



HEALTH SCIENCE EXPERIENTIAL EDUCATION  
DRAKE UNIVERSITY  
COLLEGE OF PHARMACY AND HEALTH SCIENCES  
DES MOINES, IOWA

**Associate Director of Health Sciences Experiential Capstone**

Rhonda S. Cross Beemer PhD, ATC  
Assistant Professor of Health Sciences  
Fitch Hall  
Telephone: 515-271-1866  
Fax: 515-271-1867  
[rhonda.beemer@drake.edu](mailto:rhonda.beemer@drake.edu)

College of Pharmacy and Health Sciences Web Site: [www.drake.edu/cphs/](http://www.drake.edu/cphs/)

## HEALTH SCIENCES EXPERIENTIAL EDUCATION MANUAL

### TABLE OF CONTENTS

I.	HS GENERAL DESCRIPTION.....	3
a.	Introduction to Health Sciences.....	3
b.	Career Pathways.....	3
II.	HS EXPERIENTIAL PROGRAM.....	4
a.	Issues in Health Sciences Courses.....	5
b.	Experiential Outline.....	6
c.	Senior Capstone Description .....	7
III.	PROGRAM POLICIES	
a.	Scheduling & Site Assignments.....	7
b.	Shadowing Experiences.....	8
IV.	REQUIREMENTS PRIOR TO EXPERIENTIAL TRAINING	
a.	Blood and Universal Precaution Training.....	8
b.	Communication of Program Information.....	8
c.	Expectations with Respect to Electronic Communications.....	8
d.	Confidentiality.....	9
e.	CPR Training.....	9
f.	Criminal Background Checks.....	9
g.	Drug Testing.....	10
h.	Health Insurance Acknowledgement.....	10
i.	Immunization Guidelines.....	11
j.	Liability Insurance.....	11
V.	GUIDELINES FOR EXPERIENCES	
a.	Attendance.....	12
b.	Compensation.....	12
c.	Disability Statement.....	12
d.	Concurrent Employment.....	12
e.	Grievances.....	12
f.	Professionalism.....	13
g.	Student Athletes.....	13
h.	Student Attire.....	13
VI.	EXPERIENTIAL SITE REQUIREMENTS.....	14
VII.	FORMS AND RESOURCES .....	14
VIII.	PORTFOLIOS.....	14

## **I. HEALTH SCIENCE GENERAL DESCRIPTION**

Health science is a multidisciplinary field that deals with human health. All disciplines within the health sciences draw upon the basic, biomedical and clinical sciences to understand the fundamentals of human function and the therapeutic modalities used in the treatment of diseases. The field also requires an understanding of the social, behavioral and economic aspects of the health care system as it relates to patient behavior. The application and integration of these areas are the underpinnings of the health sciences.

Given the breadth of the health science field and the numerous opportunities, many students are drawn to the health care field but are often unsure of which direction may be best for them. The health science program at Drake University will expose students to a wide range of healthcare related experiences while providing the foundational skills of a liberal education. Students will participate in an interdisciplinary curriculum that combines course work in the biomedical and pharmaceutical sciences, entrepreneurial leadership, business and health care management, and health behavior. Through their experiences, students will also develop skills in the areas of communication, problem solving, decision-making, life-long learning, professionalism, management, policy formulation, and professional governance.

The Experiential Education Program for the Health Science major provides students the opportunity to apply and integrate classroom instruction with hands-on experiences in healthcare and research environments. The Experiential Education Program consists of a five-semester sequence of courses that prepares students for a year long senior capstone experience in a health care or research setting. The series of courses, Issues in Health Science, engage students in both experiential and didactic work to develop the knowledge base, skill sets, and professional experiences necessary for success in a health science related field.

### **Curricular Pathways**

There are three curricular tracks within the Health Sciences Program: Clinical and Applied Sciences, Health Services Management, and Pharmaceutical Sciences. The core curriculum (required course work) is similar for each pathway and allows students to attain the educational goals of the program. The electives associated with the three different pathways maintain the interdisciplinary nature of the program while allowing students the flexibility that serves their interests and needs.

