STUDENT ORGANIZATION
FACULTY ADVISOR HANDBOOK

College of Pharmacy

UNIVERSITY OF HOUSTON

2014 – 2015 ACADEMIC YEAR

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University of Houston College of Pharmacy

Guidelines for Faculty Advisors of Student Organizations

What is an Advisor?
A student organization advisor is a College of Pharmacy faculty member who helps students with educational and organizational plans – someone that plays an important role in the development of students by providing support and guidance while assisting students in making the most of their organizational experiences.

Reasons to Accept the Role of the Advisor?

- Being an advisor provides a unique opportunity to bond with students
- Provides students with the opportunity to get to know you
- Keep you abreast of college activities and events
- Recipient of student appreciation
- Personal satisfaction

What Are Some Characteristics of a Good Advisor?

- Personally and professionally interested in establishing a genuine and open professional relationship with the students.
- Listens with an open-mind and provides constructive feedback.
- Sets aside enough time to adequately meet with the students.
- Knows the school's policy and ensures that it is followed.
- Knows when and how to refer students to other sources of information and assistance when needed.
- Recognizes the uniqueness of each student.
- Shares his/her advising skills with other colleagues.
- Willingly and actively participates in advisor-training programs and in-services when available.
- Cares about the students he/she advises and shows empathy and understanding.
- Provides accurate information.
- Contacts students frequently; doesn't wait for them to contact you.
- Focuses on students' strengths and potential.
- Uses all available resources.
- Evaluates the effectiveness of his/her advising.
- Is not critical of other faculty or staff to students.
- Is knowledgeable about career opportunities.
- Doesn't betray confidential information.
- Will be hisself/herself and allows students to be themselves.

What Are Advantages of Co-Advising (More than one faculty advisor for an organization)?

Co-advising allows more faculties to have the opportunity to serve as advisors as well as provides students with more mentors. In addition, the co-advisors can share the workload, go to different campuses, and work specifically with members of leadership or particular programs on more of an individual basis when necessary. Finally, with co-advisors there is always the availability of double the brainpower and feedback opportunities and as well as the sure possibility of more varies perspectives.

How Faculty Advisors are Chosen:

1. At the beginning of the fall semester, the Assistant Dean for Student and Professional Affairs will ask if there are any faculty members who have an interest in serving as a faculty advisor.
2. A list will be generated and available to student organizations needing a faculty advisor.
3. The student organization(s) that need(s) an advisor will be responsible for visiting with the available faculty and deciding which faculty member to ask to serve as their advisor.
4. Student organizations are also allowed to ask faculty members who are not on the list generated, if so desired.

How Do I Get Started as a New Advisor?

1. Review the constitution or by-laws of the organization and make sure the documents are up to date.
2. Meet with officers individually and then together.
3. Review the Student Organization Advisor's Guide for important information.
4. Attend the organization's meeting and introduce yourself.
5. Provide the group with your contact information.
6. Discuss with the group your expectations of them.
7. Set goals with the organization.
8. Complete the required yearly mandatory training requirements established by the University and the Division of Student Affairs.

What are some of the Responsibilities of an Advisor?

1. Be a role model to the students.
2. Assist in the development of the organization, giving direction to the organization when needed and serving as a point of reference and resource.
3. Make room reservations for the organizational meetings using the room reservation request system on the college Sharepoint website (SEE ROOM REQUEST PROCEDURES ON PAGE 15).
4. Attend regular organizational meetings/functions when able.
5. Accompany organizations when attending off-campus meetings, conferences, or conventions.
6. Advise students on procedural issues in regards to the College and University.

7. Inform student members about the college Student Activity Petition – Exam/Assignment Make-up Request. (SEE PAGE 23)
8. Review and approve all Student Activity Petition – Exam/Assignment Make-up Request(s). (SEE PAGE 23)
9. Serve as a facilitator to any disputes should they arise, whether it be between members within the organization or between student organizations.
10. Aid in addressing any College level concerns on behalf of the organization if necessary.
11. Complete the required yearly mandatory training requirements established by the University and the Division of Student Affairs.
12. Become familiar with university, state/national policies, procedures, and legal precedents pertinent to student organizations. Inform the membership of the policies concerning risk management, liability and expected behavior while registered at the University of Houston. http://www.uh.edu/csi/rso_advisor_manual/rso_and_university_policies.html
13. Inform the Center for Student Involvement when there is a change in the advisor's status such as resignation, sabbatical, etc.
14. Write letters of recommendation for the members of the organization. Be sure and have the student requesting letters of recommendation to complete a Reference Request and FERPA Release form which can be found at: http://www.uh.edu/legal-affairs/contract-administration/pdf-documents/OGC-SF-2006-02%20FERPA%20Authorization%20Form.pdf. The completed forms can be turned into the Student Services Office where they will be placed in the respective student's academic file.

