

CO-CURRICULAR POLICIES

The Co-Curricular Program is designed to promote students' development of their professional knowledge, skills, abilities, behaviors, and attitudes. This program supplements the PharmD curriculum and facilitates practice readiness as students explore the field of pharmacy and advance their professional development through self-directed activities.

The Co-Curricular Program is comprised of several components, including class orientation programs, co-curricular activities and events, and an individual Co-Curricular Activity Log through E*Value.

Co-Curricular Activities and Events

Students engage in a multitude of co-curricular activities that are offered by the University, COP, student organizations, and/or other professional groups. Most students also engage in individual experiences outside the College. If a student has questions about what qualifies as a co-curricular activity, they are encouraged to contact the Director of Student Services.

The College may also provide modest financial support to students through the Student Leadership Fund in the form of scholarships. These scholarships may cover registration costs for conferences, seminars, and other professional events.

Reasons for Co-curricular Activities and ACPE Update

The ACPE Standards 2025 require Schools of Pharmacy to implement a co-curricular program that promotes students' professional and personal growth, as well as career development. To meet this requirement, the COP will provide co-curricular activities designed to develop students' interpersonal and intrapersonal skills. These skills are essential for ensuring that graduates remain competitive in the job market now and in the future.

Co-Curricular Activity Log and Reflections in E*Value

The Co-Curricular Activity Log is designed to be a personal record of each student's co-curricular activities completed while at the COP. Activities are to be recorded with prompted responses. Students select relevant proficiencies that align with Curriculum Outcomes and Entrustable Professional Activities (COEPA) and Professional Development Activities in Standard 2 of the ACPE Standards 2025 from a drop-down menu that best reflects the activity and learning outcome.

The co-curricular activities are reviewed by faculty advisors with comments. If a student is not appropriately reflecting on a designated standard, then faculty advisors are to reassign the reflection to the student. The co-curricular activity will not count towards the student's minimum of one per quarter if the faculty advisor does not score the reflection.

Expectations

Students are made aware of the co-curricular requirements and deadlines for completion during New Student Orientation (for incoming students) and in the first week of courses for returning students. Opportunities will vary each quarter as well as from year to year. Additionally, while a type of activity may be listed under several co-curricular activities, one activity cannot be used to meet multiple requirements. **It will be up to each student to plan ahead, complete the required activities, provide a**

written response through E*Value, and have the activity assessed by their faculty advisor by the deadline. Students will be self-directed to choose opportunities that will enhance their development as a pharmacist and encourage their growth in a particular area.

Requirements

Students will be required to complete one co-curricular activity per academic quarter and provide an adequate response for the activity via E*Value. Co-Curricular responses are due by midnight PST of the last day of the quarter. Please note, student responses will need to include three or four distinct COEPAs per academic year.

- P1- Complete one per Academic Quarter (3 for academic year).
- P2- Complete one per Academic Quarter (4 for academic year).
- P3- Complete one per Academic Quarter (4 for academic year).
- P4- Complete one per Academic Quarter (4 for academic year).

Plan Outline for Co-Curricular Compliance

- The Director of Student Services will assign co-curricular coursework to students in E*Value at the beginning of each quarter. Students will also be made aware of opportunities through the University throughout the quarter.
- Faculty Advisors will review submissions and provide feedback by the end of the subsequent quarter after the co-curricular activities are due.
- Student compliance with co-curricular requirements will be tracked by the Director of Student Services.
- Failure to complete assigned requirements by the end of the quarter will result in a supplemental written assignment distributed and assessed by the Director of Student Services. The written assignment will not replace the required activity and written response.
- Students who fail to complete the required amount of co-curricular activities and supplemental assignments by the end of the academic year will be required to meet with the Academic Progression and Professionalism Committee (APPC) or be referred to the University Student Conduct Process (<https://catalog.ketchum.edu/university-student-handbook/student-conduct/student-conduct-process/>).