#### Clinical and Applied Sciences

- The Clinical and Applied Sciences track entails additional course work in scientific applications and clinical experiences in health-related sciences.
- Potential capstone projects include clinical experiences at local clinics or medical centers that are coordinated through the College's Experiential Program.
- The Clinical and Applied Sciences track prepares students for careers or post-graduate work in allied health professions (e.g. physician assistant, physical therapy, occupational therapy, audiology, clinical and laboratory sciences).

### Health Services Management

- The Health Services Management track entails additional course work or emphasis in business, marketing, pharmacy/health care administration.
- Potential capstone projects include non-laboratory based research projects and advanced practice experiences associated with the healthcare administration, insurance industry and public health.
- This track prepares students for careers or graduate work in health insurance, public health, regulatory affairs or marketing/sales in the medical and pharmaceutical industries.

### Pharmaceutical Sciences

- The Pharmaceutical Sciences track entails additional course work and laboratory experience in the areas of pharmacology, pharmaceuticals and medicinal chemistry.
- Potential capstone projects include laboratory-based research projects with faculty in the pharmaceutical sciences.
- The Pharmaceutical Sciences track prepares students for research careers in the pharmaceutical industry or entry into graduate programs in the pharmaceutical or biomedical sciences. It also provides a unique pathway for entry into other health professions (e.g., medicine, dentistry, optometry and veterinary medicine).

For more information on the Health Science program visit the [Health Sciences' Student Handbook](#) on the CPHS website.

## **II. HEALTH SCIENCES EXPERIENTIAL PROGRAM**

The Health Sciences Experiential Program at Drake University offers our students a wide range of experiences within the healthcare system and incorporates mentoring, shadowing, research, service learning, and active classroom learning into their curriculum. Internships are also available as a great way for our students to explore their chosen pathway, network with professionals, build a resume, and gain experience.

Health Sciences students will partake in many experiences throughout the curriculum that lead up to their senior year capstone experience. Each Health Sciences track (Clinical & Applied Sciences, Health Services Management, Pharmaceutical Sciences) will have somewhat of a different curriculum in order to expose the students to a wide range of healthcare related experiences while providing foundational skills of a liberal education within their specific track. Common courses taken with all tracks will be the Issues in Health Sciences courses. Within these courses the students will be introduced to the healthcare systems where they will explore different healthcare settings, all of which will prepare them for their senior capstone experience and a career in the healthcare setting. Students will have the opportunity to shadow healthcare practitioners, listen to presenters throughout the year that focus on healthcare related topics, research with faculty members, discuss and reflect on issues in the health science field through student round-table discussions, be involved in on-campus events such as the Pharmacy and

Health Science day, take assist in writing the Health Science Newsletter, and participate in the Health Science Club.

### **Issues in the Health Sciences Courses**

The intent of the series of courses is to:

- provide students with a clear understanding of the health sciences in order to guide and inform their decisions for senior experiences and ultimately career development.
- serve as an opportunity to integrate content and skills across the curriculum

#### *Issues in the Health Sciences I – Health Care Systems*

First year, first semester: The focus of this course is to introduce students to the health care system and the various disciplines and careers within the system.

#### *Issues in the Health Sciences II – Career Pathways*

First year, second semester: The focus of this course will be a project – a paper that describes student’s interest in a particular field based on shadowing experiences, lit research, and speaker presentations. The student will also outline a plan of the courses, experiences, and skills needed to be successful in a chosen track.

#### *Issues in the Health Sciences III – Entrepreneurial Leadership*

Second Year, First semester: The focus of this course is to introduce students to entrepreneurial leadership and how it can be applied to activities, projects, and careers in the health sciences.

#### *Issues in the Health Sciences IV - Ethics*

Third Year, second semester: Students will discuss and evaluate controversial and ethical issues such as academic and research integrity, insurance companies and genetic information, stem cell research, drug development, clinical trials, and the FDA approval process.

#### *\*Issues in the Health Sciences V - Capstone*

Fourth year, second semester: This course, in conjunction with the senior experience, will form the capstone experience. Students will begin the process of writing, documenting, and presenting the work associated with the senior experience.

