

December 20, 2024

ACADEMIC REGULATIONS FOR THE GRADUATE PROGRAMS

COLLEGE OF PHARMACY
Department of Pharmaceutical Sciences

Ph.D.

M.S.

Pharm.D./Ph.D. (Combined Degree)

Pharm.D./M.S. (Combined Degree)

Policies and Procedures

Mercer University
3001 Mercer University Drive
Atlanta, GA 30341

December 20, 2024

MISSION STATEMENT

The Department of Pharmaceutical Sciences seeks to be regionally and nationally recognized for the preparation of graduates to be competent pharmacy practitioners or pharmaceutical scientists.

- Our educational mission is to provide a high-quality learning environment to foster learning for professional and graduate students.
- Our research mission is to contribute to the pursuit of knowledge in the pharmaceutical sciences and related fields.
- Our service mission is to make meaningful contributions to the profession, the College, the University, the scientific community, and the public.

PURPOSE AND GOALS OF THE PROGRAM

The Doctor of Philosophy (Ph.D.), Master of Science in Pharmaceutical Science (MSPS), the Combined Doctor of Pharmacy/Doctor of Philosophy (Pharm.D./Ph.D.) degree and the Combined Doctor of Pharmacy/Masters of Science in Pharmaceutical Sciences (Pharm.D./M.S.) degree is granted to students who demonstrate exceptional scholarly activity through achievement in academics and original research in an area of the pharmaceutical sciences. Graduate work brings together a group of scholars actively engaged in research and provides a close association between students and experienced investigators with a wide range of interests.

The specific goals of this graduate program include:

1. Equipping the graduates with the skills necessary to perform in academia, in the pharmaceutical industry or in government;
2. Providing the student with a sound pharmaceutical sciences background which will allow him/her to conduct independent, original research. This background will include a) advanced course work in the pharmaceutical sciences; b) course work in a specific area of the pharmaceutical sciences; c) general course work in areas related to the pharmaceutical sciences and d) advanced training for the development of technical skills such as analytical instrumentation, animal experimentation techniques, and experimental design and statistical evaluation;
3. Fostering the development of oral and written communication skills to be used in classroom instruction, in the presentation of research findings to the scientific community and in interdisciplinary collaborative research efforts.

ADMISSION POLICY

Applications for admission to the graduate program are evaluated by the faculty of the Department of Pharmaceutical Sciences and the Graduate Committee of the DPS.

Minimum expectations for consideration for admission into the graduate program include the following:

1. A Bachelor of Science in Pharmacy, Chemistry, Biology, an equivalent degree in a related area, or a Pharm.D. degree
2. A minimum GPA of 3.0 based on a 4.0 scale

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3. Minimum Graduate Record Examination (GRE) score of at least 40 percentile in the verbal section and at least 60 percentile in the quantitative section. (For Ph.D. and combined Pharm.D.- Ph.D. Degree
4. For an applicant from a country where the primary language is other than English, a minimum TOEFL score of 100 [internet based TOEFL(IBT)] or a score of 7.5 (IELTS).

Application for admission must be made on the PharmGrad website. An application cannot be given final consideration until all required components have been received. A complete application consists of the following:

1. The application form and additional information requested on the PharmGrad website for the program.
2. Official transcripts. An official transcript is one that has been issued by an institution and received by the Department in an envelope sealed by the issuing institution. The transcript will contain the official college seal or stamp and the signature of the Registrar. You are required to submit one separate official transcript from each college or university you have previously attended or are currently attending. Faxed documents are not accepted as official.
3. Official report of GRE scores. Please use Institution Code 5623 & Department Code 0613. The GRE is waived for students who have Graduated with a MS degree from a US Institution only (not waived for non-US institutions)
4. For non-US graduates, official report of TOEFL scores, or IELTS. Please use Institution Code 5623 & Department Code 0613
5. International students with degrees that have not been earned at an accredited United States institution are required to provide a report by a professional evaluation service, for foreign course evaluations. The evaluation should name and describe all diplomas, certificates, degrees, periods of education or training and give U.S. equivalencies for each. Mercer University accepts evaluations from the following three services: • World Education Services [www.wes.org] • Josef Silney & Associates, Inc. [www.jsilny.com/html/foreign.htm] • American Association of Collegiate Registrars and Admissions Officers [www.aacrao.org/international/foreignEdCred.cfm]
6. Recommendations on the supplied forms from three faculty members only who are able to judge the applicant's accomplishments and academic ability. Recommendation forms are sent to PharmGrad site to become part of the students application package.
7. For the Combined Pharm.D./Ph.D. Degree program, a personal interview with selected department faculty.

Acceptance into the graduate program in Pharmaceutical Sciences is based on the overall record and ability of the applicant. Applicants failing to meet the required minimum GPA or the required minimum GRE may be considered for admission provided their record is indicative of exceptional ability.

Graduate Committee of the DPS

The Graduate Committee for the Graduate Programs in the Department of Pharmaceutical Sciences (DPS) shall consist of four faculty members. One of these shall be the DPS Director of Graduate Programs, who serves as the Council Chair. The other three members shall be selected from the DPS faculty alphabetically, to serve for a year, on a rotational basis.

The Graduate Committee shall oversee the DPS Graduate Programs, and graduate student policies. The duties and responsibilities of the Committee shall include:

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- Recommending M.S.; Ph.D.; Combined Pharm.D./Ph.D. and Combined Pharm.D.-M.S. degree program admissions
- Developing and recommending policies and procedures for the improvement of the operation of the DPS Graduate Program
- Recommending amendments to existing policies and procedures
- Recommending changes in Graduate Programs admissions criteria
- Reviewing the quality of Graduate Programs curriculum
- Reviewing and recommending new graduate course
- Reviewing End of Course Reports from each graduate course
- Reviewing annual Graduate Student Assessment Reports in order to make recommendations on Program changes and improvements
- Reviewing Graduate Preliminary Research Protocol Reports in order to make recommendations on Program changes and improvements
- Reviewing Graduate Dissertation and Defense Reports in order to make recommendations on Program changes and improvements
- Evaluating course transfer credit requests
- Reviewing and recommending the recipient of the annual Graduate Student Award
- Assisting with the preparation of the annual University Program Assessment
- Updating the DPS Graduate Program section of the *University Catalog*
- Updating the *Policies and Procedures Handbook* for graduate students
- Performing any additional duties as assigned by the Department Chair or by the Director of Graduate Programs

TRANSFER CREDIT

External Courses – Transfer Credit: Upon approval by the Graduate Committee of the DPS, up to 15 semester hours of graduate-level credit may be transferred from other approved institutions within the US for the Ph.D. program. The student must supply a transcript and the necessary descriptive materials from each course to the graduate Program Director. The Graduate Committee of the DPS will determine the equivalent course and the number of credit hours accepted. Courses cannot be transferred for credit if: a) they have been applied in whole or in part toward another degree; b) they have been taken more than six years before admission into the Ph.D. Program; or c) a grade below B (or the equivalent) was earned.

FINANCIAL SUPPORT AND TEACHING RESPONSIBILITIES

Students may be accepted for admission with or without a teaching or research stipend. The availability of this support is contingent on University and Departmental funding, program needs, and external funding, which vary from year to year. In either case, all students admitted into the graduate program get a full tuition waiver.

Stipends offered by the Department for the Ph.D. program to serve as Teaching Assistants are currently approximately \$15,000- \$ 17,000 per year, payable over 12 months. These stipends are intended to serve as temporary support and will continue only until the student and/or the advisor can secure external funding. Under certain circumstances, departmental, college, or university funds may be used to supplement an externally funded stipend to a maximum of \$30,000. This maximum is automatically adjusted if the departmental stipend changes. The Department will support a student in the Graduate program on full-stipend for a maximum of four calendar years. After this time, the funding responsibility for the student rests with the major professor and the student.

Stipends are awarded on an annual basis and their continuation is contingent upon satisfactory academic progress and performance of duties, and availability of funds. Outside employment (e.g., relief work as a pharmacist) must be approved by both the Department Chair and Director of Graduate Programs and by the Major Professor. This work must not interfere with normal degree progress or responsibilities the student may have to the University.

