

 <p>School of Pharmacy TEMPLE UNIVERSITY</p> <p>Quality Assurance/Regulatory Affairs <small>Graduate Program</small></p>	<p>Temple University - School of Pharmacy 425 Commerce Drive, Suite 175 Fort Washington, PA 19034</p> <p>Phone: 267.468.8560 Fax: 256.468.8565</p>
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Code of Conduct – Remote Students

Congratulations! As a graduate student in Temple University’s QA/RA program, you are taking an important step in enhancing your knowledge of the pharmaceutical industry and advancing your professional career. Entering a graduate school 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. An important goal of the QA/RA department is to make our courses convenient while upholding the academic standards and integrity of our program. By outlining basic expectations of graduate-level work, we hope to make the Temple classroom experience more rewarding and enjoyable for everyone.

As a convenience for our distance students, Temple University’s School of Pharmacy offers classes through remote technology (videoconferencing or Adobe Connect) or on-site at remote locations. The QA/RA staff and faculty assume additional responsibilities to provide this service. We respect the professional responsibilities of our students; but, in turn, we expect our students to respect and observe the code of conduct of Temple University. Every QA/RA class, regardless of location, is an extension of the Temple University classroom. As such, all remote students are expected to:

- **Attend all classes.**
Class dates are published in the QA/RA schedule. Please review them for potential conflicts *before* enrolling. Attending class should be a priority. If you need to miss class because of previously unscheduled work commitments, travel, or family emergencies, you must notify your instructor and make arrangements with another student to obtain missed notes. If professional or personal reasons preclude you from attending the majority of scheduled classes in a given semester, you should take the course when travel will not interfere with your studies. (You might discuss your travel with your supervisor, as your participation in Temple’s QA/RA program benefits your company as much as it does your own professional goals.) The QA/RA Office cannot provide tapes to individual students of missed classes. If there is a technical problem with course delivery, we will provide a tape to the site coordinator.
- **Actively participate in all class workshops, discussions, and assignments.**
Graduate students who are attempting to advance themselves professionally are expected to engage in all class activities. Learning is most effective when it is interactive. Graduate students should come prepared for class and actively participate in discussions, workshops, and projects. Teachers present workshops, so students can discuss different approaches to interpreting regulations in a

simulated exercise rather than learning firsthand in an actual inspection. Class exercises are given for a reason and need everyone's attention. When classes are videoconferenced, students at Fort Washington can observe the behavior and decorum of students at the remote site. 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. In addition, remote learning may be suspended at that site.

- **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 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.
- **Take tests in the same manner as Fort Washington students.**
Students enrolled in QA/RA 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 a situation to your faculty member, please contact the Assistant Dean at gara@temple.edu. Your confidentiality will be honored. If any sign of academic dishonesty is reported on assignments or during any exam, action will be taken based on the policies and procedures of the University. In addition, remote learning may be suspended at that site. The honor code is available at www.temple.edu/grad/policies and www.temple.edu/pharmacy_QARA/plagiarism.htm.
- **Be graded in the same manner as Fort Washington students.**
Remote students are responsible for all aspects of class grading, including participation. They are expected to participate actively in class discussions and not rely on teachers having to coax questions or comments from them. If a teacher requires a class presentation as one of the assignments, remote students are expected to complete the work.

- **Advise us of Technical Problems immediately.**
Technical problems can and do occur. Each semester every remote class is assigned a class leader who serves as a liaison between your classroom and the QA/RA Fort Washington campus. If you are having trouble hearing or seeing the class, please report this to your class leader, who will work with the QA/RA office to correct it. Do not wait until the end of the semester to report simple technical problems that could have easily been addressed earlier. Our goal is to make remote learning as much like attending class in person as possible.