#### *\*Pharmaceutical Science Senior Research I & II*

Supervised undergraduate research in the pharmaceutical sciences

#### *\*Pharmaceutical Science Seminar*

Advanced discussions of topics pertaining to the pharmaceutical sciences.

*\*These classes are only taken by specific tracks*

## HEALTH SCIENCES EXPERIENTIAL EDUCATION YEARLY OUTLINE

Professional Semester & Title	Course Title	Experiential Component(s) *See course description for more details on the actual course.
<b>HS 1</b>		
<b>Semester 1</b>	HSCI 010 Issues in Health Sciences I: Health Care System	Students will be introduced to the healthcare systems. Presenters, class teachings, and various assignments through the instructor will be given to promote experiential education. Supplemental information will be given to the students from faculty members and the Associate Director of Health Sciences Experiential Capstone.
<b>Semester 2</b>	HSCI 015 Issues in Health Science II: Professions	Students will be exposed to different healthcare systems and professionals. In conjunction with their class, students will shadow different healthcare sites/practitioners. At the conclusion of the course the students will choose a track.
<b>HS 2</b>		
<b>Semester 3</b>	HSCI 055 Issues in Health Sciences III: Entrepreneurial Leadership & Management	Students will be introduced to entrepreneurial leadership. Presenters, class teachings, and various assignments through the instructor will be given to promote experiential education. Students will be placed at sites within their chosen track for further shadowing in correlation with their Issues in Health Sciences III course. Supplemental information will be given to the students from the Associate Director of Health Sciences Experiential Capstone.
<b>Semester 4</b>	Pathway Course Work	The focus this semester will be chosen curricular pathway courses. Educational tools will be available through the Associate Director of Health Sciences Experiential Capstone. Students will be encouraged to attend speaker panels/presentations throughout the months and be active in the student Health Science club.
<b>HS 3</b>		
<b>Semester 5</b>	Pathway Course Work	The focus this semester will be chosen curricular pathway courses. Educational tools will be available through the Associate Director of Health Sciences Experiential Capstone. Students will be encouraged to attend speaker panels/presentations throughout the months and be active in the student Health Science club.
<b>Semester 6</b>	HSCI 105 Issues in Health Sciences IV: Ethics	Students of all 3 tracks will be introduced to ethical issues of the health care system. Presenters, class teachings, and various assignments through the instructor will be given to promote experiential education. Students' assignments will be geared towards their specific track. Supplemental information will be given to the students from the Associate Director of Health Sciences Experiential Capstone. Students will also research information for their upcoming senior experience/capstone. Internships will also be available for the upcoming summer months.
<b>HS 4</b>		
<b>Semester 7</b>	Senior Experience OR Pharm Science Seminar & Pharm Science Senior Research I	Students will begin preparation for their senior capstone experience. Students will be sent out to various sites relating to their capstone project (possibly research). The students in their senior experience course will write reflection papers of their experience in conjunction with their capstone project.
<b>Semester 8</b>	HSCI 155 Issues in Health Sciences V: Preparing the Capstone Experience, Senior Experience OR Pharm Science Senior Research II	Students will be concluding their senior capstone experience this semester. A capstone experience project will be due at the end of the experience along with a formal presentation of the experience. This will be in conjunction with other class projects.

### ***Senior Capstone Experiences***

Each Drake University student completes a Senior Capstone Experience. Capstone Experiences allow each student to demonstrate the capacity to bring information, skills, and ideas to bear on one significant project. Health Science Capstones may take many different forms and will be dependent upon the track that has been selected. The Issues in Health Sciences courses within the curriculum along with other experiences will progress to their chosen capstone. Each track will be able to cater to their senior experiences to fit the needs of their chosen career pathway. Possible capstone experiences include working with those involved in pharmaceutical and biotechnology research and development, hospital and health services administration, rehabilitation and therapeutic services, diagnostic services, and other medical practices such as dental, optometry, podiatry, orthopedics, and general medicine.