Students receiving full Departmental support are expected to provide approximately 13 hours per week (or 650 hours per year) to assist the Department and College. Students receiving partial stipends from the Department will have a proportional reduction in allocated work load. All students on a stipend serving in any capacity are under the direction and close supervision of an appointed faculty member. The specific responsibilities expected of a student will be based upon Departmental needs but may include any or all of the following. Students with specific expertise in an area may have different responsibilities from those listed.

1. Teaching responsibility for laboratories or discussion sessions.
2. A limited number of didactic lectures per semester based on discipline.
3. Assignment to a professor for a semester to assist with classroom activities such as grading, recording, proctoring, Web Page updating, etc.

Assistance with other Departmental needs such as care and maintenance of animals and the animal facility, analytical instrumentation, or Department equipment and facilities.

HEALTH POLICIES

The Mercer University Student Health Form is required and must be signed by a physician or other health care provider, and stamped with the provider's name and address. Students are encouraged to keep a photocopy of this completed form for their personal records.

All students born after 1956 must provide a statement of immunization against Measles, Mumps, and Rubella (MMR), giving the month, day, and year of immunization. A statement of "up to date" is not sufficient. Two doses

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of Measles (Rubeola) vaccine, two doses of Mumps vaccine, and one dose of Rubella are required. Students must have been at least 12 months old when the first Measles dose was received. Previous diagnosis of disease is proof of immunity against Measles and Mumps (a physician's statement is required), but not proof of Rubella.

If a student is unable to provide dates of immunization to Measles, Mumps, and Rubella, he or she may document immunity by blood test, at the student's expense. If this testing shows no immunity to Measles, Mumps, or Rubella, the student may register following documentation of the first dose of MMR, with the second to follow in thirty (30) days, if required.

Tuberculosis (TB) screening (within the past year) is required of all new students. Students at risk for TB will be required to have a PPD skin test (Mantoux). The Tine tuberculosis test is not acceptable. Students should be tested regardless of prior BCG vaccination. Any student with a positive skin test will be required to provide a report of a normal chest x-ray (done after the positive PPD) to be eligible to register. A physician should evaluate individuals with a positive tuberculosis skin test.

Do not assume that childhood immunizations are adequate; requirements have changed during the past several years. Medical facilities in the U.S. and in other countries are required to keep records of vaccinations. Additional sources of immunization information include doctors' offices, health departments, and colleges. Students should make copies of the completed health form for their own files, and then mail the original forms. Do not rely on health care providers, family members, or other colleges to mail the forms.

Exemptions from compliance with the immunization policy include:

1. Religious exemption, written on letterhead stationery, signed by a religious official and notarized.
2. Medical exemption, written on office stationery, and signed by a health care provider. The letter should state the reason for the exemption, and whether the exemption is permanent or temporary.

Immunizations for the following diseases are recommended, but not mandatory: chickenpox (varicella), hepatitis A, hepatitis B, polio, and tetanus. The most recent tetanus booster should have been within the past 10 years. Immunization against meningococcal meningitis is recommended for college students.

Some academic programs have additional immunization requirements. Students are advised to check with their college or school program for any additional requirements.

HEALTH INSURANCE REQUIREMENTS

Health Insurance University policy mandates that all enrolled students (except those in distance learning and in the regional academic centers) must maintain health insurance coverage. Students are automatically charged by the University for health insurance every time they register for classes. This charge can be removed by completing the online waiver form before the end of the waiver period. To complete the waiver process, go to <https://bursar.mercer.edu/macon/insurance/>. Students must complete the waiver before the stated deadline. Failure to complete this form before the deadline will result in insurance being purchased for you and charged to your account.

GRADE APPEAL PROCEDURE

A student has the right to file an appeal if there is disagreement with the final grade that has been awarded in a course. Concerns may relate, but are not limited to failure to abide by stated requirements described in the course syllabus, and discrimination based on age, sex, religion, race, marital status, national origin or disability.

The procedure for bringing an academic appeal is as follows:

1. A formal appeal must be initiated within 15 days after the student receives the grade. The student must begin the process by presenting the appeal in writing to the faculty member in charge of the course. The faculty member will render a decision in writing within 15 days.
2. If the appeal is not resolved by the faculty member, the student may present it in writing to the appropriate department chairperson within 15 days. The department chairperson will render a decision in writing within 15 days.

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3. If the appeal is not resolved by the department chairperson, the student may present it in writing within the next 15 days to Program Director. The Program Director will form an Appeals Committee to review the appeal. The Appeals Committee consists of the Program Director, one departmental member and one non departmental member from the University. The committee will forward a report in writing to the Executive Associate Dean within 15 days.

DRESS CODE:

- 1) All students are expected dress professionally (business casual) while performing all TA duties, during seminar presentations, etc. Students should dress formally when giving presentations and while at conferences where students are representatives of Mercer University. Jeans, shorts, crop tops, short skirts/dresses, flip-flops, excessively high-heeled shoes, and T-shirts are NOT appropriate
- 2) Attire while in the laboratory must conform to OSHA safety standards. Closed-toe shoes should be worn along with clothing that protects the legs and trunk of the body. Shorts, skirts, sandals, high heels, and crop tops are not appropriate attire for a laboratory setting. A lab coat must be worn when conducting experiments. All students should maintain good personal hygiene.
- 3) The Code of Professional Conduct is located within the College of Pharmacy Student Handbook (written for both Pharm.D. and Ph.D. students)

VACATION POLICY:

Students with an F-1 visa may not travel on vacation out of the country while the semester is in session as per SEVIS guidelines. Advisors should NOT approve vacation for students while the semester is in session. Students may travel only under emergency conditions, such as a death in the family, medical conditions, only after getting written approval for the same from **all three of the described individuals:** the Director of Graduate Programs, The Department Chair and the International Student Advisor.

PROGRAM OF STUDY

The awarding of the M.S., PhD, Pharm.D./Ph.D. or Pharm.D./M.S. degree is based on the successful completion of a sequence of courses selected to meet the needs of an individual student (Program of Study) and an original research project (Doctoral Research) directed by the student's major professor.

For the Ph.D. degree, a minimum of 61 semester hours including 26 hours of approved graduate-level course work for the Ph.D. degree and 26 course works hours for the Combined Pharm.D./Ph.D. degree and a minimum of 35 hours of dissertation research is required for awarding the degree. For the M.S. degree and Pharm.D./M.S. degree a minimum of 20 course work hours and 10 research credit hours are required. Requirements for the degree, however, are not determined solely in terms of a fixed number of courses, credits and years of residence. Graduate programs are highly individualized and are tailored to the characteristics and interests of the individual student.

For the Pharm.D./Ph.D program, following completion of the third year, the Pharm.D./Ph.D. student focuses on the research component of the curriculum. With the exception of the Advanced Pharmacy Practice Experiences (APPEs), the student should have completed all prerequisite and core courses by this time. Pharm.D./Ph.D. students are required to complete eight (8) APPEs following completion of the required Pharm.D. didactic courses. Six (6) APPEs are required in the areas of Advanced Community, Advanced Institutional, Acute Care (2), Ambulatory Care, and Service-based. Pharm.D./Ph.D. students may use their two (2) APPE elective rotations toward their doctoral dissertation research project by registering for PHA 696 (Research – 5 hrs). The APPE schedule is to be set in the program of study and verified by the Director of Advanced Pharmacy Practice Experiences. **Dual degree students who serve as TA's may NOT schedule more than ONE APPE from their 4th year onwards in each semester. This allows them to perform their TA duties as well during each semester. Students who schedule more than ONE APPE in any semester, may lose their TA for that semester, since they will not be able to perform their TA duties during that semester.** All changes to the

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APPE schedule must be made with the Director of Advanced Pharmacy Practice Experiences one year in advance. The final APPE rotation must be followed by completion of the PHA 650 capstone course at the first availability.

Students entering the graduate program in the Pharmaceutical Sciences are expected to have a background that includes the following minimum prerequisites: integral and differential calculus, statistics, one year of biochemistry, and one semester of physiology. Students who have not completed these pre-requisites prior to entering the program may be required to remove deficiencies during their course of study. When no suitable graduate level course is available, deficiencies must be fulfilled using undergraduate courses for which the student will receive no graduate credit.

