



NOTRE DAME
OF MARYLAND
UNIVERSITY

SCHOOL OF PHARMACY

Co-Curricular Service Learning Requirements

Introduction

In order to maximize opportunities for application of concepts, skills and knowledge learned in the didactic component of the curriculum and to inculcate the values and behavior of a professional, all students are required to complete co-curricular service learning requirements in professional years one through three of the curriculum. Ideally, the activities that student pharmacists engage in will increase in complexity and/or focus on patient care as they develop their skill set and expand their knowledge base. Although the School will strive to provide opportunities to meet this requirement, students must also identify and/or create opportunities for earning co-curricular hours.

Requirements

Students must complete both Advocaring service-learning hours and co-curricular hours each semester. Seven (7) hours are earned each semester from their participation in the longitudinal service-learning Advocaring project. Co-curricular hours are earned through participation in activities not associated with a course by which course credit is earned. The minimum number of hours to be earned per year are based on a student's year of matriculation (Table 1). In the event that students are not able to complete the required hours during the academic year, students may participate in activities over the subsequent summer to satisfy the requirement. These activities must be approved by the Office of the Dean (OOD) prior to engagement.

Activity guidelines:

1. For each hour of participation in screening events, health fairs, patient education events, flu clinics, etc. where students are engaged in an activity, the hours earned is one-for-one (i.e. for each hour worked, one hour is earned)
2. If students have a substantial role in the preparation of an event such as those listed above, credit can be earned for planning and preparation in addition to time spent at the event. The sponsoring faculty member, in conjunction with the OOD, must determine how much time can be earned and is responsible for monitoring this and informing the OOD.
3. Students may earn up to one hour for participation in health promotion walks such as a diabetes or breast cancer walk. Students may use one (1) walk each semester to satisfy the co-curricular requirement.
4. Students may earn up to one hour for every two hours of local and regional professional meetings that they attend. Students may earn no more than three hours by attending these meetings within an academic year.

5. Students may earn up to two hours for each day of attendance at a national professional meeting. Students may earn no more than three hours by attending meetings within an academic year.
6. Students may earn one (1) co-curricular hour for updating designated school bulletin boards with health-related information. Faculty supervision and approval are required.

Table 1: Required Advocaring and Co-curricular Hours Per Class Year

Matriculation Year	Semester	Advocaring Service-Learning Hours	Co-curricular Hours	Total Hours Required per Year
P1	Fall	7	0 ¹	17
	Spring	7	3	
P2	Fall	7	3 ²	20
	Spring	7	3	
P3	Fall	7	3 ²	20
	Spring	7	3	
P4	Summer	0	0	0
	Fall	0	0	0
	Spring	0	0	0

7. Students participating in co-curricular activities that are under the supervision of a faculty or non-faculty member, must submit a co-curricular activity proposal form to the Office of the Dean at least ten (10) days prior to the event. The required form is located on the School website. An online sign-up for each event will be created through the Office of the Dean. For events sponsored by student organizations, event coordinators must submit a list of members to the OOD prior to the event, and sign-up for the event must occur through the OOD. **Students, who sign-up for an event and later are unable to attend, must notify the faculty advisor at least 24 hours prior to the event.** Upon completion of the event, faculty sponsors or their designee(s) must submit the student sign-in sheet to the Office of Student Affairs within 48 hours after the event. Credit will not be given unless both forms are completed. Students who participate in an event without prior approval will not receive credit.

¹ Beginning Class of 2019

² Students may rollover one (1) credit hour from the fall semester to the spring semester in the P2 and P3 years to complete a total of 6 co-curricular hours/ year

8. All students (fall P1 students exempted) must complete and submit one (1) reflection (no more than 2 pages) at the end of each semester to their faculty advisor and upload it into their electronic portfolio. The items to be addressed are: 1) describe the activities that you engaged in this semester; 2) describe 1-2 major learning points from your participation; 3) indicate how might your involvement in these activities prepare you for future practice or impact your career goals 4) indicate any additional thoughts you may have regarding the experience.

Sample Activities that Meet Co-curricular Requirements (*this is not an all inclusive list*)

- a. Walks for health related issues (i.e., asthma, diabetes, cancer, AIDS)
- b. Health fairs
- c. Fairs at which health information / services are provided
- e. Local, state, regional and national professional meetings
- f. Assisting faculty in demonstration of pharmacy practice skills to potential applicants at School of Pharmacy open houses
- g. Poison prevention talks in educational settings
- h. School-sponsored or co-sponsored health-related seminars