If meetings/functions are held at the TMC campus after 5:00PM

1. Faculty advisor or faculty designee **must** be on premises for entire meeting/function.
2. If the front door is being used to exit/enter, the faculty advisor or faculty designee must monitor front door when unlocked.
3. No student parking will be allowed in Lot GG for meetings or functions.

Faculty Advisors Should <u>NOT:</u>

1. Be responsible for setting/creating meeting agendas.
2. Run the meetings.
3. Treat the students in the organization they are advising more favorably than other students in the classroom.
4. Control or manipulate the group.
5. Take ownership of the group.
6. Be afraid to try new ideas.
7. Close or limit communication.
8. Overstep leadership boundaries
9. Miss group meetings and functions.

Removal of Faculty Advisor:

1. If a student organization wishes to have a faculty advisor replaced, they need to inform the current faculty advisor and the Assistant Dean for Student and Professional Affairs.
2. The faculty advisor is expected to respect the students' decision to step down to allow another faculty advisor to be chosen.
3. A faculty advisor may voluntarily give up their advising responsibilities and should notify the Assistant Dean for Student and Professional Affairs regarding the vacancy.

Registered Student Organization Faculty Advisor Manual
http://www.uh.edu/csi/rso_advisor_manual/

How a Student Organization Is Recognized by the University

This section is taken directly from the CSI Register Student Organization Website at http://www.uh.edu/csi/rso_resource_guide/rso_101.html

Organization Registration:

Each academic school year, student organizations are required to complete the Organization Registration process to become registered. At least one officer from every student organization must attend the Organization Orientation meeting but additional officers are welcome to attend. During the Organization Orientation meeting, students will learn about the benefits and services available to them and the rights and responsibilities of Registered Student Organization (RSOs) at the University of Houston.

Returning student organizations are required to complete the Organization Registration process at the beginning of each academic school year, typically in August or September. Registration of new student organizations occurs throughout the year as those organizations are formed.

The requirements to become registered are:

1. Top three registered student leaders need to be currently enrolled University of Houston students. All three students must have a profile on Get Involved and be listed on the organization's roster.
    a. Students and faculty may log in to Get Involved through the Access UH log in to register new organizations or update registration for current organizations.
2. At least one of the top three student leaders must attend the Organization Orientation meeting.
3. Top three registered student leaders must complete the State-Mandated Risk Management education session.
4. Identify a benefits-eligible Faculty/Staff member from the University of Houston as their advisor, complete the Advisor Agreement, and upload it to Get Involved.
5. Advisor needs to have completed one Risk Management education session with CSI in his/her lifetime as an advisor.
6. Upload organization constitution to Get Involved.
7. Complete registration form on the Get Involved site.

Once these steps are completed, the Center for Student Involvement will verify the enrollment of the student's leaders, the status of the faculty/staff advisor, completion of the Risk Management Education, and attendance at the Organization Orientation. When all

steps are completed, the Memorandum of Registration will be emailed to the top three officers by CSI.

The College of Pharmacy would like every pharmacy student organization to be registered with the University of Houston by the beginning of the Fall semester; Registration expires on the 31st of August of each yar.

Organization Orientation dates can be found at:
http://www.uh.edu/csi/rso/register_student_organization.html

Registration expires on every 31st of August.

Each registered organization may request a maximum of $2,500.00 per academic year (Fall, Spring and Summer). Student organizations interested in receiving funding from the Activities Funding Board can find more information at www.uh.edu/afb to begin the process. Student organizations are required to turn in allocation request forms at least four weeks prior to the on-campus program or conference.

An unregistered student organization will have difficulties reserving campus rooms, obtaining and keeping privileges associated with being a registered student organization.

Privileges Given to Registered Student Organizations

This section is taken directly from the CSI Registered Student Organization Website/Advisor's handbook at http://www.uh.edu/csi/rso_advisor_manual/rso_101.html

Registered Student Organizations exist on the university campus on the assumption that their activities and programs contribute to the educational, civic, and social development of the students involved. Registration of a campus organization does not imply university sanction of the organization or its activities. Registration is simply an opportunity to organize on the university campus and may be withdrawn by the University Hearing Board if an organization is found in violation of any federal, state or local laws, or university regulation or policy.