The Program of Study will be determined by the major professor in consultation with the student and the Dissertation Committee. Courses in addition to those in the core will be selected to develop strengths in the area of interest and research of the student. These courses may be chosen from those offered by the College of Pharmacy faculty or completed at another university through Cross Registration via ARCHE. Any course deemed appropriate by the Dissertation Committee may be included on the Program of Study. Non-pharmacy courses are most commonly selected from disciplines such as chemistry, engineering, mathematics, physiology, statistics or related areas. In some cases, the Dissertation Committee may determine that certain undergraduate pharmacy courses are essential components of the program of study. In such instances, the student must complete these courses for no graduate credit.

For the Ph.D., Pharm.D./ Ph.D., and Pharm.D./M.S. degree program, a student may not register for more than 9 hours of graduate credit per semester. A student is classified as a full-time student for academic purposes when registered for six or more hours during a semester.

For the M.S. degree program, a student may not register for less than 6 hours of graduate credit per semester, except during the final graduating semester. A student is classified as a full-time student for academic purposes when registered for six or more hours during a semester.

The core curriculum for the Graduate degree is given in Table 1. Departmental course offerings other than those that comprise the core are listed in Table 2. Brief descriptions of all courses are available in the Mercer University College of Pharmacy Academic Catalog.

TABLE 1. Ph.D and Pharm.D./Ph.D. Program
Core Curriculum

PHA 715*	Pharmacokinetics	3 semester hours
PHA 742*	Foundations in Pharmaceutical Sciences	5 semester hours
PHA 743	Foundations in Research	3 semester hours
PHA 744	Scientific Writing	3 semester hours
PHA 745	Statistical Methods	3 semester hours
PHA 797	Graduate Seminar	3 semester hours
PHA 899	Doctoral Research	35 semester hours

* (waived for Combined Degree, Pharm.D./Ph.D. Students)

Departmental Elective Courses

PHA 807	Pharmaceutical Biotechnology	3 semester hours
PHA 850	Immunology	3 semester hours
PHA 832	Computer-Assisted Drug Design	3 semester hours
PHA 847	Molecular and Behavioral Neuropharmacology	3 semester hours

Miscellaneous Graduation Requirements: (Ph.D and Pharm.D./Ph.D. Program)

Must be completed to Graduate

- 1) Student will carry out a dissertation project in consultation with the major advisor.
- 2) In the final semester the student will complete /submit/defend a Dissertation to the committee
- 3) All students must register for 9 cr each semester including the summer semester
- 4) Student must fill out a Graduation form one semester in advance of the graduating semester

a) PRIOR TO GRADUATION, PLEASE ANSWER YES OR NO to the questions below to be approved to graduate:

Q1): Did you obtain more than two grades below B in any courses, if yes name the courses

_____ , _____ , _____

Q2): Did you obtain a grade of F (fail) in any course/s, if yes name the course/s below (F grades are not counted and must be remedied immediately OR re-taken again, when the course is offered two years later)

_____ , _____ .

- 5) All students must have at least one manuscript accepted for publication before graduation.

CATALOG DESCRIPTIONS

PHA 715. Pharmacokinetics

3 hours

This course is designed to provide the student with the advanced knowledge and skills necessary for employing pharmacokinetic principles in the selection and evaluation of drug therapy. Emphasis will be placed upon a complete understanding of the basic and clinically applicable pharmacokinetic formulas and the assumptions that are involved with their use. Aspects specifically related to multiple dosing and accumulation, drug protein binding, and non-linear pharmacokinetics also will be addressed.

PHA 742 Foundation in Pharmaceutical Sciences

5 hours

A didactic course that examines various dosage forms and drug delivery systems, as well as the principles of drug action from a pharmacology and medicinal chemistry perspective. This course is designed to teach the fundamental concepts and applications of pharmaceuticals, pharmacology, and medicinal chemistry. Emphasis will be placed on understanding the drug design and development process. (Offered Spring/Summer/Fall)

PHA 743 Foundations in Research

3 hours

This course explores to assist in the general knowledge of the research compliance at Mercer, bioethics in research, basic safety procedures in the laboratory for graduate students and employees. A course designed for graduate students and employees to assist in the general knowledge of research compliance at Mercer, bioethics in research, basic safety procedures in the laboratory. (Offered Spring, Summer, Fall)

PHA 744 Scientific Writing

3 hours

This course will focus on the basics of scientific writing and organization. Issues related to writing a scientific publication, formatting, writing styles, grantsmanship and the development of hypotheses will be covered.

PHA 745 Statistical Methods

3 hours

This course is designed to teach graduate students in pharmaceutical science statistical methods of data analysis. Theoretical fundamentals of statistical methods will be discussed. Major topics covered will include descriptive statistical methods, probability, discrete and continuous distributions, hypothesis testing, regression methods and nonparametric analysis.

PHA 807. Pharmaceutical Biotechnology

3 hours

Pharmaceutical Biotechnology is intended to provide the student with a working knowledge of the preparation, stability and formulation of different protein and peptide drugs such as antisense agents, transgenic therapeutics and gene therapy. Current FDA approved biotechnology drugs such as human insulin; growth hormones and interferons will be discussed.

PHA 850. Immunology

3 hours

This course is intended to provide a comprehensive foundation in the structure and function of the human immune system. Topics include innate immunity, adaptive immunity, functions of B and T lymphocytes, immunodeficiency, hypersensitivity, autoimmune disease, transplantation immunity, cancer immunity,

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vaccination and immunological methods. Proficiency in teaching and oral presentation is developed through student led tutorials on immunological methods.

PHA 832. Computer-Assisted Drug Design **2 hours**

Computer-Assisted Drug Design is an elective for the Pharmaceutical Sciences graduate students and third-professional year pharmacy students. This is a survey course designed to introduce students to the methods, applications, and limitations of computational chemistry in drug discovery

PHA 849. Special Topics in Pharmaceutical Sciences **3 hours**

A course offered one-time to provide an in-depth coverage of a variety of current topics in the pharmaceutical sciences.

PHA 841. Advanced Pharmacology **3 hours**

A didactic and experiential course that examines concepts in the discipline of pharmacology. In this course, we will develop an understanding of pharmacology from molecular processes through drug effects in whole, living organisms and end with clinical drug development. The sections for this course have been modeled on the divisions of the American Society for Pharmacology and Experimental Therapeutics, a 4,800 member scientific society whose members conduct basic and clinical pharmacological research for academia, government, large pharmaceutical companies, small biotech companies, and non-profit organizations. The course sections will be Neuropharmacology, Molecular Pharmacology, Behavioral Pharmacology, Cardiovascular Pharmacology, Toxicology, Drug Discovery and Development, and Integrative Systems, Translational, and Clinical Pharmacology.

PHA 846 Current Topics in Pharmaceutical Sciences **3 hours**

This course explores recent advances in the pharmaceutical sciences that are published as primary research reports in first-tier scientific journals.

PHA 847 Molecular and Behavioral Neuropharmacology **3 hours**

This course provides students with foundational knowledge in the fields of molecular neuropharmacology and behavioral neuropharmacology in the context of basic and applied science research.

PHA 797. Graduate Seminar **1 hour**

Weekly to bi-weekly presentations and discussions of research and other miscellaneous topics. All graduate students are required to attend all graduate seminars. This course is graded on a satisfactory/unsatisfactory grade basis.

PHA 899. Doctoral Research **1 - 9 hours**

Research for doctoral students. Students registered for doctoral research need to spend a minimum of 3 hours/Cr hour, each week in the lab on the research project. This course is taught on a satisfactory/unsatisfactory grade basis.