### **III. PROGRAM POLICIES**

#### ***Scheduling & Site Assignments***

During the first year (HS 1), students will be introduced to the healthcare system while taking their Issues in Health Science courses. Within these courses, students will shadow different healthcare systems and listen to different professionals within the health field. Once students choose a track and begin their second year of school (HS2 students) they will be introduced to more shadowing experiences within the healthcare system regarding their chosen track that lead up to their senior capstone experience. Students will complete preference forms for their senior capstone experience at the end of their junior year (HS3 students). Student preferences will be taken into account during scheduling whenever possible, however; the final scheduling will be made by the Associate Director of Health Sciences Experiential Capstone.

Students should not attempt to set sites up independently. Students may make an initial contact to get names, etc. and to assess whether they are interested in working with Drake, but the next contact should come from the Associate Director of Health Sciences Experiential Education Capstone.

Final capstone assignments are at the discretion of the Associate Director of Health Science Experiential Capstone and will be conducted the students' senior year (HS4). In the event that a capstone experience must start prior to their senior year, preapproval will be needed by the Associate Director of Health Sciences Experiential Capstone. A student's academic standing, as well as the student's site preferences will be considered in this process. Preceptor availability, site characteristics, and budgetary considerations play a significant roll as well.

Once the experiential assignment is finalized, students may not drop a capstone unless the demonstration of excessive hardship exists. Students are informed of the additional costs incurred with specific capstone experiences (such as travel). Acceptance of a finalized experience schedule indicates that a student acknowledges and accepts the additional costs associated with their schedule. Lack of interest in a site or the desire to avoid a commute is not valid reasons to request a change in rotation assignment. In unforeseen circumstances, a capstone site may become unavailable and necessitate a change in the student's schedule. Student preference will be considered when such changes are necessary; however, final decisions will be based upon availability of sites, student performance to date, and type of rotation required.

### ***Shadowing Experiences***

Experiences involving shadowing/observation are to be ONLY shadowing assignments. In the event that a preceptor at a sight instructs a HS student to perform more than the intended, it must be reported to the Associate Director of Health Sciences Experiential Capstone.

Many experiences will be in conjunction with the Issues in Health Science courses, therefore; might also involve a writing component and/or presentation (at the discretion of the instructor).

## **V. REQUIREMENTS PRIOR TO EXPERIENTIAL TRAINING**

In order to begin experiences, students must fulfill the following requirements.

*\*Note: not all requirements are needed for shadowing experiences.*

### ***Blood and Universal Precaution Training***

All HS students will complete training in blood and body fluids including universal precautions before their first shadowing experiences begin. The students must pass an exam of the training materials.

### ***Communication of Program Information***

Keeping informed of college and program information during the experiential program is a shared responsibility between the college and the student. Students are responsible for published information distributed either in print, web, or electronically, including program policies and experiential workbooks. The college will communicate additional information throughout the year using available technology. It is a requirement of the experiential education program that all students have e-mail and Internet access. Students will be expected to access information electronically by e-mail, Drake's College of Pharmacy and Health Sciences web page at [www.drake.edu/cphs](http://www.drake.edu/cphs) and the experiential web page [www.drake.edu/cphs/experiential](http://www.drake.edu/cphs/experiential). Internet access is available at many of the rotation sites to aid the student in this process. Internet access is also available in university, college and public libraries. Free e-mail services are also available. It is the student's responsibility to make sure the Associate Director of Health Science Experiential Capstone has the student's current address, phone number and e-mail address. The faculty adopted the following policy in January 1998:

### ***Expectations with Respect to Electronic Communications***

*Increasingly College faculty and administrators are using electronic means to disseminate information to and communicate with students. This information may be important and/or time-sensitive. Thus, the expectations of the College are that:*

- *All students are connected to e-mail and check it frequently.*
- *Mail from the College is sent to Drake addresses. If a student wants his/her mail forwarded to another system, information on doing so is available from Computing Services.*
- *If this poses a problem for a student, the student should contact the Director of Student*

*Services to work out a solution for college mail.*

- *Electronic communication (e.g., e-mail or the World Wide Web) may be required as part of courses and rotations. The requirements are to be specified in the course syllabus. If these requirements pose a problem for a student, the student must contact the instructor/coordinator to work out a solution. "System problems", however, are not the responsibility of the student.*
- *In short, the lack of access to electronic communication is not a valid excuse for the failure to respond to a request, perform an assignment, or meet a deadline.*

### ***Confidentiality***

Students will have access to personal information about patients, staff, and business operations of the rotation site. This information must remain at the site and be held in strictest confidence. Confidential information, including clinical matters, should not be communicated to other students, patients, lay persons, or other health professionals in public areas or outside the site. Students are expected to follow the policies regarding confidentiality for each rotation site. Prior to beginning observation experiences and again prior to senior experiences, students are required to sign a [Statement of Confidentiality](#). Violation of the confidentiality policy may result in a loss of credit or a failing grade in the course.