Use of the University's Name

Organizations may not use the name of the University of Houston or an abbreviation of the name of the University of Houston as part of its name, except to designate location or chapter, nor advertise or promote events in a manner which suggests that the function is sponsored or sanctioned by the University unless the event is formally cosponsored with an administrative or academic unit of the University. For example, "University of Houston Cougar Fan Club" is not acceptable. The acceptable format is "Cougar Fan Club at the University of Houston."

Rights and Responsibilities of Registered Student Organizations

Rights - Registered Student Organizations may:

1. Use university facilities (subject to pertinent regulations, proper scheduling procedures, and prior needs of the University itself);
2. Invite off-campus speakers and artists to appear for regularly scheduled meetings and assemblies. Meetings and speakers must be scheduled in accordance with proper procedures and university policies;
3. Distribute literature relating to the organization's purpose and activities in those areas authorized by the current posting policies;
4. Sponsor profit-making activities and solicit funds for organizational activities in accordance with university regulations;
5. Apply for office/carrel space. Applications are available to registered student organizations in the spring of each year.
6. Request funding for an organizational event or program. (Subject to the rules and regulations of the appropriate funding and programming board.) The Activities Funding Board (AFB) provides funding for student organizations that want to host

on-campus events and conference travel. Complete information is available at the AFB website.

Responsibilities - It is the responsibility of every Registered Student Organization and/or its representatives to:

1. Carry out its activities and conduct itself and/or himself/herself within the student organization's own constitution, all applicable local, state, and federal laws, and all university regulations and policies;
2. Anticipate, provide for, and promptly meet its legitimate financial obligations;
3. Act accordingly in the best interests of its members and the University;
4. Comply with all organization information distributed through Center for Student Involvement mailboxes;
5. Take reasonable precautions for the safety and comfort of participants at organization events; and
6. Notify the appropriate advisor in the Center for Student Involvement of any and all changes in the organization's officers/contact persons, addresses, telephone numbers, or constitution.

Resource: Organizations Policy – Rights and Responsibilities of Registered Student Organizations

Additional Benefits
In addition, Registered Student Organizations are welcome to do the following:

1. Establish a profile on UH Get Involved website
2. Participate in university events such as Cat's Back, Homecoming, New Student Orientation, etc.
3. Eligible to receive reduced advertising rates in The Daily Cougar
4. Receive consultation from the Center for Student Involvement on risk management or event planning
5. Apply for awards and honors presented at the Campus Leaders Reception
6. Distribute literature, flyers, posters, banners, and organizational material according to the posting policies
7. Eligible to use university services and resources such as information technology and mail services
8. Faculty and staff advisors can receive training and consultation from the Center for Student Involvement
9. Apply for funding from the Activities Funding Board and UH Dining Catering Donations

CONDUCT OF STUDENT ORGANIZATIONS

Student groups and organizations may be charged with alleged violations of local, state, and federal laws and/or university policies. A student group or organization and its officers may be held collectively and/or individually responsible when alleged violations occur either during an event sponsored by the organization or by an individual representing or associated with that organization or group. (See Section 21 of the Code of Conduct of the Student Handbook published by the Dean of Students.)

Resource: Organizations Policy – Rights and Responsibilities of Registered Student Organizations

How to Set Up and Renew a Student Organization Bank Account

Taken from
http://www.uh.edu/csi/rso_resource_guide/university_services_and_resources.html

Beginning September 30, 2014, Woodforest National Bank will no longer occupy its current space in the University Center. However, Woodforest National Bank will continue to provide banking services to RSOs. RSOs wishing to maintain this relationship after Woodforest National Bank departs the University Center will need to begin banking at the designated alternative branch.

Designated Alternative Branch:
Woodforest National Bank (located inside Walmart)
5808 Gulf Freeway
Houston, TX 77023

The space will soon thereafter be occupied by Texas Dow Employees Credit Union (TDECU). TDECU will continue to enhance its partnership with the University of Houston by providing banking services to RSOs. RSOs have the ability to make their own decisions about preferred banking institutions. However, the on campus presence of TDECU will be convenient for RSOs and their student leaders. Please stop by the Center for Student Involvement (University Center North 103) for more information about this transition.

The University of Houston does not provide banking services to registered student organizations. Organizations are encouraged to establish a bank account to help with finances. Organizations can choose to open an account with any banking institution such as Wells Fargo, Bank of America, etc.

