

Guidelines for Submission of Directed Individual Study Requests

Pharmacy 7497
Revised 11/11, 1/13, 5/16, 9/18, 1/19, 8/19

General Guidelines

What is a DIS?

A Directed Individual Study (DIS) is a professional elective opportunity for Doctor of Pharmacy students whereby they work in a 1:1 relationship with a faculty member on an individualized course of study. A DIS is an opportunity for students to work closely with faculty in a self-directed manner **to develop laboratory, research and/or clinical skills.**

Who can initiate a DIS?

A DIS can evolve in one of two ways. A student may develop an idea and then identify a faculty member to serve as supervising instructor for the project. Alternatively, the student can identify a project from postings/announcements of DIS opportunities made by faculty.

Who can supervise a DIS project?

DIS courses must be completed with a voting member of the pharmacy faculty. A student may request to complete a DIS with an adjunct pharmacy instructor as long as a voting pharmacy faculty member has agreed to sponsor the project. Approval must be granted from the faculty member's immediate supervisor.

Are there any activities that can't be counted for DIS credit?

DIS credit will not be awarded for work that has already been done.

Can students receive reimbursement for a DIS?

A student may receive certain types of financial reimbursement for their work as long as the financial reimbursement is;

- Used to pay for travel and/or lodging to present their project findings to others
- Used to pay for supplies, equipment necessary to complete the project
- Used to pay for outside consultants needed to complete the project
- A result of a competition

Other forms of reimbursement may be acceptable but must be justified. The Curriculum Committee reserves the right to deny the DIS application on the grounds of the nature of the financial reimbursement.

How may credit hours apply towards elective credit?

A pharmacy student may count up to 4.0 credit hours of DIS coursework towards pharmacy elective credit.

How does a DIS get approved?

Once the student and faculty (supervising instructor) have agreed upon a project, approval of the DIS requires submission of an application for the proposed project to the Chair(s) of the Curriculum Committee with subsequent review/approval by the Curriculum Committee.

The form should be filled out completely and include the appropriate signatures before submission. The form is available at the end of this document.

Please submit the request by the deadlines provided below:

- **June 1st** for Fall DIS Offering
- **November 1st** Spring DIS Offering
- **April 1st** for Summer DIS Offering

How will we be notified whether the DIS was approved?

The Curriculum Committee Chair will send a note regarding the decision on the DIS request to the UMKC email accounts of the student and faculty (supervising instructor). The Office of Student Affairs will be notified of approved DIS projects as will the Office of Academic Affairs.

What happens if the DIS is approved?

The Office of Student Affairs will administratively enroll the student after the project has been approved.

What if the DIS is denied?

In the event that an application is not accepted, the Curriculum Committee Chair will provide specific comments/suggest revisions to the student and faculty (supervising instructor). Based on feedback, the student and faculty member (supervising instructor) can decide whether continued pursuit of the opportunity is warranted. A student will not be allowed to enroll in a DIS course until approval has been granted from the Curriculum Committee.

Does a student get a grade for completing a DIS?

DIS courses are graded as *Credit/No Credit*. Letter grades are not assigned.

What happens if the student is unable to complete the work during the approved semester?

A DIS is normally completed in one semester, unless the supervising instructor gives written permission to both the student and the Curriculum Committee Chair for the project to continue into the next semester. In this case, an incomplete grade will be assigned for the course at the end of the semester the student initially enrolled in the DIS. This grade will revert to “No Credit” if the incomplete is not removed within a one-year period. A grade of “No Credit” is assigned when the DIS is not completed to the satisfaction of the supervising instructor for the project.

What if the DIS will take more or has taken less contact hours than stated in the originally approved application to complete the objectives?

The faculty (supervising instructor) may send a letter via email to the Curriculum Committee Chair notifying the Curriculum Committee of this fact. If the DIS took fewer contact hours, the faculty (supervising instructor) can request that either the number of credit hours be lowered to reflect the actual amount of work done or state additional objectives, learning activities, and evaluation criteria in order to add contact hours. If the DIS will take more contact hours than expected, the faculty (supervising instructor) can request that either the student be awarded the appropriate additional number of credit hours or fill out a new application for the work to be completed the next semester. The Curriculum Committee will review the faculty’s (supervising instructor’s) request and the Curriculum Committee Chair will notify the faculty (supervising instructor) via email of the Curriculum Committee’s decision. Any request for change in credit

hours must be submitted by the November or April Curriculum Committee meeting of the semester the DIS is offered.

Guidelines for Completing the DIS Application Form

1. All information entered on the form, except for signatures, must be **typed**.
2. **Supervising Instructor:** DIS should be completed with a voting member of the pharmacy faculty. A student may request to complete a DIS with a non-voting instructor as long as a voting pharmacy faculty member has agreed to sponsor the project and approval has been granted from the Division Chair or his/her designee.
3. **Title of DIS:** The title should briefly describe **what the student will learn**.
4. **Semester and year DIS will be completed:** DIS courses may be completed during the Fall, Spring, or Summer term. A student who wishes to complete a DIS during the summer term must also be enrolled as a student during that summer semester to receive credit for the DIS.
5. **Credit Hours/Hours Per Week:** DIS courses can be approved for 1.0 - 2.0 credit hours per semester. The number of credit hours corresponds to the number of anticipated contact hours. Please use the table below when calculating credit hours. If the time commitment changes, then a request to change the number of credit hours along with a justification for the change must be approved by the Curriculum Committee prior to the completion of the semester.