Confidentiality must also be maintained in required documentation. Protected health information (patient name, medical record number, birth date, health insurance number, social security number, etc) should not be entered into the EMS system. Please do not enter site names physician names or other health care provider names into the system whether on daily activity logs or interventions. The same practice is also expected of written assignments regarding your experiences.

In addition, site facilitators are to maintain student confidentiality. Information pertaining to the student's progress is to only be shared with the college faculty as outlined in the assessment process. Legal ramifications are an ever-present possibility for breached confidentiality.

### ***CPR Training***

Students will be trained in CPR prior to their senior capstones experiences. All students must become certified in adult, pediatric, and infant cardiopulmonary resuscitation (CPR) for the healthcare professional. Information regarding dates, times, and cost of certification classes will be furnished to students. A copy of the student's CPR certification card must be submitted to the Associate Director of Health Sciences Experiential Capstone.

### ***Criminal Background Checks***

Drake University College of Pharmacy and Health Sciences will obtain background checks on students prior to their entrance into their senior capstone experience (depending upon requirements of their senior capstone experience). The background checks will include social security number validation, address history for past 7 years, felony and misdemeanor criminal history search for all counties identified by the address history for the last seven years, national

criminal history database, sex offender registries, and governmental agencies such as the Office of Inspector General. Results of the backgrounds checks will be kept in a locked cabinet in the office of the Associate Dean for Academic and Student Affairs. Routine access to the information will be limited to one staff person, the Associate Dean, the Director of Experiential Education, and the Associate Director of Health Science Experiential Capstone. The College will notify students of findings as required by the Fair Credit and Reporting Act. Students will be assessed a fee to cover the cost of the background check.

In the event there are findings on any area listed above, further evaluation will be completed to determine if a student may continue into the senior capstone experience. If students are allowed to continue in the College program, experiential sites (either introductory or advanced as appropriate) may be notified and requested to decide whether the student will be allowed to complete an experience at the site. Drake University College of Pharmacy and Health Sciences provides experiential sites an assurance that background checks will be completed and on file for every student. Rotation sites may request copies of the background checks obtained by the College and/or may complete additional background checks. Information obtained in background checks may inhibit students from completing their senior capstone experience, thus delaying or hindering graduation.

Furthermore, information obtained from background checks may be included on or with board licensure applications or other regulatory body that requests information from the Drake University College of Pharmacy and Health Sciences. Students have the right to request, from the College of Pharmacy and Health Sciences, copies of all documents and other information shared with any regulatory body pertaining to their licensure.

### ***Drug Testing***

Students may be required to submit to a drug screen during their HS4 year prior to starting their senior capstone experience, depending upon requirements of their senior capstone experience. The College will determine the vendor and location of the drug screen. Drug screens completed for employment or independently by the student will not be accepted. Students will be assessed a fee to cover the cost of the drug screen. The drug screen will include a 10-panel drug screen with point of custody through an outside vendor. The Associate Dean for Academic and Student Affairs, the Associate Director of Health Science Experiential Capstone, the Director of Experiential Education, and one staff member will have access to the results of the drug test. Initial positive screens will undergo medical review by the vendor. Any confirmed positive findings, will be handled under the Chemical Dependency Policy of the College. Drake University College of Pharmacy and Health Sciences will provide experiential sites assurance that drug screens will be completed and on file for every student. Results of drug screens will only be forwarded to the site if information exists that may affect the student's placement at the site. Experiential sites may request and complete additional drug screens. Information obtained in drug screens may inhibit students from completing senior capstone experiences, thus delaying or hindering graduation.