How a Student Organization Is Recognized By Pharmacy Council

All existing organizations must request to be recognized by Pharmacy Council each year. In order to be recognized, the organization must have had one published meeting in the previous semester (publicized either by email, class announcements, flyers, posted on chalkboards, or other methods approved by the council) and must send their representative to the first Pharmacy Council meeting each year and ask for recognition by citing the publicized meeting as proof the organization is still active and viable. Fraternities (professional and honorary) are not required to have proof of publicized meetings; however, they must consult with the current chair to determine another agreeable method. The voting members of the Pharmacy Council decide whether to recognize the organization or not.

New organizations must request to be put on the agenda of the Pharmacy Council meeting of their choice, and then at the meeting must present the purpose, membership requirements, and any national or state affiliations. At that time, the council will vote whether to recognize the new organization or not. After being recognized the first time, the organization falls under the existing organizational rules.

Organizations which have lost their voting privileges on the council will also lose their recognition unless the council is petitioned by the organizational president. The loss of the official recognition will result in the loss of all privileges, including required item sales. These organizations will then fall under new rules for new organizations as stated above. If an organization has lost voting privileges on the Pharmacy Council, all fines must be paid in full before regaining their vote and recognition. However, the organization may petition the Pharmacy Council for a waiver if there are no financial resources available.

All recognized organizations can reserve rooms in SRII for meetings, sell required items (if they have one), will be listed in the student handbook, have a booth at orientation reserved for them, and maintain a vote on Pharmacy Council (as long as the attendance policy is observed). It is recommended that all recognized organizations keep a copy of their constitution on file with the council.

Any organization that loses recognition status, which previously had sold a required item, must relinquish that item. Any organization that lacks a required item to sell will have the option of being part of a drawing to decide who will sell the relinquished item. If there are any newly established required items, the same procedure for assigning the item to an organization will be followed. Should all recognized organizations have a required item for sale, any relinquished or newly established required items will be put into a general drawing with all interested organizations.

Room Reservation Procedures

A. Room Reservations - SR2 and TMC

a. <u>The student organization must go through their faculty advisor to reserve rooms.</u>

b. Faculty reserves rooms at TMC and SR2 electronically https://share.uh.edu/pharmacy/SitePages/Home.aspx through the UH College of Pharmacy Sharepoint.

c. Each semester, student organization room reservations will be accepted AFTER all scheduled classes including Skills have been entered into the UH College of Pharmacy Student Website room reservation booking system.

B. Room Reservations OUTSIDE of TMC and SR2

If a student organization needs a meeting place to include food/social events, etc. *other* than the college's designated rooms in TMC and SR2, the faculty member will submit the completed General Purpose Classroom Reservation form to the secretary in the Student Services office. This form may be found in SharePoint at the Student Services Documents>General Student Services. It will take up to 72 hours to secure an outside room.

Responsibility and Care of Rooms

The student organization is expected to abide by all rules and regulations of the university and college/department providing room usage. Faculty, staff, and students are encouraged to support maintenance of our buildings and keep all rooms in a "ready for class" condition. As a part of the University Student Disciplinary Code (pages 66 of the university student handbook), Destruction of Property defined as intentionally or recklessly damaging, destroying, defacing, or tampering with university property or the property of any person on campus is an unacceptable behavior.

1. During student/faculty/staff organization meetings or events, food is permitted e.g. cookies, water, soft drinks, pizza. Dispose of all food and trash e.g. pizza boxes at the close of the event (must be the same day as the event) in appropriate trash bins at the building loading dock at SRII or appropriate area.
2. The student organization is responsible for securing the room in the following manner:
    a. Turning off all electronic devices
    b. Securing all IT equipment
    c. Turning off all lights
    d. Removal of all trash
    e. Cleaning all desks, floor and other areas of food, spills, and debris, etc.
    f. Replacement of all furniture in the original set-up of the room
    g. Leaving all rooms in a "classroom ready" condition

        1st violation-verbal warning

        2nd violation- organization will lose access to room for 2 weeks

        3rd violation- organization will lose access to room for semester

3. For Rooms 128 and 129, student organizations holding events after 5 pm MUST close the locked door upon leaving the room.
4. For TMC Building Room 122, student organizations MUST put the room back in its proper order prior to vacating the room. See Golda Hallet for room set up information.

The student organization will find paper towels and cleaning supplies in the student organization room. Please notify Ty Hall, Student Service Center Secretary when restocking is needed. For large spills requiring a mop or broken glass, contact appropriate housekeeping personnel by calling 713-743-4948 or locate housekeeping within the building.

