

**Health Services  
Administration**

**UNIVERSITY OF WYOMING**

**PHCY 5160**

**Graduate Problems Course**

**Fall 2024**

**August 26 – December 13**



UNIVERSITY  
OF WYOMING

College of Health Sciences  
School of Pharmacy

**Course Description:**

The Graduate Problems Course is a one or two-semester hour course designed to provide opportunities for students to discuss how specific articles, projects, or other learning vehicles impact the tracks they are pursuing. Students and instructors meet upon registration in the course to establish the specific topic area to be covered, the number of credits, expectations, specific deliverables, and the overall schedule.

**Instructor contact information:**

Elliott M Sogol PhD, RPh, FAPhA

Email: [esogol@uwyo.edu](mailto:esogol@uwyo.edu)

Note: Responses to emails will occur within 48 hours when feasible.

Office hours: by appointment

**Student Learning Outcomes:**

- Develop a MS level project related to a topic of interest.
- Interpret published research or articles.
- Develop a strategy for efficiently providing your track perspectives related to the articles provided, project, or other learning vehicle.
- Develop a process to succinctly provide information in written format.

**Required text:**

Articles will be provided in class or project outlines will be developed with the faculty member.

**CLASS WEBSITE:**

The WyoCourses site is accessible from the University website via WyoWeb. Class information will be posted or linked on this site. The student is expected to utilize the site and accept changes from this syllabus as amended on the site. You may not be able to see the course materials until two weeks prior to the course. Students are requested to set up their own cadence to meet with the professor.

**DELIVERY METHOD / Live Sessions:**

This is an asynchronous class where assignments are posted as noted in the syllabus or through agreed upon discussions with established due dates. There is no scheduled live session for the course – however the professor reserves the right to add a live session if needed.

Live class will be presented via the following web site:

<https://uwyo.zoom.us/j/9948111349>

Individual sessions will be set for each student with the instructor at the start of the semester and as needed. **Please contact the instructor in week one to set up your one-on-one meeting.**

**COURSE PREREQUISITES, CO-REQUISITES, ENROLLMENT RESTRICTIONS:**

This course is an elective for students in the Master of Science in Health Services Administration program. Please check the catalog for a list of any prerequisites for the course. This course can be used as an elective for any track.

**COURSE PROCEDURES:**

Most activities can be done at the student's selected times (asynchronous).

A class session/assignment is the time that includes the live session, the pre-session work, and any immediate post-session work. For this class, a session/assignment will become agreed upon in the week two discussion with due dates listed for each item.

Instructional procedures consist of a discussion board, development of course outline, plus assigned readings. The distance education model of this course requires some adaptation by the students and instructor from the traditional classroom setting.

Different people have different learning styles. Lectures, where the instructor talks and students listen is passive on the part of the student. Discussions require active participation on the part of the learner. In this class, some topics are appropriate for lectures; some are appropriate for discussion; and some will be conducted through active participation such as analysis of case studies, assigned readings, papers, and or discussion boards.

**GENERAL REQUIREMENTS AND EXPECTATIONS:**

This is a self-directed independent course where the student and professor agree on specific assignments / projects and then develop an outline including timeline and completion dates.

**ATTENDANCE AND ABSENCE POLICIES:**

Students should regularly attend online classes and productively participate in class. Since some of the projects may be started in the live sessions, missing class can make projects much more difficult. Because of the multiple available times for posting assignments as well as for taking any quizzes or examinations, the need for an excused absence would be a rare event. Only rationale accepted by the University of Wyoming as an excused absence will be accepted. Any anticipated absence from the live sessions should be discussed in advance with the instructor.

**CLASSROOM BEHAVIOR POLICY:**

At all times, treat your presence in the classroom and your enrollment in this course as you would any professional activity. Act professionally, arrive on time, pay attention, complete your work in a timely and professional manner, and treat all deadlines seriously. All of us will be respectful of each other. Spirited debate and disagreement are to be expected in any graduate level course and all views will be heard fully, but at all times we will behave civilly and with respect towards one another. Personal attacks, offensive language, name-calling, and dismissive gestures are not warranted in a learning atmosphere. This is a safe environment and as the instructor, I have the right to dismiss anyone from the classroom, study sessions, electronic forums, and other areas where disruptive behavior occurs – there is zero tolerance on this issue.

These behaviors will be referred to the Dean of Students Office using the UWYO Cares Reporting Form for Student Code of Conduct processes

([https://cm.maxient.com/reportingform.php?UnivofWyoming&layout\\_id=5](https://cm.maxient.com/reportingform.php?UnivofWyoming&layout_id=5)).

**CLASSROOM STATEMENT ON DIVERSITY:**

The University of Wyoming values an educational environment that is diverse, equitable, and inclusive. The diversity that students and faculty bring to class, including age, country of origin, culture, disability, economic class, ethnicity, gender identity, immigration status,

linguistic, political affiliation, race, religion, sexual orientation, veteran status, worldview, and other social and cultural diversity is valued, respected, and considered a resource for learning. Diversity helps all of us gain a better understanding and perspective of the subjects we will be covering in the course.