### ***Health Insurance Acknowledgement***

Effective Fall 2007, all Drake University College of Pharmacy & Health Sciences students must have their own health insurance. Students who are not covered by their own policy will be

covered by Drake University's insurance policy at their own expense. In the event of an emergency, other health care or medication needs, the care provided for students while on site will be the same as provided for employees. Emergency first aid and transportation arrangements will be made by the site. However, cost of transportation and subsequent medical treatment will be borne by the student.

### ***Immunization Guidelines***

All students are required to provide documentation to the college and to the hospital sites of current immunization as follows:

Acceptable documentation is a physician record or immunization card or laboratory copies of titers

- Measles/Mumps/Rubella
  - Measles - Two Dates Needed- or positive lab titer
  - Mumps - Two Dates Needed-or positive lab titer
  - Rubella - Two Dates Needed-or positive lab titer
- 
- Tetanus/Diphtheria (Td) or Tetanus/Diphtheria/acellular pertussis (Tdap) - Must show proof within last 10 years
  - Tuberculosis (PPD) test- Proof within last 3 months (valid for 1 year from date of test while on rotations)-if documented Positive TB test in the past, annual TB questionnaire completed is required. Please note this test is required **annually**.
  - Hepatitis B - Proof of series of three vaccines or blood (laboratory titers) work showing immunity is required
  - Varicella (Chicken Pox)- Reliable history of disease, two vaccination dates or blood work (lab titres) showing immunity is required

Drake Student Health will provide immunization clinics every spring for students. This is the preferred method of obtaining immunizations from Drake Student Health Center. Students may contact the Drake Student Health Center (515.271.3731) regarding immunizations. There will be a minimal charge for these immunizations if given at the center. Appointments with the Health Center should be made between the hours of 8-9 and 11-12 in the a.m. Students should take all previous immunization records with them so that all information can be placed on the form provided. A copy of current immunizations must be on file with the Associate Director of Health Sciences Experiential Capstone. An additional copy **MUST** be retained by the student to provide proof, if necessary, at individual sites.

### ***Liability Insurance***

Student liability insurance is provided by Drake University for all students enrolled in experiential programs **only** when they are working in the United States. Students participating in international experiences will be required to obtain personal liability insurance at their own expense. In order for students to be covered, any actions on the part of the student, which may place the student or the University at risk for litigation, must be reported immediately to the Associate Director of Health Science Experiential Capstone. Delay in the reporting of such events, may void the coverage provided for the student. The student University liability

insurance does not cover students during their working experience whether completed during the academic year or over holiday or summer breaks. Information regarding University liability insurance coverage is available.

## **VI. GUIDELINES FOR EXPERIENCES**

### ***Attendance***

Students are required to report to their schedule site on time. If for any reason the student is unable to attend, the site preceptor must be contacted in advance. In the event that the site facilitator cannot be reached directly, it is important to leave a message on his/her voice mail or contact the Associate Director of Health Sciences Experiential Capstone. Students should work with the site preceptor to schedule a make up time for the experience. Students are required to adhere to the schedule established by the experiential site and the Associate Director of Health Science Experiential Capstone.

Many of the experiences will correlate with courses within the Health Sciences curriculum. Failure to show at the site for the intended hours could result in a grade deduction.

### ***Compensation***

There is no monetary compensation to students for participation in the experiential program, with the exception of site-specific housing and food allowances. Students are responsible for all transportation, housing, food and any other personal expenses associated with their rotations. Students may not obtain observation hours or senior capstone experiences with places of current employment.

### ***Disability Statement***

If you need course adaptations or accommodations because of a disability, if you have emergency medical information, or if you need special arrangements in case the building must be evacuated, please make an appointment with the Associate Dean for Academic and Student Affairs or the site facilitator at your rotation to communicate this information.

Students and sites have access online to the Drake University Library. Site preceptors who are interested in this access should contact The Office of Experiential Education.

### ***Concurrent Employment***

If necessary, work schedules must be adjusted to accommodate experiential requirements and will not be considered a legitimate reason for excusing a student from the experiential site.