The Student Organization Office – SR2 Room #101

A. The student organization office is to serve as an area allotted for student organizational use only. Officer meetings may be held there as well as organization items (Pharmacy Council will not be responsible for any stolen items). The room will open from 8 AM – 2 PM on class days. If needed after that time, the organization must inform a Pharmacy Council officer of the activity. Pharmacy Council officers will be held responsible for locking and securing the student organization room.

B. Each pharmacy student organization has an assigned drawer in the lateral file cabinets located in the Student Organization Office that is uniquely theirs. A key to the respective organization's drawer will be issued to the president of each student organization at the beginning of each academic year. Key's must be surrendered to the Student Services Office at the end of the academic year. Organizations doing special projects during the summer semester and need access to the Student Organization Office may check out a key for the semester. Lost keys will have to be replaced at the student organization's expense to ensure the availability of a key for the following fall.

C. Organizational items may be stored here excluding any flammable substances (i.e. charcoal, propane, matches, lighters, charcoal, lighter fluid, etc.) or medical waste (used sharps containers). However, this room is not a study room, dining area, or individual student storage area. The College and Pharmacy Council are not responsible for any missing items.

D. Care of the student organization office:

- There is to be no open food or drink left in the room after an event or meeting.
- All unopened food/drink will be removed at the end of each semester.
- Each organization is responsible for clearing out or securing any merchandise or material in their assigned drawer.
- All trash and unusable merchandise is to be removed from the room.
- No medical waste should be stored in this room (used sharps containers).

E. Pharmacy Council is responsible for:

- Ensuring the orderly upkeep of the student organization office.
- Room scheduling
- Key replacement and lock rekeying costs.

The Sale of Required Organizational Items
(Information from Pharmacy Council By-Laws)

The following organizations may sell required educational items as follows:

APhA-ASP & SSHP: White Coats & Patches (must be obtained from UHCOP)

CPFI: Blood Pressure Kits

KY: Drug Cards

KE: Name badges (must be obtained from UHCOP)

MAPSA: Calling cards

NCPA: Calculations and Compounding Books

PDC: FGA Books

Rho Chi: Law Book

SIPS/AMCP : Clickers

SNPhA: Scrubs

VAPSS: Polo shirts

These items may ONLY be sold by the assigned organizations. The sale of required items by these organizations are subject to change with two-thirds (2/3) vote of the Pharmacy Council. All other items which are for fundraising purposes may be sold by ANY organization including T-shirts, hats, sweatshirts, polo shirts, key chains, stickers, candy cups, coffee mugs, etc. As a courtesy and respect to all organizations, all fundraising projects must be announced to the Pharmacy Council in a timely manner. At the beginning of the semester, Pharmacy Council will hold a meeting for all Fundraising Chairs to discuss sales to ensure there is no overlap (ex. Breakfast sales).

The above items are being sold by student organizations as a convenience for our incoming students and as a means of fundraising. Most items will be used at some time during a student's UHCOP academic career. The maximum mark-up for any of the above sale items is 50%.

The white coat with embroidered patch and name tag are mandatory required items which must be purchased from UH college of pharmacy. These items will be used at the White Coat ceremony and throughout the student's time at UHCOP.

The remaining recommended items on the list may be purchased at the discretion of the student.

APPROPRIATE ATTIRE FOR STUDENTS AT THE UNIVERSITY OF HOUSTON COLLEGE OF PHARMACY

The following dress code applies to all students enrolled in the University Of Houston College Of Pharmacy.

1. The following attire is to be worn during normal class hours.

1. Approved men's attire includes polo style shirts, collared shirts, slacks/khakis and denim pants.
2. Approved women's attire includes blouses, polo style shirts, slacks/khakis, skirts/dresses, denim pants, capris and leggings (under other attire).
3. Organization t-shirts may be worn which reflect the organizational meeting of that day.
4. Attire that positively promotes UHCOP may also be worn.
    i. Example: UHCOP Logo Shirts (Phi Lambda Sigma)

2. Professional dress must be followed for all Internship/Job Interviews, Regional/National Meetings, IPPE and APPE. Additional requirements for individual rotation practice sites will supersede this policy.

- Female students may wear skirts, dresses, or dress slacks with appropriate close-toed shoes. Leggings are not permitted.
- Male students must wear a tie, collared shirt, dress slacks, socks and appropriate shoes.
- Nametags will be worn in the TMC building at all times.
- White coats will be worn for all internship activities and seminars in the TMC building.
- Students not complying with the dress code will be sent home.