Contact hours over the entire project	Credit Hours
45-89	1
90-134	2

6. **Curricular Outcomes:** Please link each DIS objective to at least one curricular outcome. Curricular Outcomes can be found using the following link:
https://pharmacy.umkc.edu/wp-content/uploads/2014/04/CAPE_Outcomes.pdf
7. **Objectives:** must be;
 - a. **Learner-centered**
 - i. **NOT** what the instructor will do
 - ii. **NOT** the research/project objectives (in DIS, research objectives are usually a means to accomplish learning objectives)
 - iii. **What the student will know or be able to do after participating in this DIS**
 - b. **Related to CAPE Educational Outcomes 2013**
 - i. Curricular Outcomes for PharmD Students
 - c. **Measureable**
8. **Learning Activities** must:
 - a. Align with course/DIS learning objectives
 - b. Be justified for the contact hours requested
9. **Evaluation Criteria** must;
 - a. Align with course/DIS learning objectives
 - b. Include description on how it will be determined that the student meets the course/DIS learning objectives.

Directed Individual Study (DIS) Request Form-Phar 7497

Prior to completing this form, you must refer to the
Guidelines for Submission of Directed Individual Study Requests.

Student's Name:

Date:

PharmD Class of:

Semester and year DIS **completed**:

Name of Faculty (Supervising Instructor):

Faculty Sponsor (if supervising instructor is not a voting member of the faculty):

Title of DIS:

Credit hours (1.0-2.0):

Hours per week over 15 week period:

Please provide the following items for curricular review:

- Brief description of the overall project (200 words or less)
- **Course/DIS** learning objectives (**not project**) linked to CAPE Educational Outcomes 2013 (see Appendix 1*)
- List of planned activities (see Appendix 1*)
- Description of evaluation criteria used to ensure student meets the course/DIS learning objectives (see Appendix 1*)

*Examples provided to afford guidance

Is **HIPAA** training required before the student can begin the work? Yes No

Is **IACUC** approval required before the student can begin the work? Yes No

Is **IRB** approval required before the student can begin the work? Yes No

If yes, state when the IRB application was submitted or estimate when it will be submitted:

*The faculty (supervising instructor) is responsible for ensuring that HIPAA training, IACUC approval, and/or IRB approval is acquired prior to the student starting work that requires these to be obtained. *If additional training is necessary, the supervising instructor is responsible for pursuing and obtaining such requirements.*

Please describe below how the student will be recognized if **scholarship** (for e.g. manuscripts, posters, etc.) will result from work completed by the student.

If the project requires knowledge or skill before starting the project that students typically will not gain until completing coursework later in the curriculum, please describe:

Will the student receive financial reimbursement as a result of the work completed that is not generally accepted by the Curriculum Committee? (see General Guidelines for a list of what is accepted): Yes / No

If yes, please justify the reimbursement:

Note: Students may contact the Associate Dean for Academic Affairs if they have any concerns about their DIS instructor after the student has been enrolled and learning activities initiated.

FACULTY (SUPERVISING INSTRUCTOR) APPROVAL:

I have reviewed the project outline with the student and give my permission for him/her to enroll in the DIS under my supervision.

Faculty's (Supervising Instructor's) Signature

Date

SUPERVISOR APPROVAL:

I have reviewed the project outline and give my approval for the faculty (supervising instructor) to offer the DIS.

Supervisor's Signature

Date

ASSOCIATE DEAN FOR ACADEMIC AFFAIRS APPROVAL:

Associate Dean's Signature

Date

CURRICULUM COMMITTEE APPROVAL:

Approved

Denied

Tabled

Comments:

Curriculum Committee Chair's Signature

Date

Appendix 1 (Examples)

Course/DIS Learning Objectives (mapped to CAPE 2013 Educational Outcomes):

Build PubMed MESH term algorithms in order to identify relevant literature from PubMed and/or Google online searches (1.1 Learner)

Apply principles of deductive reasoning to outline the components of a valid argument (1.1 Learner)

Identify articles that provide evidence to support your thesis (1.1 Learner)

Critically analyze case study research to discuss effects of public-private research partnerships on high-drug prices (1.1 Learner, 3.1 Problem Solving, 3.6 Communication)

* Example from M. Patterson DIS

Course/DI Planned Learning Activities:

- Complete a comprehensive online literature review to include peer-review articles and “grey” literature in the topic of how public/private partnerships in pharmaceutical R& D affect drug prices
- Create visual *mindmaps* to deconstruct how challenges in public/private partnerships affect drug prices
- Write a concise thesis statement identifying a specific problem related to public/private partnerships that affect drug prices
- Create an evidence-based table to summarize the components of 15 articles used to support thesis statement
- Create detailed outline of analytic argument supporting main thesis statement
- Co-author a 1,000 word draft editorial eventually to be submitted to the peer-reviewed journal *Research in Social and Administrative Pharmacy*

* Example from M. Patterson DIS

Evaluation Criteria:

To ensure course/DIS learning objectives are met, the student:

- Must come prepared by reading assigned articles and/or supplemental materials that will assist with the learning process.
- Must attend and participate in discussion and work sessions.
- **May** be assessed through the following:
 - Evaluation of required assignments
 - Faculty feedback and revision(s)
 - Comparison of student product(s) to preceptor product with clarification/improvements made by the student after discussion
 - Application of rubric(s) developed for DIS