

# **STUDENT ORGANIZATION FACULTY ADVISOR HANDBOOK**



College of Pharmacy

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**UNIVERSITY OF HOUSTON**

2011-2012 Academic Year

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# University of Houston College of Pharmacy

## Guidelines for Faculty Advisors of Student Organizations

### What is an Advisor?

An advisor is a college 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 outside the classroom setting. It provides students with the opportunity to get to know faculty as “real people” and often leads to long term mentoring. In addition, it helps keep you abreast of college activities and events and many times you will receive student appreciation and personal satisfaction from the experience.

### 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 he/she 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 varied 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.

## **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 student website at <http://rx.pharmacy.uh.edu>. For a room outside of our TMC or SRII building, you will send an email to Nora Arredondo at [nlope2@central.uh.edu](mailto:nlope2@central.uh.edu). (Page 12)
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. (page 23)

8. The advisor will review and approve all Student Activity Petition – Exam/Assignment Make-up Request(s).
9. Serve as a facilitator to any dispute 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. Inform student members about the College travel reimbursement policy and oversee the reporting of student travel reimbursement for the organizations. The advisor will review and approve all travel reimbursement forms and receipts and turn in as one organizational batch for each trip to the Student Events Coordinator for reimbursement. Reimbursement forms and receipts must be turned in within 30 days after the approved trip. (Pages 21-25)
12. 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/Reference\\_Request\\_FERPA\\_Release\\_2005\\_05.pdf](http://www.uh.edu/legal-affairs/contract-administration/pdf-documents/Reference_Request_FERPA_Release_2005_05.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 front door is being used to exit/enter, faculty advisor or faculty designee must monitor front door when unlocked.
3. Rooms must be secured with all IT equipment turned off, lights off, trash emptied and left in "classroom ready" condition.
4. No student parking will be allowed in Lot GG for meetings or functions.

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

1. Faculty advisor or faculty designee must be on premises for entire meeting/function.
2. Rooms must be secured with all IT equipment turned off, lights off, trash emptied and left in "classroom ready" condition.

**Faculty Advisors Should NOT:**

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. Take everything too seriously.
9. Be the leader.
10. 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.

## How a Student Organization Is Recognized by the University

**The Pharmacy Council bylaws require each pharmacy organization to be registered with the University of Houston.**

### Organization Registration

Each year every student organization must have at least one officer on file with the Center for Student Involvement ([www.uh.edu/csi](http://www.uh.edu/csi)) that has attended an Organization Registration meeting. It is recommended that as many of the officers/representatives of the organization attend as possible. At orientation, they will be given the information needed to start a registered student organization.

[Student Organization Registration Form](#) is now open! Before you begin your organization's registration you will be asked to complete a brief survey.

If you are registering a new student organization or re – registering your organization, and have any questions or concerns, please e–mail Carrie Miller, Assistant Director of the Center for Student Involvement, at [cmiller1@uh.edu](mailto:cmiller1@uh.edu).

If your Organization needs to update information please fill out the Organization Update Form at <http://www.uh.edu/csi/pdf/Officerchangeform.pdf>.

**The College of Pharmacy would like every organization registered with the University of Houston by August 31<sup>st</sup>.**

Student organizations need to register with Campus Activities (713-743-5180) when they are created **and at the beginning of every academic year**. It's important to register every year or whenever the officers change so that Campus Activities knows who the new officers are and can relay information to them.

**Organization Orientation dates can be found at: <http://www.uh.edu/csi/>.**

***Registration expires on every 31st of August.***

## Services/Benefits for UH Registered Student Organizations

- Event Registration
- Organization Registration “Org Reg”
- Opportunities to promote their organization
- Carrel Space
- Office Space
- Mailboxes
- Storage
- Activities Fund Board\*
- Web Services
- Listserv
- Possible Awards(The Dean of Students Service Award)  
See [www.uh.edu/dos](http://www.uh.edu/dos)
- Cougar Leadership Institute  
See [www.uh.edu/clfs](http://www.uh.edu/clfs)

\*Each registered organization may request a maximum of \$2,000.00 per academic year (Fall, Spring and Summer), \$1,000.00 of which may be used for attending conferences.