### **DISABILITY SUPPORT:**

The University of Wyoming is committed to providing equitable access to learning opportunities for all students. If you have a disability, including but not limited to physical, learning, sensory or psychological disabilities, and would like to request accommodations in this course due to your disability, please register with and provide documentation of your disability as soon as possible to Disability Support Services (DSS), Room 128 Knight Hall. You may also contact DSS at (307) 766-3073 or [udss@uwyo.edu](mailto:udss@uwyo.edu). It is in the student's best interest to request accommodation within the first week of classes, understanding that accommodations are not retroactive. Visit the DSS website for more information at: [www.uwyo.edu/udss](http://www.uwyo.edu/udss)

### **ACADEMIC DISHONESTY POLICIES:**

**Academic dishonesty, discrimination, and harassment will not be tolerated in this class!** Cases of academic dishonesty will be treated in accordance with UW Regulation 2-114. The penalties for academic dishonesty can include, at my discretion, an "F" on an exam, an "F" on the class component exercise, and/or an "F" in the entire course. Academic dishonesty includes plagiarism, which means anything that represents someone else's ideas as your own without attribution. It is intellectual theft – stealing - and includes (but is not limited to) unapproved assistance on examinations, plagiarism (use of any amount of another person's writings, blog posts, publications, and other materials without attributing that material to that person with citations), or fabrication of referenced information. Facilitation of another person's academic dishonesty is also considered academic dishonesty and will be treated identically.

Such conduct is described within and will result in sanctions pursuant to the following: School of Pharmacy and University policy and regulations:

University of Wyoming Code of Conduct

<http://www.uwyo.edu/dos/conduct/>

University of Wyoming Regulations

<http://www.uwyo.edu/generalcounsel/files/docs/UW%20Reg%20Updates%202016/UW%20Reg%206-802.pdf>

### **DUTY TO REPORT:**

While this is a safe environment and I want you all to feel comfortable coming to me with issues you may be struggling with or concerns you may be having, please be aware that I have some reporting obligations that are part of my faculty requirements at UW.

For example, if you inform me of an issue of sexual harassment, sexual assault, or discrimination I will keep the information as private as I can, but I am required to bring it to the attention of the institution's Title IX Coordinator. If you would like to talk to those offices directly, you can contact Equal Opportunity Report and Response (Bureau of Mines Room 319, 766-5200, [report-it@uwyo.edu](mailto:report-it@uwyo.edu), [www.uwyo.edu/reportit](http://www.uwyo.edu/reportit)). Additionally, you can also report incidents or complaints to the UW Police Department. You can also get support at the STOP Violence program ([stopviolence@uwyo.edu](mailto:stopviolence@uwyo.edu), [www.uwyo.edu/stop](http://www.uwyo.edu/stop), 766-3296) (or SAFE Project ([www.safeproject.org](http://www.safeproject.org), [campus@safeproject.org](mailto:campus@safeproject.org), 766-3434, 24-Hour hotline: 745-3556).

Another common example is if you are struggling with an issue that may be traumatic or unusual stress. I will likely inform the Dean of Students Office or Counseling Center. If you would like to reach out directly to them for assistance, you can contact them using the info below or going to [www.uwyo.edu/dos/uwyocares](http://www.uwyo.edu/dos/uwyocares).

Finally, know that if, for some reason, our interaction involves disruptive behavior or potential violation of policy, I must inform the Dean of Students, even when you and I may have reached an informal resolution to the incident. The purpose of this is to keep the Dean apprised of any behaviors (by students or faculty) and what was done to resolve them.

### **SUBSTANTIVE CHANGES TO THE SYLLABUS:**

All deadlines, requirements, and course structure are subject to change if deemed necessary by the instructor. Students will be notified verbally in class or on our WyoCourses announcement page and/or via email of these changes.

### **STUDENT RESOURCES:**

- DISABILITY SUPPORT SERVICES: [udss@uwyo.edu](mailto:udss@uwyo.edu), 766-3073, 128 Knight Hall, [www.uwyo.edu/udss](http://www.uwyo.edu/udss)
- COUNSELING CENTER: [uccstaff@uwyo.edu](mailto:uccstaff@uwyo.edu), 766-2187, 766-8989, 341 Knight Hall, [www.uwyo.edu/ucc](http://www.uwyo.edu/ucc)
- ACADEMIC AFFAIRS: 766-4286, 312 Old Main, [www.uwyo.edu/acadaffairs](http://www.uwyo.edu/acadaffairs)
- DEAN OF STUDENTS OFFICE: [dos@uwyo.edu](mailto:dos@uwyo.edu), 766-3296, 128 Knight Hall, [www.uwyo.edu/dos](http://www.uwyo.edu/dos) UW
- POLICE DEPARTMENT: [uwpd@uwyo.edu](mailto:uwpd@uwyo.edu), 766-5179, 1426 E Flint St, [www.uwyo.edu/uwpd](http://www.uwyo.edu/uwpd)
- STUDENT CODE OF CONDUCT WEBSITE: [www.uwyo.edu/dos/conduct](http://www.uwyo.edu/dos/conduct)