TABLE 2. M.S. and Pharm.D./M.S. Program

<u>PHA 715*</u>	<u>Pharmacokinetics</u>	<u>3 semester hours</u>
<u>PHA 742*</u>	<u>Foundations in Pharmaceutical Sciences</u>	<u>5 semester hours</u>
<u>PHA 743</u>	<u>Foundations in Research</u>	<u>3 semester hours</u>
<u>PHA 744</u>	<u>Scientific Writing</u>	<u>3 semester hours</u>
<u>PHA 745</u>	<u>Statistical Methods</u>	<u>3 semester hours</u>
<u>PHA 797</u>	<u>Graduate Seminar (register in the 2nd year of the program, student must attend all seminars)</u>	<u>1 semester hour</u>
<u>PHA 749</u>	<u>Introduction to Research</u>	<u>2 semester hours</u>
<u>Choose one:</u>	<u>PHA 799 Thesis Research OR</u>	<u>10 semester hours</u>
	<u>PHA 798 Non-Thesis Project not available for F-1 students</u>	
<u>-</u>	<u>Total</u>	<u>30 semester hours</u>

* (waived for Combined Degree, Pharm.D./M.S. Students)

Additional requirements for MS and PharmD-MS Students to Graduate

- 1) Student will carry out a dissertation project in consultation with the major advisor.
- 2) For Non-Thesis students, Student will carry out non thesis project in consultation with the major advisor.
- 3) For Thesis students, Student will carry out a thesis project in consultation with the major advisor.
In the final semester the student will complete /submit (online)/defend a Thesis to the Thesis committee.
The Thesis must be submitted at least 10 total days in advance of the Thesis defense to the committee.

4) Students must present a poster at a conference/s

5) Graduate seminar PHA 797 taken once, 1 Cr in the 2nd year Fall semester in residence

6) **PRIOR TO GRADUATION, PLEASE ANSWER YES OR NO to the questions below to be approved to graduate:**

Q1): Did you present a graduate seminar ? yes ____; no _____, if yes date: _____

Q2): Did you present a poster at a conference? yes ____; no _____. if yes date: _____

if yes- send proof of registration to the conference and proof of presentation and proof of graduate seminar presentation to the Director of Graduate Programs

PROGRAM OF STUDY (FORM)

Courses included in the Program of Study will be listed on the Program of Study form. This form serves as the student's permanent academic record form. In addition to course work requirements and grades, the form also lists any other departmental requirements placed on the student and a record of courses for which transfer credit was granted. Any changes in the Program of Study (additions, deletions or substitutions) must be submitted, with justification, to the Director of Graduate Programs.

This form serves a number of purposes. It permits the student, the advisor and the Department Chair/ Director of Graduate Programs to engage in early planning with a specific goal in mind; it provides information for the planning of course offerings; and it protects the student in the event of unexpected program or faculty changes. Every graduate student should file a Program of Study form with the Director of Graduate Programs at the earliest convenient date. **This form should be submitted before the end of the second semester in residence for students in the PhD program.**

Copies of the form may be obtained from the Director of Graduate Programs or downloaded from the Department Web Site.

SELECTION OF MAJOR PROFESSOR

The student must select a major professor prior to entering the PhD program. The final choice of a major professor will be contingent upon the mutual consent of the student and that faculty member. The faculty member will notify the Director of Graduate Programs of the student's selection of the major professor. A change of the major professor for justifiable reasons is possible.

RESPONSIBILITIES OF THE MAJOR PROFESSOR

The major professor will

1. aid in the selection of course work based on the student's background;
2. Meet with the student and complete an annual evaluation report to be submitted to the Director of the Graduate programs no later than May 30 of each year.
3. serve as chair of the Dissertation Committee and aid in the selection of the remaining members;
4. endorse the student's request to take the preliminary examination;
5. guide the student in the selection and development of the dissertation problem and direct that problem to a logical conclusion;
6. preside over and serve as the Chair of the Preliminary Research Protocol Oral Presentation and the Dissertation Defense (for Ph.D. and Pharm.D/Ph.D program..

THE GRADUATE Dissertation Committee (PhD)

The Dissertation Committee shall consist of five (5) voting members. The major advisor must be a member of the Department of Pharmaceutical Sciences and possess a Ph.D. degree. In addition to the major advisor, three (3) members must be from the department of Pharmaceutical Sciences. In addition, three of these must have expertise in the area of the candidate's research. At least one (1) member must be appointed from outside of the Department/University. The candidate may also select a co-advisor from the Department of Pharmaceutical Sciences. Additional non-voting members from outside the University may be appointed to the Dissertation Committee who have special knowledge and distinction in the area of the candidate. However, the major advisor must submit a formal request with justification to the Director of Graduate Programs for approval. **The Dissertation Committee must be formed no later than the end of the second semester of the candidate's first year of study.** This committee should meet at least twice a year (June and December).

Major functions of the Dissertation Committee include:

1. Reviewing the Program of Study and making recommendations on the courses to be taken by the candidate;
2. Monitoring the progress of the student through semi-annual meetings (more if necessary);
3. Assisting the Graduate Program Director in developing the format of the Preliminary Examination;
4. Assisting in submitting and grading questions for the Preliminary Examination;
5. Approving the Preliminary Research Protocol;
6. Providing advice on both the course of study and the research conducted by the candidate; and
7. Critically evaluating and approving the dissertation and final oral defense.

The Director of Graduate Programs should be notified of the membership of this committee on the correct form. The form may be obtained from the Director of Graduate Programs.

GRADES

The letter grades A, B+, B, C+, C, or F are assigned in all courses for which the student is registered. For the courses Graduate Seminar 897 and Doctoral Research 899, a grade of satisfactory (S) or unsatisfactory (U) will be awarded. No other courses may be taken on a pass/fail or S/U basis. Those hours completed with a grade of S may be counted toward the required 35 credit hours in Doctoral Research 899.

The grade of incomplete (IC) is assigned at the discretion of the professor when a student does not complete a portion of assigned work in a course. The IC should be removed in a manner and time period prescribed by the instructor. **It must, however, be removed no later than one year after it was assigned. If not removed in the stated time, the IC will automatically be changed to the grade of F.**

A student may withdraw from a course with a grade of W on or before the last day for withdrawals as shown in the current calendar. To officially withdraw, the student must complete a course change form secured from the Registrar's Office and have it signed by the instructor, Director of Graduate Programs or advisor and by the Business Office. If the official withdrawal is not completed within the time limits described, a grade of F will be assigned if the student discontinues class attendance.

STANDARDS OF PERFORMANCE AND SATISFACTORY ACADEMIC PROGRESS (SAP)

SAP standards ensure that the student is making satisfactory academic progress in the Ph.D. Program or the Pharm.D./Ph.D. Program, regardless of whether or not they are receiving financial aid or a departmental stipend. SAP is measured at the end of each Academic Year (June 30).

The requirements for SAP are the following:

- Grade Point Average (GPA) - Students must maintain a minimum GPA of 3.0.
- Progress in Dissertation Research – Students must demonstrate evidence of progress in dissertation research by receiving a score above 3 on at least 5 of the 8 research progress criteria on the annual *Graduate Student Assessment Form*. In the event that there is no evidence of progress in dissertation research, the student will be reviewed by the Dissertation Committee.
- Course Completion Rate - Students must successfully complete 67% of the cumulative attempted credits each Academic Year.
- Maximum time frame - Students must complete the PhD Degree within seven years of being admitted to the Program. Combined Pharm.D./Ph.D. Program students must complete all degree requirements within 8 years of being admitted into the combined degree.

STUDENT PROBATION AND/OR DISMISSAL

A cumulative grade point of at least 3.0 is required for graduation from the graduate programs. Semester and cumulative grade point averages are indications of a student's academic performance. **A student whose grade point average for a single semester drops below 3.0 or whose cumulative grade point average falls below 3.0 or who does not provide regular, documented evidence of progress in their research program is making unsatisfactory academic progress.**

The Student must inform the Director of Graduate Programs, the Department Chair, and the Major Advisor within 2-3 days of obtaining a grade below B in any course, including an F grade. If a student receives a grade of F, any possible remediation will be sought within the first few days of obtaining an F grade. **This is very relevant to students in the MS program, since courses are offered in a two-year cycle and students with an F grade must remedy the course in-order to graduate from the program. A grade of F is considered to have earned 0 credits by the Registrar and must be remedied**

1. Academic Warning—An academic warning is issued the first time that a student's single semester and/or cumulative GPA falls below 3.0 or the first time a student receives a grade of less than B or S in any graduate level course.
2. Academic Exclusion—Students may be permanently excluded from the program for **any one of the following**:
 - a. failing to maintain a cumulative GPA of 3.0 following a previous academic warning.
 - b. receiving a grade lower than B in more than two graduate-level courses.
 - c. two unsatisfactory performances on the Ph.D. preliminary examination.