**If a student organization is not registered, it will have problems reserving university campus rooms and keeping other privileges associated with being a registered student organization on the University of Houston campus.**

# How to Set Up and Renew a Student Organization Bank Account

Setting up a bank account, e.g. Woodforest National Bank (UH), requires a Federal Tax ID Number or Employer Identification Number (EIN) for your student organization.

The EIN can be requested on line. **Your organization keeps their EIN forever – you only go through this process once.**

- Go to website: <http://www.irs.gov/>
- Online Service
  - Apply for an Employee Identification Number (EIN) Online
  - Apply Online NOW
    - ❖ Read EIN Assistant
    - ❖ Hit 'Begin Application
    - ❖ Complete and Submit Application Form

## Setting up a Student Organization Bank Account

1. Once you receive your EIN, you must then be recognized by the university.
2. You must attend a registration meeting to register your organization.
3. You will receive a 'Memorandum' stating the organization is now recognized by the university. This memorandum will list 3 officers; President, Vice-President and Treasurer.
4. Take the Memorandum to the bank to set up your bank account. The officers listed are the ones that will be on the bank account.

## Renewing a Student Organization Bank Account

1. Attend a registration meeting to register your organization.
2. Complete a new registration form
3. You will receive a new 'Memorandum' stating the organization is now recognized by the university. This memorandum will list the new President, Vice-President and Treasurer.
4. Take the new Memorandum to the bank to renew your account with the new officers.

## **How a Student Organization Is Recognized By the 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. **The student organization must go through their faculty advisor to reserve rooms.**
- b. Faculty reserves rooms at TMC and SR2 electronically through the UH College of Pharmacy Student Website. <http://rx.pharmacy.uh.edu>. You must have a username and password; contact Dr. David Wallace at [dwallace@uh.edu](mailto:dwallace@uh.edu) to obtain a password.
- 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.

To reserve rooms in TMC and SR2:

1. Access the website at <http://rx.pharmacy.uh.edu>
2. Click on Room/AV Booking
3. Click on the specific building in which you desire a rooms.
4. Click on the specific date you desire the room. You will be able to see all current reservations for that room, for that date.
5. Click on the specific time in the column for the room you wish to reserve. This should take you to an "Add Entry" page.
6. Complete the "add Entry" and hit SAVE.
7. Your room request will be automatically sent and you will be notified electronically, by email, if the request was approved. IF there is a conflict and the room has already been reserved by someone else, you will be given the option of contacting the room coordinator to resolve the conflict or you will need to select another room.

### 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 need to seek reservations at the following University website: <http://www.uh.edu/ucaf/eventsservice.html>. There may be a charge for some rooms for student organizations. Always clarify the cost of a room before making final booking.

## 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 SR11 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

1<sup>st</sup> violation-verbal warning

2<sup>nd</sup> violation- organization will lose access to room for 2 weeks

3<sup>rd</sup> violation- organization will lose access to room for semester

The student organization will find paper towels and cleaning supplies in the student organization room. Please notify Mrs. Nora Arredondo 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 in there. Organization items may also be stored in there (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 that are 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. 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.
- E. Pharmacy Council is responsible for 1) ensuring the orderly upkeep of the student organization office. 2) room scheduling and 3) 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 :** 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.**

1. Female students may wear skirts, dresses, or dress slacks with appropriate close-toed shoes. Leggings are not permitted.
2. Male students must wear a tie, collared shirt, dress slacks, socks and appropriate shoes.
3. Nametags will be worn in the TMC building at all times.
4. White coats will be worn for all internship activities and seminars in the TMC building.
5. 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.**

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

7. Appropriate footwear includes: tennis shoes, dress shoes, and sandals with backs.

8. 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.

