated. Disruptive conduct may include, but is not limited to:

- Rude or disrespectful behavior
- Unwarranted interruptions
- Failure to adhere to preceptor's directions
- Vulgar or obscene language, slurs, or other forms of intimidation
- Physically or verbally abusive behavior

Students are expected to comply with University policies regarding appropriate classroom behavior as outlined in the Code of Student Life. While students have the right to express themselves and participate freely in class, it is expected that students will behave with the same level of courtesy and respect in the virtual class setting (whether asynchronous or synchronous) as they would in an in-person classroom.

Failure to follow behavior expectations as outlined in the Code of Student Life may be addressed by the instructor and may also result in discipline under the Code of Student Life policies governing E.5 Disruptive Behavior or E.6 Failure to Comply with University Directive.

### **Free Expression**

The University of Iowa supports and upholds the First Amendment protection of freedom of speech and the principles of academic and artistic freedom. We are committed to open inquiry, vigorous debate, and creative expression inside and outside of the classroom. For information on the university's policies on free speech and academic freedom, see <https://freespeech.uiowa.edu>.

### **Confidentiality**

The student pharmacist is obligated to respect all confidences revealed during the training period including Protected Health Information, patient records, pharmacy records, proprietary information, pricing systems, professional policies, personnel records, etc. Policies of the practice site regarding confidentiality must be followed by the student pharmacist. Discussion of any identifiable information regarding patients or providers outside the care delivery team is prohibited. This includes, but is not limited to, verbal conversation, texting, or posting to social media.

Violation of these confidences could result in failure of the practice experience and referral to the Associate Dean of Student Affairs for disciplinary procedures regarding non-academic behavior.

To ensure uniform knowledge and understanding of confidentiality rules, all student pharmacists will complete mandatory general instruction on HIPAA annually at the start of the academic year and APPE year.

Student pharmacists may be required to fulfill individual site expectations regarding HIPAA training on each practice experience.

### **Late or Missed Assignments**

Late or missed assignments are not tolerated. Late submission of any required assignments will result in an incomplete grade for the practice experience and if not resolved, will result in a failing grade. Assignments include but are not limited to written assignments, presentations, time commitment on experiential site, mentor meetings and documentation of experiential activities.

# PLACEMENT/ASSIGNMENT PROCESS

Practice Experiences will be assigned using eValue which uses Optimization Scheduling. Optimization Scheduling incorporates all preferences and scenarios to create the most ideal schedule possible for the entire student class.

This procedure for assigning practice experiences permits a balance in meeting the needs of the student pharmacist, the preceptor, and the needs of the Introductory and Advanced Pharmacy Practice Experience Program. Student pharmacists are actively involved in creating their IPPE (IPPE Career Exploration being an exception) or APPE schedules by conscientiously submitting their practice experience preferences. Student pharmacists needing assistance or advice should contact Professional Experience Program personnel. The Professional Experience Program is committed to fairness to all student pharmacists in the IPPE and APPE selection process.

To provide the student pharmacist a diverse range of practice experiences and avoid any conflicts of interest, the following rules and guidelines will be adhered to in the assignment process. The student pharmacist must keep these in mind when selecting their preferences.

- A student pharmacist will not be scheduled to the following IPPE/APPE at a practice site where the student is presently, or has been previously employed as an intern or technician:
  - PHAR: 8209 IPPE Hospital
  - PHAR:8207 IPPE Community
  - PHAR:9410 Hospital Pharmacy Rotation
  - PHAR:9432 Elective Community Pharmacy Rotation
- A student pharmacist will not be placed in an IPPE Community pharmacy practice site or in a PHAR:9432 Elective Community Pharmacy Rotation site of the same pharmacy chain as work experience.
- A student pharmacist will not be scheduled at sites where there is a potential conflict of interest, such as:
  - The preceptor is a relative
  - The relative provides supervisory authority over the preceptor

## APPEs only

- A student pharmacist is required to complete 1 APPE in each of the 4 required APPE categories:
  - Acute Care Medicine (PHAR:9413)
  - Ambulatory Care (PHAR:9401)
  - Community Clinical (PHAR:9404)
  - Hospital Pharmacy (PHAR:9410)
- A student pharmacist is required to complete 4 APPEs included in the elective APPE category.
- A student pharmacist must complete 8 APPEs within the P4 year (May – May).
- Any extra required APPE spots may be used for electives after the schedule is finalized if sufficient open rotation spots are available.
- A student pharmacist will be allowed to complete up to 2 non-patient care electives during the P4 year.
- A student pharmacist will be scheduled for one Bye cycle (when no rotation is scheduled) and will be allowed to request the cycle in which the Bye is scheduled.