The Department expects that all graduate students will act responsibly and ethically in the laboratory and in the classroom. Failure to uphold general standards of ethical conduct also is grounds for exclusion from the program. The final determination on exclusion or appropriate action steps from the Graduate degree program will be decided by a majority faculty vote of the Department of Pharmaceutical Sciences at the recommendation of the Director of Graduate Programs. Students have the right to appeal exclusion to the Department Chair. The appeal must be in writing within two weeks of receiving notification from the Director of Graduate Programs of exclusion from the program.

Continuation in the Pharm.D./Ph.D. Degree Program is contingent upon satisfactory performance and progress toward fulfillment of the requirements of the Doctor of Pharmacy Degree Program and the Doctor of Philosophy Degree Program. Students admitted to the Pharm.D./Ph.D. degree program are expected to complete all program requirements. Should a student decide to withdraw from the Combined Pharm.D./Ph.D. degree program at any point, they must reapply for admission to either program separately, and if accepted, they must fulfill all requirements of either program individually.

LEAVE OF ABSENCE

Any students wishing to take up to one week off from laboratory work, course work or other college duties must get prior approval from their major professor and the Director of Graduate Programs. In the absence of a permanent major professor, the Director of Graduate Programs should be consulted.

When special circumstances arise, a student may make a request to the Director of Graduate Programs for an official leave of absence from the program. The student must submit the request in writing and state the reason for the request. A leave of absence may be granted for a maximum of one calendar year. Students on leave must

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complete course work for which an I grade was awarded in a prior term and are expected to comply with the one-year time limit for removing Incomplete grades.

Students on stipends will be removed from the payroll (TA and RA) for the duration of their absence unless the Financial Aid Office is notified otherwise by the Director of Graduate Programs.

WITHDRAWAL (RESIGNATION) FROM THE UNIVERSITY

A student who wants to withdraw officially from the University should consult with the Director of Graduate Programs. The student should prepare a letter that includes a brief explanation of the reason for the withdrawal and the last date for participation in the program of study.

If the resignation from the University occurs during a semester, the student must withdraw from all courses. The student must complete a Course Change Request Form at the Enrollment Services Center. A grade of W is assigned for the courses if the withdrawal takes place within the time limit prescribed in the University Calendar. Without official resignation, the student receives a grade of F in all courses for which they registered that term. Unless a student is granted a leave of absence from the program, withdrawal from all courses for which a student is registered constitutes resignation from the University.

A student wishing to return to the Program following withdrawal must apply for readmission. Previous admission to the Graduate Program does not guarantee readmission at a later date. No additional fee is charged for application for readmission. Students who have been enrolled at other institutions since their last attendance in the Graduate Program must submit official transcripts of that study at the time of application for readmission.

CONTINUOUS ENROLLMENT

Unless excused through a leave of absence, a student must register each semester (fall, spring and summer) for a minimum of 6 hours until all degree requirements, including submission of the final copy of the thesis or dissertation, are completed.

If a student has not been officially enrolled for one semester or more, they must apply for readmission. If the student has been enrolled at another institution since the last attendance in the Graduate Program, they must submit official transcripts to the department. A student on approved leave of absence from the program is not required to apply for readmission unless they are absent beyond the end of the approved leave period.

CROSS REGISTRATION

The purpose of cross registration is to provide opportunities for enriched educational programs by permitting students at any Atlanta Regional Consortium for Higher Education (ARCHE) institution to take courses at any other member institution. A summary of the guidelines and policies for cross registration follows.

The student must complete a cross registration application, following the instructions on the back of the form. Deadlines for cross registration are published on the form. The application must be signed by the Director of Graduate Programs and by the cross-registration coordinator in Enrollment Services. Once all approvals have been obtained, the Enrollment Services office will register the student for the approved course on a space-available basis after the host institution's regularly enrolled or continuing students have had first priority for registration.

ADMISSION TO CANDIDACY (Ph.D. and Combined Pharm.D./Ph.D. Programs)

Admission to candidacy for the Doctor of Philosophy degree is a promotion of the student to the most advanced stage of graduate study. It provides formal approval to devote essentially exclusive attention to the research and the writing of the dissertation. To qualify for admission to candidacy, the student must have: a) completed all course work listed on the Program of Study form with a minimum GPA of 3.00; b) fulfilled any conditions set as a prerequisite for admission or any additional departmental requirements, and; c) passed the Preliminary Examination and the Research Protocol Oral Presentation.

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A student in the Graduate degree program must apply for admission to candidacy following successful completion of the Preliminary Examination and the Preliminary Research Protocol Oral Presentation. Admission to candidacy for the Graduate student must be at least two semesters prior to graduation. Application forms are available from the Director of Graduate Programs.

WRITTEN PRELIMINARY EXAMINATIONS (Ph.D. and Combined Pharm.D./Ph.D. Programs)

The purpose of the written preliminary examination is to determine whether the student has been adequately prepared through course work and other activities to undertake an original research project. The breadth and depth of knowledge in the student's chosen discipline will also be examined. This examination will be timed and closed book.

The examination will be administered after completion of all course work and other requirements listed on the Program of Study form. Approval for the student to undertake this examination must be granted by the Director of Graduate Programs at the recommendation of the major professor.

The examination will be composed of questions compiled by the Director of Graduate and will be composed of topics solicited from department faculty members, related to the core courses and also questions solicited from dissertation committee members, related to the selected area of the student.

The examination will be administered by the Director of Graduate Programs or his/her designee. Each individual submitting questions will evaluate the student's performance on his/her own questions. Evaluation will be based on the grading system listed below. Final grading decision for the examination rests with the Director of Graduate Programs. A student is judged to have passed the examination if he/she achieves a minimum average score of 75%.

Should the student fail to successfully complete the preliminary examination, a re-examination will be scheduled after not less than 60 days of additional preparation. A student who fails the re-examination becomes ineligible for further graduate study. The examination is administered once a year to all eligible graduate students.

PRELIMINARY EXAMINATION GRADING CRITERIA (Ph.D. and Combined Pharm.D./Ph.D. Programs)

To establish uniformity in grading the following criteria should be used as guidance in grading examination questions. Items such as time limitations or difficulty of the question should also be taken into consideration when assigning grades.

Grading Criteria

90-100%	Clear mastery of the question; concise organization; depth and scope of discussion appropriate to the question; ability to deal with controversies; evidence of creative insight.
80-89%	Accurate facts; reasonable depth of knowledge; clear understanding of the major issues; well organized; a logical selection of facts in the answer.
70-79%	Answer contains a few factual errors; major issues are covered but not in depth; good organization; just satisfactory answer.
50-69%	Several incorrect facts; cursory coverage of the area; poor organization; answer is only partially correct and lacks accuracy and completeness.
25-49%	Indication of major gaps in the area; very poor organization causing difficulty in following the answer; clear demonstration of misunderstanding of the major points.
0-25%	Does not answer the question; obvious evidence of no understanding of the question or facts.

Students must obtain a minimum average of 75% in the entire exam to pass the Preliminary Examination.

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PRELIMINARY RESEARCH PROTOCOL (Ph.D. and Combined Pharm.D./Ph.D. Programs)

The Preliminary Research Protocol must be presented within two semesters of passing the Preliminary Exam.

A written proposal describing the student's dissertation project must be submitted to the Dissertation Committee.

The NIH guidelines and format must be followed. The proposal should consist of the following components:

1. Title page;
2. Abstract;
3. Specific aims and purpose of the project;
4. Background and significance;
5. Experimental plan, including how the results should be treated and interpreted;
6. Literature cited;
7. Budget.

The student will defend the proposal orally before the Dissertation Committee, Department faculty members and department graduate students. The written version of the protocol should be submitted to the Dissertation Committee at least 10 days prior to the oral presentation. The defense will generally consist of a 15-20 minute presentation followed by questions on the methodology and background material needed by the student to successfully complete the project. Any faculty member may attend this presentation and make suggestions on the research protocol.

Approval of the protocol by the Dissertation Committee is required and will allow the student to formally proceed with research activities on this problem. Final decisions on the proposed research lie with members of the Dissertation Committee. Following Committee approval and incorporation of suggested changes, a copy of the protocol should be filed with the Director of Graduate Programs.