9. All students at the TMC building must wear a visible University of Houston College of Pharmacy nametag at all times.

10. 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.

11. Facial piercings (other than those that are required for religious affiliations) are not allowed at any UHCOP class or event.

12. 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)

(Effective August, 2011)

UHCOP Student Organizations seeking to **create and sell, or otherwise distribute**, promotional items bearing the University of Houston name or logo, University of Houston College of Pharmacy name or logo, the interlocking UH logo, or the Cougar Image (aka Shasta photo) MUST receive approval from the College of Pharmacy AND the UH University Relations Office.

Student Organizations are encouraged to become familiar with the UH Graphic Standards Policy (available online at <http://www.uh.edu/policies/graphicstandards/index.php>) as a reference during the design-concept stage. Unless permission to deviate is expressly granted, student organizations are required to use the official UH or UHCOP logotype (see examples at end of this document and/or <http://www.uh.edu/policies/graphicstandards/graphic/index.php#uhlogotype> for specific guidelines).

**Step 1 (College Pre-approval):** The Student Organization Representative must submit the COP Promotional Item & Logo Use Form (page 20) along with a preliminary design of the item (drawing, sketch or other form of illustration) for approval by the Assistant Dean for Student and Professional Affairs. Please designate the specific logo requested.

Form may be downloaded from the PharmD Student Policies and Procedures page:  
<http://www.uh.edu/pharmacy/current-students/pharmd/policies-and-procedures/index.php>

**Step 2 (University Approval):** After receiving the vendor's final design/proof, the student representative must submit the following to the University Relations Office AT LEAST FIVE BUSINESS DAYS in advance of the vendor's deadline to meet agreed-upon delivery date:

1. Signed/approved COP Promotional Item & Logo Use Form (from Step 1)
2. UH Intellectual Property Use Permission Form  
<http://www.uh.edu/policies/graphicstandards/graphic/Intellectual%20Property%20Use%20Permission%20Form.pdf>
3. Final design/proof of item from vendor

All three items should be submitted via email to [adapproval@uh.edu](mailto:adapproval@uh.edu) (and CC the Assistant Dean for Student and Professional Affairs) or submitted via fax to 713-743-8199. If submitting by fax, please send an email to [adapproval@uh.edu](mailto:adapproval@uh.edu) to alert University Relations personnel and ensure its receipt.

**Step 3 (Vendor Registration & Licensing Fee):** If approved by University Relations Office, the vendor must register with the University's licensing agency, LRG Trademarx, before production of promotional item may begin. Vendors can register at <http://college.trademarxonline.com/>

**SALE ITEMS:** All items intended for sale (for profit) to any audiences (students, alumni, parents, etc.) will require the payment of a licensing fee to LRG Trademarx.

**NOTE: A non-negotiable licensing fee of 10% of wholesale unit price charged by the university to the vendor. The student organization and vendor will need to address how this fee will be paid when determining the sale price of the item.**

**FREE/GIVEAWAY ITEMS:** For items to be distributed for free (giveaways), vendor registration is still required but items are exempt from paying the licensing fee.

Student Organizations are strongly encouraged to finalize their design as early as possible to allow for sufficient time to proceed through the above steps (including allowing time for any required modifications to original design/concept). Rule of Thumb: Designs should be submitted AT LEAST 10 BUSINESS DAYS before vendor's deadline to meet agreed-upon delivery date.

## UH College of Pharmacy Promotional Items & Logo Use Form

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.