"If you have a physical, learning, sensory or psychological disability and require accommodation, please let me know as soon as possible. You will need to register with, and possibly provide documentation of your disability with the Disability Support Services (DSS), room 109 Knight Hall. You may also contact DSS at (307) 766-3073 or [udss@uwyo.edu](mailto:udss@uwyo.edu). Visit their website for more information: [www.uwyo.edu/udss](http://www.uwyo.edu/udss)."

**Post Pandemic Policies** – While the pandemic has subsided, you must abide by all UW policies and public health rules put forward by the City of Laramie (or by Natrona County if at UW-Casper), the University of Wyoming and the State of Wyoming to promote the health and well-being of fellow students and your own personal self-care.

**Syllabus Changes:** I will alert you to any possible course format changes in response to UW decisions about community safety during the semester.

### **HyFlex, Zoom, and WyoCourses expectations:**

As with all UW coursework, this course will be educational and useful to you. I will respond to questions, concerns, and feedback in a timely manner.

Your responsibilities:

- Give and receive feedback from me and your classmates respectfully and constructively in all interactions. This includes in Zoom chats, on WyoCourses boards, and within physical classroom spaces.
- Actively engage in civil discourse in a respectful manner. Use professional language in all course related forums.

- Communicate professionally. Whenever you send class-related email or messages, please include a clear, specific subject line and use the body of the email or message to explain the purpose for the email and any attached materials. Conduct yourself professionally.
- Meet assignment deadlines. We expect that you're interacting with course material multiple times during the week.
- Ask for help when you need it. For academic assistance on this course please contact me for available resources. For Dean of Students assistance please see: <https://www.uwyo.edu/dos/student-resources/covid-19-student-resources.html>
- Please let us know if you notice another student who needs help in our (anonymous) WyoCares referral option (<https://www.uwyo.edu/dos/students-concern/index.html>).

**Information Technology (IT):** If you have any IT related challenges, please contact the UWIT Service Center:

<https://uwyo.teamdynamix.com/TDClient/1940/Portal/Requests/ServiceDet?ID=8890>

### Assignments/Discussion boards:

Depending on the project, there may be an assignment each week or an agreed upon process update. Assignments may include progress reports for the problem that the student is investigating. Late assignments will incur a 2-point reduction in grade per day.

### Assessment & Grading:

This will depend on the topic and specific agreed upon assignments between the student and instructor.

- A: 90-100
- B: 80-89.9
- C: 70-79.9
- D: 60 – 69.9
- F: below 60

### Course Calendar (example)

Week	Readings	Assignments Available	Assignment Due
1 – 3	Article / Project TBD	Meeting individually to set up project by end of <b>Week 2</b>	<b>Set up a time to meet with instructor</b>
4 – 6	Article / Project TBD	Individual meetings – initial draft outline of project due	Initial draft outline submitted for review
7 – 9	Article / Project TBD	Individual meetings – updates on progress	Progress report
10 - 12	Article / Project TBD	Paper drafts	Draft paper for review submitted
13 - 15	Article / Project TBD	Final report / paper	Final report / paper due

## Guidelines for Evaluating Participation

**Outstanding Contributor:** Contributions in class and discussion board reflect exceptional preparation. Ideas offered are always substantive; provide one or more major insights as well as direction for the class. Challenges are well substantiated and persuasively presented. If this person were not a member of the class, the quality of discussion would be diminished markedly.  
(A range of grade)

**Good Contributor:** Contributions in class and discussion board reflect thorough preparation. Ideas offered are usually substantive; provide good insights and sometimes direction for the class. Challenges are well substantiated and often persuasive. If this person were not a member of the class, the quality of discussion would be diminished.  
(B range of grade)

**Adequate Contributor:** Contributions in class and discussion board reflect satisfactory preparation. Ideas offered are sometimes substantive, provide generally useful insights but seldom offer a new direction for the discussion. Challenges are sometimes presented, fairly well substantiated, and are sometimes persuasive. If this person were not a member of the class, the quality of discussion would be diminished somewhat.  
(C range of grade)

**Non-Participant:** This person says little or nothing in class and provides little commentary in the discussion board (or large amount of commentary that is of low quality). Hence, there is not an adequate basis for evaluation. If this person were not a member of the class, the quality of discussion would not be changed.  
(D range of grade)

**Unsatisfactory Contributor:** Contributions in class and discussion board reflect inadequate preparation. Ideas offered are seldom substantive; provide few if any insights and never a constructive direction for the class. Integrative comments and effective challenges are absent. If this person were not a member of the class, quality discussion time for others would increase. (Below D range of grade)