SEMINAR REQUIREMENTS

The Goals of the Seminar are:

- To provide experience in public speaking
- To provide experience in literature review
- To conduct data analysis and presentation
- To create a scientific community and dialogue
- To design research or literature review topics
- To promote and encourage handling of questions and answers
- To learn to give accurate feed back to the presenter
- To assist in overall confidence building

Throughout the course of study, the student is expected to read the current literature and attend and actively participate in the seminar programs offered by the Department and the College of Pharmacy. **All graduate students will present one seminar per year**, generally not exceeding 20-25 minutes. At least 2 seminars will be scheduled per seminar period. All students must present at least one seminar based on the student's original research. The student will register for Graduate Seminar 797 once each year during the Fall term. Final year students will be required to register for seminar and attend seminars. However, their final dissertation defense may be used in place of the seminar. No seminars will be scheduled in the months of January, May, June and December. Students will be permitted 2 unexcused absences. If the student exceeds the above limitation, they will get an Unsatisfactory (U) grade. Seminar Evaluation forms will be used to evaluate all seminars. Graduate students, Post-doctoral students and faculty will evaluate student seminars.

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MANUSCRIPT REQUIREMENT (Ph.D. and Combined Pharm.D./Ph.D. Programs)

All candidates for the PhD degree must demonstrate experience in scientific writing by the preparation and submission of at least one manuscript for publication. **The manuscript must be accepted for publication prior to the scheduling of the final oral defense.**

DISSERTATION/THESIS AND FINAL ORAL DEFENSE

An important requirement for obtaining a graduate degree (Ph.D. or M.S) is completion of an original research project. (Exempt for non-thesis M.S. program). This research must be conducted under the direct supervision of the student's major professor in consultation with the Dissertation Committee. The research should be of such quality as to result in one or more publications in referred scientific journals.

Preparation of the dissertation must comply with the regulations contained in the Guide to the Preparation of Theses and Dissertations, which is available from the Director of Graduate Programs. After approval of the dissertation by the Dissertation Committee, the candidate must orally defend the results of the research problem. The oral examination also may include general knowledge questions relating to the major research area of the candidate. One copy of the final draft of the dissertation must be available in the office of the Director of Graduate Programs for review by interested faculty 10 days before the date of the final oral defense. Any faculty member may attend and participate in the final defense. Only members of the Dissertation Committee can vote on the final outcome. The Dissertation Committee will determine the success or failure of the candidate through one of the following actions: 1) pass, 2) provisional pass pending revisions, or 3) fail. A favorable vote of a majority of the members of the Dissertation Committee is required for passing the final oral defense.

Following successful completion of the final oral examination, the candidate must submit their dissertation online to ProQuest and must meet all the requirements of the Guidelines for Thesis and Dissertation set forth by the University. Additional personal copies may also be submitted at this time for binding. The candidate is responsible for payment of all charges associated with processing the dissertation. Bound copies of the approved dissertation are distributed to the department, the library and the major professor.

Link to upload the dissertation on line: <http://www.etsdadmin.com>

Please use MUID and Password. It will direct you through the process

Please complete the restricted portion on the left if you want it restricted for any time limit

The instructions are at the following sites

<https://provost.mercer.edu/www/mu-provost/resources/Theses/upload/edtsubmissionguide.pdf>

<https://provost.mercer.edu/www/mu-provost/resources/Theses/upload/etdchecklist.pdf>

GRADUATE HONOR SYSTEM

The Graduate Honor System is a code established, interpreted and administered by the Graduate Council of Mercer University. At Mercer University, the Honor System is subscribed to by everyone enrolling in any class, whether during the regular academic year, the summer term, or evening classes. The faculty subscribes to and supports fully the Honor System. The Honor System places responsibility for honesty where it belongs and ultimately must rest, on the individual. The individual is responsible for reporting any academic dishonesty he or she may observe as well as being responsible for his or her own honesty. By placing the responsibility on the individual, each student becomes a guardian of the Honor System.

As a pledge to uphold this responsibility, each student assumes the Honor Pledge stating, "I pledge myself to neither give nor receive aid during tests or for any individual assignments or papers, nor to use any information other than that allowed by the instructor. I further pledge that I will not allow to go unreported to the proper persons any violation of the Honor System and that I will give true and complete information before the Honor Committee." A copy of the Honor System may be obtained from the Director of Graduate Programs.

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RESIDENCE REQUIREMENTS (Ph.D. and Combined Pharm.D./Ph.D. Programs)

Graduate students in the Ph.D. Program must complete all degree requirements within seven years of the initial date of matriculation. For students in the Combined Pharm.D./Ph.D. Program, all degree requirements must be completed within eight years. For students in the M.S. Program, all degree requirements must be completed within three years. Two years must be completed in residence at Mercer University. A student must be in residence at the time of completion of the thesis or dissertation.

REVIEW OF STUDENT ACTIVITIES

Yearly progress reports will be prepared by each student in conjunction with the major professor. **These evaluations will be submitted to the Director of Graduate Programs by May 30 of each year.** Once the Dissertation Committee is formed, the student will meet at least once a year with that committee and report on the progress and status of the research project.

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CURRICULAR PRACTICAL TRAINING (CPT) /INTERNSHIP

There are several requirements that must also be met to be eligible for CPT/Internship at Mercer University, College of Pharmacy.

1. **Students may consider a CPT only**
 - A) **at the end of the 4th year of the Ph.D. program or**
 - B) **at the end of the 2nd year of the M.S. program, after completion of ALL dissertation/thesis research and all but defense (ABD) remaining and be in good academic standing and in F-1 status (for international students).**
 - C) **If a Ph.D. student returns to Mercer after the CPT, they will not receive a TA (No Exceptions).**

- D) **Offer of CPT/Internship must be on company letterhead and at the minimum must state that the student will be doing “Curricular Practical Training” at the institution (name and address) and must state the term of the internship (from ___ to ___).** It additionally can include the following:
 - a. Must be in field of study
 - b. Specific offer of “Curricular Practical Training”
 - c. Must have a beginning and ending date
 - d. Must state full time or part time
 - e. Must state description of internship (what you will be doing)
 - f. Contact person (supervisor, etc)
 - g. Must state the expected outcome of internship
 - h. Letter of authorization/approval from Major Advisor, Director of Graduate Programs and Department Chair (**Must complete the Form for CPT/Internship with ALL signatures**)
 - i. Student must begin and complete internship on date specified on I-20 document (if international student)
 - j. Must not interfere with academic program

- E) Students may avail of the internship only once during their tenure at Mercer.

- F) **Students must complete the CPT FORM.**

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PHARMACY TEACHING CERTIFICATE PROGRAM (PTCP) (For Ph.D and Combined Pharm.D./Ph.D. Programs)

Students must notify the Graduate Program Director of their intention of participating in the PTCP program by June 15 of each academic year. The PTCP program runs from July 1st through the following June 30th, Year.

Students who are in their third year and beyond are eligible to participate in the PTCP program.

Students should meet with their Major Advisor for the PTCP format/option

Students must notify the Grad. Program Director of which five OPTIONS, they will be participating in no later than September 15 of the year in which they are participating

The student must submit all documentation in a ring binder type FOLDER documenting all aspects of the PTCP program that they have participated in.

The following must be included in a Folder submitted to the Program Director:

Cover Page: This must include the Cover Page and copies of all lecture slides, exam copies, student/faculty/peer evaluations, evidence of presentations at National/International Conferences.

Item 1: Full participation in Mercer Smooth Talkers Club (now free)- including attendance proof from the Chair of the Club

Item 2: Full documentation of the Novel Course Development including teaching philosophy, must be attached as well (Item 2)

Item 3: Full documentation of the Lecture/ Course/Oral Presentation

Item 4: Documentation of the Graduate Mentoring Program

Each student in the graduate program is required to complete the PTCP. Graduate students who are in their third year and beyond in the program are required to enroll and participate in this teaching certificate program conducted by the College of Pharmacy. The student must officially notify the Director of Graduate Programs in writing via email of their intent to begin the PTCP program in the Fall semester. Further, the student must complete all four parts and also provide in writing (via email) the exact plan of action- i.e., which ONE of the 4 scenarios the student wishes to select and pursue towards completion of the PTCP program. The goal of this program is to help graduate students to improve on their teaching related skills and could help in their pursuit of academic careers. Specifics of this PTCP program are available in an addendum attached to this document. Completion of the PTCP program is required before the final defense is scheduled and is a must for graduation from the program.