If approved, the requestor shall be furnished with the requested logos/graphics. 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 for profit?  Yes  No

2. What is the intended customer base?

- UH Students  UH College of Pharmacy Students only
- UH Alumni (general or organization-specific)
- General Public (including Parents & Friends)

3. Specify Logo Type and/or Graphic Requested (refer to UHCOP Promotional Item & Logo Use Policy):

\_\_\_\_\_

\_\_\_\_\_

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

Request Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

## **Student Travel Reimbursement for Attending Professional Meetings**

Attending professional conferences and meetings is an important aspect of pharmacy education. It is a great opportunity to meet students and pharmacists from across the nation and build lifelong relationships that can enhance your career. These meetings frequently offer informative education programs geared toward students. The dean encourages participation in these activities and provides subsidies to support attendance and hosts receptions for students, alumni, faculty and friends at several annual meetings.

The following policy will be in place for reimbursing students for travel to professional meetings:

1. A student must have a pharmacy cumulative GPA of 2.25 and be enrolled full time in the professional program (at least 12 SCHs for fall and spring, and 6 SCH for summer).
2. A student is eligible for reimbursement for attendance at local, state, regional, or national professional meetings during the academic year. Reimbursement will not be allowed for students attending fraternity/sorority meetings.
3. The maximum reimbursement for each student for attendance at professional pharmacy meetings will be up to \$300 per academic year or actual expenses, whichever is less. An academic year is defined as September 1<sup>st</sup> through August 31<sup>st</sup> of the following year. Students are eligible for reimbursement for the following:
  - a. Registration – Must be student member rate, early-bird registration.
  - b. Hotel accommodation – Must be at the hotel assigned by the conference organizer or equivalent rate and at least four students must share a room, *where applicable*.
  - c. Travel to and from the meeting.
4. It is up to the student to make arrangements with the individual faculty member before the meeting or conference regarding missed work and/or makeup exams. Student Activity Petition forms may be obtained online at <http://www.uh.edu/pharmacy/current-students/pharmd/policies-and-procedures/index.php> and are to be completed and signed by the professor(s) of the missed course(s) at least two weeks before the conference. Once the Student Activity Petition is submitted to the Student Services Office, verification of a student's eligibility for travel reimbursement can be determined prior to the conference.
5. Students must have completed all information on the Student Activity Petition form and expense reports before reimbursement can be processed. The expense reports are to be reviewed and signed by the advisor of the sponsoring student organization. All expense reports for students requesting travel reimbursement for

the same meeting should be submitted to the Student Events Coordinator in one batch.

6. All receipts must be original and submitted within 30 calendar days from the last published date of the meeting and must be dated or time stamped to be valid. No photocopies will be allowed.

## Travel Expense Reimbursement Form (Page 1 of 2)

Organization's Name: \_\_\_\_\_

Event: \_\_\_\_\_

Date(s): \_\_\_\_\_

You are required to attend the event in order to receive reimbursement from the college. The **maximum reimbursement** from the UH College of Pharmacy is: \$300.00 per academic year for local, state, regional or national professional meetings during the academic year. (September 1 through August 31).

### **YOU ARE ON THE HONOR CODE TO COMPLETE THE FOLLOWING REQUIREMENTS.**

Each of the three requirements must be completed in order to receive a reimbursement.

1. Attend events/sessions as dictated by student organization advisor.
2. Attend a minimum of three (3) hours of Student Sessions **each** day of attendance.
3. Other events as deemed necessary by the sponsoring organization.

College Requirements include:

1. Pharmacy cumulative GPA of 2.25.
2. Enrolled in at least 12 semester credit hours for fall and spring and 6 SCHs for summer.

**\*\*Please note:** You are **required** to obtain your organization advisor's signature on this form in order to receive reimbursement.

**NO signature, NO reimbursement!**

By signing below, I attest that I have met the above requirements for reimbursement:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Class of: \_\_\_\_\_

Your contact information:

E-mail \_\_\_\_\_ Phone: \_\_\_\_\_

Submit **ALL** required materials listed below no later than 30 calendar days from the last published date of the meeting:

1. Completed travel expense reimbursement form.
2. Proof of registration or name tag.
3. **ORIGINAL receipts for ALL expenses.**

All materials must be turned into your Advisor for approval:

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

## Travel Expense Reimbursement Form (Page 2 of 2)

### Travel Expenses:

List all individual receipt amounts.