Student pharmacists will not ask preceptors with the University of Iowa College of Pharmacy to add an extra practice experience slot to their agreed upon teaching availability to accommodate a student pharmacist. Preceptors will inform the Professional Experience Program if their teaching availability changes.

# Site Placement Procedures

## Preference Selection

Student pharmacists will have the opportunity to preferentially select IPPE Community, IPPE Hospital, IPPE Clinical and APPE rotations after which the Optimization process will produce the student's schedule. Students will be provided guidance for the selection process through scheduled informational meetings. Students may also request to meet individually with a member of the Professional Experience Program regarding IPPE/APPE selection.

Refer to Appendix A for scheduled meetings and important dates.

Student pharmacists will have the opportunity to amend their rotation schedule once the Optimization is finalized. Refer to the section, Changing a Practice Experience: The Switch Session.

## Request for an APPE Bye Cycle

Students will have the opportunity during the eValue preference selection period to enter a preferred Bye cycle as a preference. The Bye cycle is one in which the student pharmacist is not scheduled for an APPE. If a student enters a preferred cycle, they are guaranteed to be assigned a Bye that cycle. If no preference is selected, the Bye cycle will be scheduled through Optimization.

Selecting a specific cycle for the Bye will result in less flexibility of the Optimization process in filling the student pharmacist's schedule with desired practice experiences.

## Request for a Prior Approval Experience

A Prior Approval experience is defined as an experience that requires approval or selection by the site prior to Optimization. The selection may be done through an application, interview or other process defined by the site or site primary preceptor. Prior Approval experiences are indicated in the eValue site descriptions.

Once the Prior Approval experience has been approved, the student pharmacist must complete the experience and will not be allowed to drop it.

This practice experience will be assigned to the student pharmacist's schedule prior to Optimization. If a student is selected for a prior approval experience after Optimization, PEP personnel will work with the student to schedule the experience.

Opting to use a Prior Approval practice experience will result in less flexibility of the Optimization process in filling the student pharmacist's schedule with other desired practice experiences. Refer to Appendix A for Prior Approval request deadlines.

## Request a New Site for IPPE/APPE

The new site must be willing to be developed as a regular experiential site for the UICOP. This means the site must agree to provide yearly availability for our experiential students.

The preceptor and/or site must be willing to provide practice experiences on a volunteer basis. The UICOP does not pay preceptors/sites for experiential purposes.

An affiliation agreement between the U of Iowa and the site must be executed prior to the start of the Preference Selection Process.

A new preceptor may not be affiliated with another college of pharmacy at an appointment level higher than that of an adjunct or volunteer faculty.

A new preceptor must meet the requirements outlined in the PEP Preceptor Manual: Licensed pharmacist in good standing with the state licensing board in which they practice:

- Have one year of pharmacy practice experience with a minimum six months of experience at the respective site
- Be willing to submit the required documentation which includes, but is not limited to, a site description, preceptor training, syllabus, and resume/CV

To request a new practice experience site, the student pharmacist must follow the procedure below:

- Contact the preceptor/site to arrange the experience ensuring the above requirements have been discussed and are agreeable to the new preceptor/site
- Determine the course to be delivered
- Collect contact information (name, email address and accessible phone number)
- Complete the **New Site Request Form** found on the eValue Home Page

### **International Advanced Pharmacy Practice Experiences**

All Prior Approval international experiences will be coordinated by Dr. Jeanine Abrons, Director of Student Pharmacist International Activities. Dr. Abrons will provide further information regarding the international request process at the beginning of the fall semester.

### **Changing a Practice Experience: The Switch Session**

Once the IPPE or APPE schedules are made available to students, student pharmacists will have an opportunity to make changes in their schedule at a special Switch Session. Schedule change requests will be addressed using the student pharmacist's Switch Session Number (a computer-generated, random number given to each student in the IPPE/APPE scheduling process). This number is used only for the IPPE/APPE Switch Sessions.

#### **The Switch Session procedure is as follows:**

1. Start with the student with the lowest Switch Session Number (i.e., 1)
2. Progress in ascending order until every student has had a chance to switch – up to the student with the highest Switch Session Number (i.e., 2, 3, etc....143, 144, 145).
3. Once every student has had a chance to switch, repeat this process in descending order back down
4. to the student with the lowest Switch Session Number (i.e., 144, 143, 142, etc.... 3, 2, 1).
5. This process will repeat until all requests are fulfilled. The student pharmacist must have a complete schedule at the end of each change request.

No student pharmacists' requests for changes to the IPPE/APPE schedule will be allowed after this Switch Session.

### **Additional Advanced Pharmacy Practice Experience (During the P4 Year)**

An additional APPE during the P4 year is allowed during the student pharmacist's Bye cycle. Assignment of an APPE during the Bye cycle will be based upon availability and made after all student pharmacists are assigned. Requests for an additional experience will only be allowed during the Switch Session.