RECOMMENDED CRITERIA FOR ENTRY OF MERCER COP Ph.D. STUDENTS INTO RHO CHI

Students must have a GPA of 3.5 or higher at the completion of 2 full years in the Ph.D. program or any time thereafter to qualify for Rho Chi membership. The student must be mentored or supervised by a member of the pharmacy faculty.

Qualified students that are interested in joining may nominate themselves or may be nominated by a faculty member, who will notify the graduate director. Their names will be forwarded to the COP Rho Chi chapter faculty sponsor.

All Rho Chi members must follow the bylaws: <http://rhochi.org/chapter-resources/national-bylaws/>

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DEPARTMENT OF PHARMACEUTICAL SCIENCES GRADUATE STUDENT

AWARD: (For Ph.D and Combined Pharm.D./Ph.D. Programs)

Criteria: A single, non-monetary award will be given annually to the most qualified student, titled: *The Hewitt T. Matthews Outstanding Graduate Student Award for 2018* (for this year).

The award will be presented in May to the best student who meets the criteria described below and who will have completed their 3rd year for Ph.D. students, or the 5th year for Pharm.D/Ph.D. students by August 15th of the award year, or who is further along in his/her training, but who has not yet graduated with a Ph.D. from Mercer at the time of application. The application dossier deadline is **March 1st**. No award will be given if no students meet the minimum criteria by the deadline of a given year.

The award is based **only** on work done while in the COP graduate program, and includes all of the student's accomplishments to date, not just the academic year of the award.

Nominations for the award can be made by any faculty member in COP and students must submit their dossier, containing evidence/documentation for all of the criteria below, to the nominating faculty member, who will then give it to the Graduate Admissions Committee for review and selection of the best dossier. The GA Committee is comprised of 4 department faculty members (any rank) who will be appointed on a rotational basis every 1-2 years.

The **criteria** for selecting the student to receive an award with point values are:

Research Achievements

- | | |
|--|---------------------|
| - graduate fellowships and travel awards | 3 pts each |
| - presentations at national conferences | 2 pts each |
| - presentations at GRASP and regional conferences | 1 pt each |
| - awards for presentations at national conferences | |
| 1 st place | 3 pts |
| 2 nd place | 2 pts |
| 3 rd place | 1 pts |
| - awards for presentations at GRASP and regional conferences | |
| 1 st place | 2 pts |
| 2 nd place | 1 pts |
| 3 rd place | 0.5 pts |
| - quantity, authorship position, and quality (impact factor) of publications (peer reviewed, in press manuscripts count but not submitted manuscripts) | |
| 1 st author publication | 10 x impact factor |
| 2 nd -last author | 3 x impact factor |
| -authorship of book chapter or proceedings | |
| 1 st author | 4 pts |
| 2 nd -last author | 2 pts |
| - graduate seminar numerical scores (data presentations only) | Average score x 0.5 |

Contributions to the Department/COP and Leadership

- | | |
|---|--------------------|
| - contributions to scientific meetings- organizing committee member | 2 pts |
| - contributions to newsletter(s) | |
| Editor (per year) | 2 pts |
| Article (author) | 1 pt |
| -TA or other assistantship duties | total hours x 0.02 |
| -Membership in scientific & academic organizations | 1 pt each |

Academic Achievement

- | | |
|------|-----------|
| -GPA | GPA x 1.5 |
|------|-----------|

Minimum total pts to be considered for an award

45

GRADUATE STUDENT TIMETABLE (PhD)

PROCEDURE	TIMING
Interviews (if needed)	Before entering the program
Select a major professor. Notify Director of Graduate Programs in writing	Before entering the program
Propose the Dissertation Committee. Notify Director of Graduate Programs of Dissertation Committee Membership (Form)	By end of first year in residence
Submit <i>Program of Study</i> (Form)	By end of first semester in residence
Meet with Dissertation Committee	At least once a year. Prepare and submit the PhD Student Assessment Form and the Annual Activity Report by June 30
Written preliminary examination (Ph.D. program)	Following completion of all requirements on Program of Study form and with permission of major professor
Submits results of preliminary examinations to Director of Graduate Programs within 30 days after the written examination (Ph.D. program)	Results submitted to students within 30 days after Written preliminary examination
Enroll in PTCP program- send email to Director of Graduate Programs of the intent to participate in PTCP. Must also state which of the five options is selected (Ph.D. program)	At the beginning of the third year or beyond. Completion of the PTCP program is required for graduation from the program
Proposal defense schedule (Ph.D. program)	Within two semesters of passing the Preliminary Exam
Submit Dissertation Project Protocol to Dissertation Committee (Ph.D. program)	Following completion of the Preliminary Examination (At least ten days prior to protocol presentation)
Apply for Admission to Candidacy (Form) (Ph.D. program)	Following completion of the Preliminary Examination (At least two semesters prior to commencement)
Complete & submit graduation form to registrar	At least one semester before dissertation defense
At least ONE manuscripts –must be accepted (Ph.D. program)	Before scheduling final oral defense

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Place draft copy of dissertation on reserve in the office of the Director of Graduate Programs and arrange final oral examination date

At least 10 days prior to final oral defense

Submit final copy of dissertation to Director of Graduate Programs for final approval and binding

After final oral defense and minimum 4 weeks prior to commencement

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**MERCER UNIVERSITY
COLLEGE OF PHARMACY**

Program of Study (PhD)

Name _____ Date _____

Address _____ Degree _____

Major _____

A Program of Study should be submitted to the Office of the Coordinator for Graduate Programs. Candidates for the doctoral degree should submit a program of study by the end of the first year of residence.

COURSE (COLLEGE, NUMBER, NAME)	CREDIT HOURS	GRADE	TERM	YEAR

Other Departmental requirements: _____

APPROVALS	
Major Professor	Date
Director of Graduate Programs	Date

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**MERCER UNIVERSITY
COLLEGE OF PHARMACY**

Thesis/ Dissertation Committee

I recommend the appointment of the members below as the Thesis/ Dissertation Committee for:

Name _____ Date _____

- (1) _____, Major Advisor & Chair of Student's Dissertation
Committee (voting)
- (2) _____, Department member voting)
- (3) _____, Department member (voting)
- (4) _____, Department member (voting)
- (5) _____, Non-Department member (voting)
- (6) _____, Optional Non-department member (voting)

The major professor serves as chair. The committee is charged with the responsibilities of suggesting and reviewing courses in the Program of Study, monitoring the progress of the student, assisting with the preliminary examination, approving the Preliminary Research Protocol, administering the Protocol Oral Presentation and approving the dissertation and final oral defense.

APPROVALS	
Graduate Student	Date
Major Professor	Date
Director of Graduate Programs	Date

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**MERCER UNIVERSITY
COLLEGE OF PHARMACY**

Evaluation of PhD Preliminary Research Protocol
(Please complete and email to the Major Advisor)

Student Name _____ Defense Date _____

Dissertation Committee Member _____

Proposal Title _____

Please assess the following components of the Preliminary Research Protocol. Any specific changes or revisions that are required should be stated. A section receiving a rating of *Unsatisfactory* or *Less than Satisfactory* must be successfully revised to *Satisfactory* or higher before the proposal will be approved by the Dissertation Committee.

Use the following general key in scoring each section:

1 – Unsatisfactory. Items are not covered or is incorrectly described

2 – Less than Satisfactory. Items are present, but are limited in scope and/or writing demonstrates partial understanding of the component; reader is left with significant questions.

3 – Satisfactory. Items are present and addressed clearly.

4 – Good. Items are present and addressed clearly, although not addressed as comprehensively as in the Excellent rating. No gaps are present for which the reader has questions. The writing demonstrates an understanding of the item.

5 – Excellent. All items are addressed clearly and comprehensively. No gaps are present for which the reader has questions. The writing demonstrates a deep understanding of the item.