3. On lab days, students should follow dress codes specified by instructor/syllabus.

4. **Organizations that wish to have a dress day dedicated to a certain event must notify Pharmacy Council ahead of time. Ex: National Wear Red Day, Fraternity Pledging Activities**

5. The following dress code regulations should be followed at all times.

- All clothing is expected to be clean and ironed.
- All students should have a neat and well groomed hairstyle.
- Women's sleeveless shirts must have 3 inches of material covering each shoulder.
- Denim shall be free of holes and not frayed or faded.
- All pants are to be worn at the waist and not sagging below the hips.
- Skirts/dress lengths should be no shorter than 3 inches above the knee.

- Appropriate footwear includes: tennis shoes, dress shoes, and sandals with backs.
- Dress that is not acceptable at any time includes hats, bandanas, baggy or sagging bottoms, shorts, mini-skirts, mid-drifts or low cut tops, backless clothing, tank tops and spaghetti strap tops, cut-off shirts, pajamas, slippers, and flip-flop sandals.
- All students at the TMC building must wear a visible University of Houston College of Pharmacy nametag at all times.
- Nails should be well trimmed to a short or medium length so that they do not interfere with patient care activities. Any restrictions on nail color set by IPPE sites should be followed.
- Facial piercings (other than those that are required for religious affiliations) are not allowed at any UHCOP class or event.
- Tattoos should be covered at all times.

Enforcement Standards:

1) Standards of Attire are intended to be self-regulated.
2) Students inappropriately dressed or groomed will be requested to comply with the standards set forth in this document.
3) Other policies may be implemented as warranted to ensure adherence to these standards.

University of Houston and UH College of Pharmacy Policies and Procedures for Student Use of Official Logo(s) and Name(s)

UHCOP Student Organizations seeking to **create and sell, or otherwise distribute**, promotional items bearing the **University of Houston Name/Initials** or **Logo**, **University of Houston College of Pharmacy Name/Initials** or **Logo**, the **interlocking UH logo**, or the **Cougar Image (aka Shasta photo)** MUST first receive approval from the College of Pharmacy AND approval from UH Branding (UH Marketing) or LRG, the university's external licensing company.

Student Organizations are encouraged to become familiar with the UH Graphic Standards Policy as a reference during the design-concept stage. The **UH Graphic Standards** are available online at http://www.uh.edu/policies/graphicstandards/index.php . Within the Graphic Standards, the most pertinent information for student organizations are the sections/pages related to **Logo Colors**: http://www.uh.edu/policies/graphic-standards/style-guidelines/logo-colors/ and **Official Logos** -- http://www.uh.edu/policies/graphic-standards/style-guidelines/official-logos/).

Step 1 (College Pre-approval):
The Student Organization Representative must submit the **COP Promotional Item & Logo Use Form** (*see next page*) along with a preliminary design of the item (drawing, sketch or other form of illustration) for approval by **Dr. Paige Pitman**, **Assistant Dean for Student and Professional Affairs**, at ppitman@uh.edu.

Please allow at least 1 week for review/response.

Step 2 (University or Licensing Approval):
Refer to the UH Graphic Standards section about Licensing and Trademarks: http://www.uh.edu/policies/graphic-standards/licensing-trademarks/

Commercial Purposes (promotional items intended for sale, including 'free/give-away' T-shirts, etc., to paying members of an organization):

1) Must use a UH Licensed Vendor
   A list of current licensed vendors is available on the Licensing and Trademarks Vendor Information page: http://www.uh.edu/policies/graphic-standards/licensing-trademarks/vendor-info/

2) If preferred vendor is not currently licensed, the vendor must become registered with the university's licensing company, Licensing Resource Group (LRG) , before beginning a project (see http://www.uh.edu/policies/graphic-standards/licensing-trademarks/vendor-info/ for vendor registration information)

3) LRG will work with the registered vendor on review/approval of design

Non-Commercial Purposes (promotional items not intended for resale; giveaways/freebies for members and non-members alike)

1) Fill out and submit Intellectual Property Use Permission form (.pdf), along with a mock-up or proof of design, to UH Branding at branding@uh.edu

UH College of Pharmacy Promotional Items & Logo Use Form

Available at http://www.uh.edu/pharmacy/_documents/students/Student-Use-of-Official-UH-UHCOP-Logo-and-Name_8-14.pdf

This form must be completed and submitted along with a conceptual design/illustration of the proposed promotional item to the **Assistant Dean of Student & Professional Affairs** to begin the process of securing approval to produce and market (for profit or as giveaways) any items bearing the UH or UHCOP name or logo, "Shasta" image, etc.