Total number of receipts: \_\_\_\_\_

Registration: \_\_\_\_\_ (Reimbursed at the Early Bird/Member Rate)

Airline: \_\_\_\_\_

Hotel: \_\_\_\_\_ Minimum of 4 students/per room at the designated conference student hotel or another hotel at an equal/lower rate, where applicable. If you share a room, EACH individual submits an individual receipt for the hotel. Request this at check-in (to divide the bill). No entertainment for alcohol accepted for reimbursement.

Car Rental: \_\_\_\_\_

Parking: \_\_\_\_\_

Gasoline: \_\_\_\_\_

Food: \_\_\_\_\_

Other: \_\_\_\_\_

Receipts Total: \_\_\_\_\_

Requested Reimbursement Amount: \_\_\_\_\_ (subject to verification)

\*\*\*Please Note: Due to the reimbursement process, checks will be made out to the Organization. The Organization Advisor/President will be responsible for distribution. For any questions on reimbursement, please contact your organizational Advisor or President.

# 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 Signature/Date	Make-Up Date	Instructor/Professor
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_

Student Signature/Date

\_\_\_\_\_

Faculty Sponsor Signature/Date

Complete form and have faculty sponsor sign and date form prior to obtaining signatures of instructors. Submit the completed form to the Special Events Coordinator (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 Student Services Office is collecting information about 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 will be distributed electronically by the Assistant Dean for Student and Professional Affairs for organization officers to use. Each award/office entry should be no more than 12-15 lines at the most and the officers can put more than one student award/office on a page. The idea is to provide a very short synopsis of the awards/offices held and not create a whole lot of work

**Please send in information at the end of each of the fall and spring semesters. Due dates will be given by the Assistant Dean for Student and Professional Affairs.** The student organization officers may email the report directly to Barbara Lewis at tatum@uh.edu.

**Student Organization Awards and Offices - \_\_\_\_\_**  
**Semester                      Year**

**Student's Name:**

**Class of:**

**Title of Award/Office:**

**Dates of Award/Office:**

**Brief Synopsis:**

**Student's Name:**

**Class of:**

**Title of Award/Office:**

**Dates of Award/Office:**

**Brief Synopsis:**

**Student's Name:**

**Class of:**

**Title of Award/Office:**

**Dates of Award/Office:**

**Brief Synopsis:**

**Student's Name:**

**Class of:**

**Title of Award/Office:**

**Dates of Award/Office:**

**Brief Synopsis:**

## **Reporting of Student Organization Service Learning 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.

To help with the reporting of the information, the Assistant Dean for Student and Professional Affairs will be distributing a report form template for the student organization officers to use. Each activity should be no more than 12-15 lines at the most and the officers can put more than one activity on a page. The idea is to provide a very short synopsis of the activities and not create a whole lot of work.

**Student Organization Service Activities - \_\_\_\_\_**  
**Semester      Year**

**Service Activity:**

**Dates:**

**Location:**

**Promotional Materials Used:**

**Audience Size and Description:**

**# Chapter/Organization Members Present:**

**Languages Spoken at the Event:**

**Brief Synopsis:**

**Service Activity:**

**Dates:**

**Location:**

**Promotional Materials Used:**

**Audience Size and Description:**

**# Chapter/Organization Members Present:**

**Languages Spoken at the Event:**

**Brief Synopsis:**

# 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.

## When is it 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 the students but to oversee the completion of tasks. 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 open.
- 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.
- 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.
- Help provide students with a *great* pharmacy school experience.

## **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.

**1 Honor Board Representatives-** 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) Two non-voting faculty members selected by the dean; both shall serve a one-year term. One shall act as the judge and administer the proceedings in an orderly manner.

**3 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 1<sup>st</sup> 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.