During the year, situations may arise where a practice experience is no longer available in the College's Introductory or Advanced Pharmacy Practice Experience Programs. When this affects a student pharmacist, they will be notified and presented with available alternative practice experiences.

### **Waiver/Substitution of a Practice Experience**

There will be no waiver or substitution of any practice experience based on the student pharmacist's previous experience.

The PEP Director and PEP Committee reserve the privilege to develop and implement new policies as necessary during the year.

## **Process for Special Requests Regarding Scheduling the Introductory and Advanced Pharmacy Practice Experiences**

If a problem arises with an IPPE or APPE schedule, students may appeal using the following process:

- Send your appeal to the Director of the Professional Experience Program.
- If your request is still not resolved, you may choose to send your appeal to the Chair, Department of Pharmacy Practice and Science.
- If your request is still not resolved, you may choose to send your appeal to the Associate Dean of Academic Affairs.
- If your request is still not resolved, you may choose to send your appeal to the Dean of the College of Pharmacy.



# OTHER POLICIES AND EXPECTATIONS

## Sexual Harassment

Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. All members of the UI community must uphold the UI mission and contribute to a safe environment that enhances learning. Incidents of sexual harassment must be reported immediately. For assistance, please see <https://diversity.uiowa.edu/resources/tixqe-resources>.

## Nondiscrimination

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Senior Director, [Office of Civil Rights Compliance](#), the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, 319-335-0705, [daod-ocrc@uiowa.edu](mailto:daod-ocrc@uiowa.edu).  
<https://opsmanual.uiowa.edu/community-policies/nondiscrimination-statement>

## Problems or Disputes

Grade Appeal After Final Course Grade is Submitted:

Experiential coursework: There is no formal process for grade re-consideration of individual assignments in the experiential setting; rather the student's full performance informs the final grade. A student should have open and regular dialogue with their preceptor regarding their performance and evaluation of assigned work and activities throughout their rotation experience.

A student may appeal a course grade with appropriate justification within 10 business days after the grade is posted to MyUI. Please refer to the Student Handbook for detailed information regarding how to file a grade appeal.

All 2024-2025 policies and guidelines addressed in the Student Manual for Experiential Education are consistent with the policies and guidelines of the University of Iowa College of Pharmacy as stated in the 2024-2025 Student Handbook.

# APPENDIX A: IMPORTANT DATES FOR SCHEDULING

## P1 Important Dates for IPPE Scheduling

2025-26 Rotations	Class of 2028 (P1)
Preference Selection Meeting (IPPE C/H)	First week of spring semester
Preferences Open (IPPE C/H)	Right after preference selection meeting
Preferences Close	Approximately one week after preferences open
Schedule Release to Students	Mid-February 2025
Switch Session (IPPE C/H)	Approximately one week after schedules released

*Dates are subject to change based on room availability and class schedule.*

## P2 Important Dates for IPPE Scheduling

2025-26 Rotations	Class of 2027 (P2)
Prior approval request deadline (refer to email sent first week of class for explanation)	October 15, 2024
Preference Selection Meeting (IPPE C/H)	Week of October 21, 2024
Preferences Open (IPPE C/H)	Right after preference selection meeting
Preferences Close	November 1, 2024
Schedule Release to Students	Week after Thanksgiving
Switch Session	Early December 2024
Preference Selection Meeting (IPPE Clinical)	First week of April 2025
Preferences Open (IPPE Clinical)	Right after Preference Selection Meeting
Preferences Close (IPPE Clinical)	Approximately one week after preferences open
Schedule Release to Students (IPPE Clinical)	Last week of April 2025

*Dates are subject to change based on room availability and class schedule.*

## P3 Important Dates for APPE Scheduling

2025-26 Rotations	Class of 2026 (P3)
2025-26 Rotation Scheduling Information Meeting	Late August 2024
Preference Selection Meeting & Preferences Open (APPE 9-P3)	Week of September 16, 2024
Prior Approval requests due (APPE 9-P3) for UICOP academic or research rotations only	September 20, 2024
Preferences Close (APPE 9-P3)	September 30, 2024
Prior approval request deadline for P4 year (includes international experiences)	October 15, 2024
Schedule Release to Students (APPE 9-P3)	Week of October 21, 2024
Preference Selection Meeting (APPE May – May)	Week of October 21, 2024
Preferences Open (APPE May – May)	Right after preference selection meeting
Preferences Close	November 8, 2024
Add Session (APPE 9-P3)	Late November 2024
Schedule Release to Students	After last fall semester final
Switch Session	First or second week of spring 2025 semester

*Dates are subject to change based on room availability and class schedule.*