### ***Grievances***

HS Students and preceptors should contact the Associate Director of Health Sciences Experiential Capstone to report, verbally and/or in writing, violations of experiential education program policies. This includes alleged ethical and legal violations of a healthcare practice, alleged sexual harassment, verbal abuse, inappropriate and offensive physical contact, and all forms of discrimination. These types of incidences should not be reported on the evaluation forms at the end of an experience, but should be reported immediately to the Associate Director

of Health Sciences Experiential Capstone. Immediate reporting of such incidences will allow the appropriate action to be taken in accordance with University/College guidelines.

### ***Professionalism***

The student is expected to respect and comply with experiential site policies, rules and regulations, as well as Health Sciences Experiential Education Program policies, rules and regulations. There are many opportunities to explore and learn independently, but maturity reflects discretion in behavior toward both patients and staff. The student should respect the opinions of others, accept constructive criticism, and assume responsibility for his/her actions. The student should not engage in any behavior that is disruptive to the work environment. Therefore, non-emergent personal calls and the use of cell phones are discouraged. Professional integrity must be maintained at all times. Site preceptors who have concerns with students' professionalism should discuss the issue with the student first. The student can correct a behavior that he/she knows is offensive. If after discussing the issue with the student and no improvement has been made, the Associate Director of Health Sciences Experiential Capstone should be contacted. Appropriate measures will be taken to help correct the situation or in severe situations remove the student from the site.

Students are obligated to conduct themselves in accordance with the [College of Pharmacy and Health Sciences Honor Code](#) for all work including documentation of work in daily activity logs, and interventions and education programs and presentations given as a requirement of your rotations. Misrepresentation of your work or any other action of a deceptive nature will be considered violation of the honor code and we will pursue as such by the Associate Director of Health Sciences Experiential Capstone. All acts of unprofessional behavior can be considered a violation of the honor code. According to the honor code students should show: respect and concern for the welfare of patients; respect for the rights of others; trustworthiness, responsibility, and sense of duty; ethical and legal conscience; and professional demeanor.

Students who are found in violation of the Honor Code will be removed from the site and assigned a "no credit" for the experience with possible dismissal from the College of Pharmacy & Health Sciences

### ***Student Athletes***

It is the responsibility of the student athlete to complete his/her experiences. Many of the experiences will correlate with courses. It is the responsibility of the student athlete to speak with the course instructor and the Associate Director of Health Sciences Experiential Capstone to make appropriate arrangements. During the senior capstone experience, the student athlete will speak with the Associate Director of Experiential Capstone in order to plan an appropriate experience with equal requirements of other students.

### ***Student Attire***

All students should dress in accordance with professional norms while on a rotation for the experiential program. Tee shirts, jeans, sweat pants, flip flops, or tennis shoes are not acceptable. A collared shirt and khaki pants are suitable attire, OR: For males: trousers, shirt and tie. For females: skirt, dress, or dress slacks and blouse or sweater. A Drake Health Science student nametag must be worn at all times unless otherwise instructed by the student's site preceptor.

Certain experiential sites may require an additional identification tag.

## **VII. EXPERIENTIAL SITE REQUIREMENTS**

Students should:

- Adhere to the degree requirements of Health Science and their chosen track
- Exhibit professional behavior at all times
- Understand and self-monitor progress toward objectives to assure they are adequately addressed.
- Adhere to the rotation schedule developed by the Associate Director of Health Sciences Experiential Capstone
- Maintain strict confidentiality at all times
- Within the standard practices of rotation site for the senior capstone, take initiative in communicating with research coordinator, patients, physicians, or other health professionals
- Complete all site evaluations and forms on EMS at the end of each semester
- Complete experiential program evaluation at the end of the year

## **VIII. FORMS AND RESOURCES**

All evaluation forms are expected to be completed at the end of each experience electronically on EMS. A tutorial to EMS will be given prior to an experience. The following forms and resources are available for download for the senior capstone experience.

- Site Evaluation Form
- Preceptor Evaluation Form
- Self Evaluation Form
- Comment Form
- HS Contact Information

## **IX. PORTFOLIOS**

All students will be asked to design and maintain a portfolio electronically on EMS. Each year students will add to it via class projects and on their own accord. It will be utilized during their senior capstone, for future career building/educational decisions, and interviewing. A resume including their experiences is required.

*\*Note: all things within the experiential manual are subject to change*