



School of Pharmacy
TEMPLE UNIVERSITY

**Regulatory Affairs and Quality Assurance
Graduate Program**

Temple University School of Pharmacy
Regulatory Affairs and Quality Assurance Graduate Program
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Code of Conduct - Remote Students

Congratulations! As a graduate student in Temple University's RAQA program, you are taking an important step in enhancing your knowledge of the pharmaceutical industry and advancing your professional career. Entering a graduate program is a commitment that requires sacrificing personal time while balancing the demands of your professional and personal lives. Earning a master's degree is an accomplishment that stays with you the rest of your life, and the critical thinking skills you acquire will serve you every day. By outlining expectations of graduate-level work, we hope to make the Temple RAQA learning experience rewarding and enjoyable for everyone.

As a convenience for remote students, Temple University's School of Pharmacy offers courses through different types of remote technology (videoconferencing or Adobe Connect) or on-site at remote locations. Our staff and instructors assume additional responsibilities to provide this service. We respect the professional responsibilities of our students: in turn, we expect remote students to respect and observe the code of conduct of Temple University School of Pharmacy.

Every RAQA course, regardless of location or form of delivery, is an extension of a University classroom. As such, all remote students are expected to:

Make graduate school a priority and attend all classes.

Class dates are published in the RAQA schedule. Please review them for potential conflicts *before* enrolling. Attending class should be a priority. If you know you will be unable to attend a particular class session due to unexpected work commitments, travel or emergencies, please notify your instructor and the RAQA Office ahead of time. When possible, we will attempt to record the class for you. However, if professional or personal reasons preclude you from attending the majority of classes in a given semester, you should take the course when you can make graduate school a priority. We always urge students to discuss their enrollment in Temple's RAQA program with their immediate supervisor, as your participation in our courses benefits your company as much as it does your own professional goals.

Actively participate in all class workshops, discussions, and assignments.

Students participate in graduate programs for professional advancement. They are expected to engage in all class activities, since learning is most effective when it is interactive.

Please be prepared for each class, so you can actively participate in discussions, workshops, and projects. Simulated class exercises will teach you different approaches to interpreting regulations rather than having to learn firsthand in an actual inspection. Instructors shouldn't have to coax remote students to participate in class discussions.

Lectures and class exercises need your complete attention. Receiving cell phone calls, talking in side conversations during lectures, leaving class early, or continually arriving late are examples of disruptive behavior that detract from the learning environment. Such disrespectful behavior will not be tolerated, and students who engage in it risk dismissal from the course and the program.

Take advantage of the tremendous networking opportunity that your class provides.

Temple's RAQA program draws professionals from numerous U.S. pharmaceutical companies and corporations and also attracts students from related firms such as pharmaceutical support, food, chemical companies, and the healthcare sector. Members of FDA and other regulatory agencies participate as instructors and students. Studying with a broad spectrum of industry professionals affords students the benefit of repeated networking opportunities.

Perform graduate-level work.

Graduate school stresses critical thinking: assessing the validity of arguments, interpreting the accuracy of data, and ascertaining the depth and quality of research. Most professors use at least two forms of grading, including in-class and take-home tests. Graduate-level work extends beyond the simple regurgitation of class notes, PowerPoint presentations, or Internet sources. It entails in-depth research, assembling cogent arguments, presenting careful analyses, and holding sustained discussions. Students *earn* grades based on their individual performance on tests, workshops, presentations, participation, and other graded assignments. Company tuition reimbursement policies will have no bearing on an individual's final grade for a course.

Follow the honor code of the University.

Students enrolled in RAQA courses must familiarize themselves with and follow the honor code of the University (www.temple.edu/grad/policies) at all times. Students are expected to submit their own work for all assignments, including homework, reports, papers, take home exams, and other projects. It is also expected that students will participate equally in the workload of group projects and not rely on one student to do all the work. If you are uncomfortable reporting such a situation to your instructor, please feel free to contact the Assistant Dean at qara@temple.edu. Your confidentiality will be honored. If any sign of academic dishonesty is reported on assignments or during any examination, action may be taken based on the policies and procedures of the Program and Temple University. Students may find the honor code at www.temple.edu/grad/policies and www.temple.edu/pharmacy_QARA/plagiarism.htm.

Advise us of technical problems immediately.

We videoconference classes to corporate sites throughout the nation. This technology will introduce you to colleagues from many companies and regions with whom you may work later in your professional career. Although occasional transmission problems can occur, our technicians are available to fix them as quickly as possible. If there are continual technical problems with the transmission of your QA/RA class, please advise the QA/RA Office (qara@temple.edu). Do not wait to notify us at the end of the term about a technical problem that could have been easily addressed earlier.

Our goal is to make remote learning an excellent experience for all students. Please let us know

when technical issues occur. We will also do random phone surveys at the end of each semester to seek your opinion on your learning experience with us.

RAQA courses and course materials are the property of Temple University School of Pharmacy and may not be copied, taped, recorded, or duplicated in any format without prior authorization of the course instructor and the RAQA Graduate Program of the School of Pharmacy. Ignoring this policy is regarded as a violation of the School's Code of Academic Honesty and will result in the student being dismissed from the program.

"Tell me, and I forget. Teach me, and I remember. Involve me, and I learn."
Benjamin Franklin (1706-1790), U.S. politician and scientist