Approval via this form does not constitute final approval for vendor to begin production. *Before submitting this form, please refer to UHCOP Promotional Item & Logo Use Policy for full details on the approval process.*

NAME OF ORGANIZATION:

NAME OF STUDENT REPRESENTATIVE: _____

EMAIL: _____ PHONE: _____ DATE SUBMITTED: _____

1. Do you intend to sell the item (this includes 'free' or 'giveaway' items to paying members of an organization)?

   Yes ◯ No ◯

2. Specify Logo Type and/or Graphic Requested (example: Official UH College of Pharmacy logo, Primary version, white on red background)

3. Provide a conceptual drawing/illustration of the item in space below or as separate attachment.

Request Approved by: _____ Date: _____

Student Activity Petition Form
Exam/Assignment Make-Up Request

_____ _____ _____
Print – Last Name First Name Class Year

_____ _____ - _____ - _____
E-Mail Address Current Phone Number

REASON FOR ABSENCE AND DATES THAT WILL BE MISSED_____
_____

_____

Exam/Class Assignments Make-Up Date Instructor/Professor Signature/Date

_____ _____ _____
_____ _____ _____
_____ _____ _____
_____ _____ _____
_____ _____ _____

_____ _____
Student Signature/Date Faculty Sponsor Signature/Date

Find Online: Student Activity Petition Form

Complete form and have faculty sponsor sign and date form prior to obtaining signatures of instructors. Submit the completed form to the Events Assistant (SR II, Room 117) **prior to your departure.** Signing this form indicates that the student understands that he/she is responsible for all work (assignments, exams, quizzes, skills program, etc.) missed as a result of an absence. Please submit proof of attendance to a professional meeting to your Student Organization Advisor.

Reporting of Student Organization Local, State, Regional and National Awards and Offices

The UHCOP Student Services Office and Media Relations Offices must be informed about high profile, positive outcomes of student organizations such as local, regional, state, and national awards and/or offices earned or held by students in the college. It is important that the College is aware of all of the great things our students are doing AND it is important that we pass this information on to every student, faculty, staff, and alumni.

To help with reporting, the information directly to the Assistant Dean for Student and Professional Affairs. Each award/office entry should be no more than 12-15 lines at the most. The goal is to provide a very short synopsis of the awards/offices won/earned.

Please send in information at the end of each of the fall and spring semesters. Due dates are one week after the last final of each semester. The student organization officers may email the report directly to Chip Lambert, UH College of Pharmacy Director of Communications at dlambert@central.uh.edu.

Reporting of Student Organization Activities

As part of the UHCOP Strategic Plan, the College is required to collect information about service projects and service learning activities in which each student organization participates. The College will be collecting this information from each organization/advisor at the end of each semester.

1. Meeting and Event Schedule Student organizations will need to report their meeting and event schedule for the semester no later than two weeks prior to the start of school for the fall and spring semesters. Any new events added to the schedule will need to be reported no later than one week prior to the event. The mechanism for reporting will be distributed to the student organizations via email.

2. General Information Each student organization will be required to report on the following information in January of each year.
    i. Membership numbers as of 1/1 of each year
    ii. Listing of student officer names
    iii. Estimated number of hours spent by leaders on organization per semester
    iv. Number of required student events per semester
    v. Number of voluntary events per semester
    vi. Percentage of student members who attended at least one voluntary event per semester
    vii. Percentage of student members (or leaders) who attended more than 50% of events for the semester

The specific mechanism for reporting this information will be distributed to the student organizations in November of each year.

3. Information from EACH event held Each student organization is required to report on the following information seven days after EACH event (health fair and non-health fair events).
    i. Organization name
    ii. Event name
    iii. Event date
    iv. Event time (start and finish)
    v. Names of student who attended AND what times that the students were at event (eg. Students volunteered in shifts vs staying the whole event)
    vi. If event was mandatory or voluntary
    vii. Synopsis of event (50 words or less)

The specific mechanism for reporting this information will be distributed to the student organizations via email.

4. Information from each health fair or public event Each student organization will be required to report on the following information within seven days after each health fair or public event.
    i. Organization name
    ii. Event name
    iii. Event date
    iv. Target audience of event
    v. What services the students rendered at event AND how many people received the service (immunized 50 flu people against the flu, provided 1500 blood pressure screenings, etc.)
    vi. Preceptor name and TSBP licensure number
    vii. Collective reflection—what went well, what can be improved, what changes will be made to future events, student member satisfaction with event (if measured)
    viii. Match the event with PharmD outcomes (can choose multiple outcomes)

The specific mechanism for reporting this information will be distributed to the student organizations via email.

The Classmeister

What is a Classmeister?
The Classmeister, or class advocate, is a faculty representative that will meet with the class and/or its representative to insure effective communication on important issues as they arise within the class as well as issues that arise with faculty. This position will deal with global class issues and will not replace individual services offered through the Student Services Center nor is it meant to discourage students from approaching individual faculty or staff members.

Overstepping the bounds of the job?
In order to foster leadership and critical thinking in students, it is the role of the Classmeister to be supportive and guide them in the right direction. It is not the duty of the Classmeister to complete all of the work for students but to oversee the completion of tasks and help students become accountable for their share of responsibility.

How is a Classmeister selected?
The Assistant Dean for Student and Professional Affairs chooses a faculty member to serve as the Classmeister.

Suggestions Of Things A Classmeister Might Do:

- Scheduling time with the class and providing a forum for class members.
- Scheduling time with class officers for regular updates on what is going on with the class, how the class is doing, issues, etc.
- Assist students with campus resources, i.e. setting up a UH bank account for the class, registration with Campus Activities, etc. (SEE PAGES 9 AND 10).
- Help resolve any student issues.
- Be receptive to the voice of the student
- Provide students with positive and constructive feedback.
- Provide constant support for students.
- Foster the "UH Spirit."

Ways a Classmeister Could Or Might Want To Be Involved:

- Challenge students to become critical thinkers and leaders.
- Support students in day-to-day undertakings
- Create a bridge between faculty/staff and students for effective communication.
- Provide suggestions for activities and help students plan events or activities.
- Should issues arise, help students understand the situation.
- Encourage other faculty members to interact with students.
- Discuss the importance of professional organizations.
- Provide suggestions for community service.

The Election of New First Year Class Officers During Orientation

During the first week of school, the classmeister will assist the new entering first year class with electing representatives for their class. As with any elected position, it is very important for them to choose individuals who will fully represent the class as a whole. These are positions of much responsibility and integrity. Here is a brief description of the class officers.

Class Officers:

President- Is the responsible liaison for the class in communication to the class, Classmeister, and faculty. This individual will function as the class leader.

Vice President- Will help the president with the communication and functions of the class.

Secretary- Is responsible for entering all testing information onto the calendar on the student website. In the past, many secretaries have informed the class by sending out emails or writing information on the board in class.

Treasurer- In charge of the finances of the class…will keep track of all the monies from International Day. The treasurer will be responsible for filing for an EIN from the IRS to open the new first year class bank account. This individual is responsible for submitting an end of the year balance sheet to the class listserv notifying students of the money raised and spent.

Historian- This individual will be in charge of keeping a record of special events, etc. for the new first year class.

Pharmacy Council Representative- This individual would be a representative and advocate for the new first year class on the Pharmacy Council. The council coordinates student organizational activities and acts as a liaison with the faculty and college administration.

Pharmacy Council Rep. Alternative- This individual will go to Pharmacy Council in meetings in the event the primary representative is unable to attend.

Honor Board Representatives (two per class and one alternate)- These individuals will serve on the college's honor board. They must be individuals who are honest, fair, and of high integrity. In the event of an honor code violation or grievance, these individuals would represent the well-being of the students and the University Of Houston College Of Pharmacy on the honor board. The representatives are to facilitate and encourage honesty and integrity within the class.

The Honor Board has ten members, each serving a one-year term. Members may serve more than one term. The members are:

a) Four students, one elected from each class at the beginning of the Fall semester.
b) One student from each class appointed by the Associate Dean for Academic Affairs.
c) Four students, one elected from each class at the beginning of the fall semester will serve as Honor Board Alternate

Dean's Luncheon Representatives- These individuals act as liaisons between the new first year class and the administration of the monthly Deans Luncheon meetings. They are responsible for bringing concerns of the class to the administration, and informing the class of new developments within the College of Pharmacy.

The First Year Class' International Day

During their first year, the new entering class will be conducting its major money making project for the class.

International Day: International Day is a day to celebrate the various ethnic cultures we represent through food, music, fun, and fellowship. It is the main fundraiser for the 1st year professional students at the University Of Houston College Of Pharmacy. It will be your responsibility to plan, staff, and run the event. Each country has a booth with characteristic ethnic food donated from area restaurants. Each class member will help sell tickets, set up, and run the International Day Festivities. The class will elect two (2) chairs and form committees to plan for International Day and will work closely with the Special Events Coordinator of the college.

Class International Day Coordinators (2) - These individuals will be the chairpersons for the International Day Festivities. They will be in charge of motivating the class, forming committees, electing committee chairs and overseeing the planning of International Day. They will work very closely with the Special Events Coordinator of the college.