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Evaluation of PhD Preliminary Research Protocol: Student Name _____

ITEM	1	2	3	4	5
Project Summary/Abstract					
<i>Comments:</i>					
Specific Aims and Purpose					
<i>Comments:</i>					
Significance and Background					
<i>Comments:</i>					
Approach (research design, procedures, and analyses to be used accomplish the specific aims)					
<i>Comments:</i>					
Preliminary Studies					
<i>Comments:</i>					
Bibliography/References Cited					
<i>Comments:</i>					
Budget					
<i>Comments:</i>					
Writing Style and Grammar					
<i>Comments:</i>					
Oral Presentation					
<i>Comments:</i>					
<i>TOTAL SCORE:</i> _____					

Required changes and/or Revisions:

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**MERCER UNIVERSITY
COLLEGE OF PHARMACY**

Application for Admission to Candidacy (Ph.D. program)

A prospective Doctoral candidate must be admitted to candidacy two semesters prior to the date of graduation.

Name _____ Date _____

Address _____ Degree _____

_____ Major _____

I apply for admission to candidacy for the degree indicated above.

I expect that my degree will be conferred:

Signature _____

Certification and Recommendation by Major Professor

- The Program of Study has been approved.
- The graduate record of the above named student has been examined. An average of 3.0 has been maintained on all graduate courses taken. No course with a grade below C has been accepted as part of the Program of Study.
- Any conditions set as a prerequisite for admission or any additional departmental requirements have been completed.
- Notification that the Preliminary Examination and the Research Protocol Oral Presentation have been passed has been filed with the Director of Graduate Programs.

It is recommended that this student be admitted to candidacy for the degree specified.

APPROVALS	
Major Professor	Date
Director of Graduate Programs	Date

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**MERCER UNIVERSITY
COLLEGE OF PHARMACY**

Evaluation of MS/ PhD (Circle One) Thesis/ Dissertation and Defense (Please complete and email to Major Advisor)

Student Name _____ Date _____ Committee Member _____

Title _____

	Unacceptable (1)	Deficient (2)	Acceptable (3)	Very Good (4)	Outstanding (5)
<i>Dissertation/Thesis Components</i>					
Introduction and Rationale SCORE _____	No evidence is provided to support or justify the need for the study. No rationale for the work is provided.	The study rationale is not fully developed. Insufficient evidence for the study is given. Purpose is unfocused.	A case is made for the significance of the work and places the study in context.	Moderately-strong rationale. Purpose is clear and focused.	A strong case for the significance and rationale of the study is provided. Study will contribute to the research literature.
Literature Review SCORE _____	Failed to review literature relevant to the study. No synthesis or critique provided. No logical organization.	Inadequate or incomplete review of the literature. Lacks synthesis of the literature and logical organization.	Literature is relevant to the study and comprehensive. Moderately well organized.	Review of the literature relates the work to previous research, provides a synthesis of literature related to the work and justifies how the work addresses a need or deficiency in the literature. The review is reasonably well organized.	Presents a comprehensive review of literature relevant to the study. The review is well-organized with ideas or topics clearly delineated. There is potential for publication.

<p>Methods</p> <p>SCORE _____</p>	<p>Little or no description of design/approach, methods/procedures, and statistical analyses. Research methods are inappropriate or unclear.</p>	<p>Inadequate description of design/approach, methods/procedures, and statistical analyses</p>	<p>Moderate or excessive description of design/approach, methods/procedures, and statistical analyses.</p>	<p>Sufficient detail and description of design/approach, methods/procedures, and statistical analyses.</p>	<p>Appropriate detail and description of design/approach, methods/procedures, and statistical analyses. Shows exceptional understanding of research methods. A thorough and appropriate plan for the study with validity, reliability, and ethical issues fully addressed.</p>
<p>Results</p> <p>SCORE _____</p>	<p>There is absence of applicable results; tables/figures are absent or inappropriate or incorrectly presented. Statistical analyses are absent.</p>	<p>Some results are not pertinent ; tables/figures are inappropriate or incomplete or are poorly presented. Statistical analyses are absent or inappropriate.</p>	<p>Many of results are presented in a clear and concise manner; tables/figures are generally presented appropriately. Statistical analyses are adequate.</p>	<p>Majority of results are presented in a clear and concise manner; tables/figures are presented appropriately. Statistical analyses are appropriate.</p>	<p>All pertinent results reported and in an exceptionally clear and concise manner; tables/figures are presented appropriately and in a thorough and well-organized manner. Statistical analyses are sophisticated.</p>
<p>Discussion</p> <p>SCORE _____</p>	<p>Limited or no discussion of findings/outcomes of the work. Poor grasp of understanding is displayed. Discussion is poorly organized.</p>	<p>Major concepts are inaccurately described. Large amount of relevant discussion is missing.</p>	<p>Discussion is too brief or major findings need to be more concisely expressed. There are a few inaccuracies or omissions.</p>	<p>Sufficient discussion with few errors. May not be especially engaging or thought-provoking. Main results and findings are reported and organized.</p>	<p>Clear, thorough, and well-organized discussion. Was exceptional, engaging, and thought-provoking. Significant potential for publication.</p>

<p>Conclusion/Summary SCORE _____</p>	<p>Conclusions are not supported by findings/outcomes. Connections to the aims/goals of the study and relevance to the existing body of knowledge are not clear.</p>	<p>Conclusions are not entirely supported by findings/outcomes. Connections to the aims/goals of the study and relevance to the existing body of knowledge are weak.</p>	<p>Conclusions are generally supported by findings/outcomes. Connections to the aims/goals of the study and relevance to the existing body of knowledge are supported by the findings.</p>	<p>Conclusions are appropriately supported by findings/outcomes.</p>	<p>Conclusions are clearly supported by findings/outcomes. Addition of the work to the existing body of knowledge is clearly based on the findings.</p>
<p>Quality of Writing SCORE _____</p> <p><u>TOTAL SCORE</u> _____</p>	<p>Sentences are poorly constructed and confusing. There are numerous errors in grammar, punctuation, and spelling and a poor understanding of basic writing conventions. The dissertation lacks clarity and does not conform to University Guidelines and the style guide.</p>	<p>There are frequent errors in word choice, grammar, punctuation, and spelling. The writing lacks focus and coherence and is unclear throughout. There are frequent errors in use of University Guidelines and the style guide.</p>	<p>There are several errors in word choice, grammar, punctuation, and spelling. The writing is moderately clear. There is nonuniform use of University Guidelines and the style guide.</p>	<p>Word choice, grammar, punctuation, and spelling are adequate. The writing is precise, logical, and clear. There is correct use of University Guidelines and the style guide.</p>	<p>Word choice, grammar, punctuation, and spelling are excellent. Each sentence is understandable and is written with great clarity and precision. There is correct use of University Guidelines and the style guide.</p>
<p><u>Comments on Written Dissertation</u></p>					

<u>Dissertation/Thesis Defense</u>					
Organization SCORE _____	Presentation is disorganized or information is missing. Too little or too much information presented for time allotted.	Presentation is poorly organized or some relevant information is missing. Too little or too much information presented for time allotted. Presentation not well paced.	Some of the presentation out of sequence. Some problems with the pacing of the presentation.	Presented information is essentially complete and relevant. Presented in logical sequence at an appropriate pace.	Complete and logical presentation of information that was very easy to follow. Timing and pace were exceptional.
Originality/ Significance SCORE _____	Project has no significance to the field and will make no contribution. The work lacked creativity or was not new; essentially a duplication of previous work.	Project has little significance to the field and will make little contribution. The work was of limited creativity or originality.	Project has moderate significance to the field and will make marginal contribution. The work was of moderate creativity or originality.	Project has satisfactory significance to the field and will make a good contribution. The work was of satisfactory creativity or originality.	Project has new and innovative ideas and will make an important contribution. The work was very creative or original; explored original topic and produced new outcomes.
Presentation of Results and Discussion SCORE _____	Little or no discussion of project results and outcomes. Displayed poor grasp of information. Conclusions not supported by results or outcomes.	Inadequate discussion of project results and outcomes. Much relevant information missing. Conclusions not entirely supported by results or outcomes.	Adequate discussion of project results and outcomes. Few omissions. Conclusions generally supported by results or outcomes.	Sufficient discussion of project results and outcomes with few to no errors. Conclusions based on results or outcomes are appropriate.	Discussion of project results and outcomes was superior, engaging, and thought-provoking. Conclusions clearly based on results or outcomes.

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<p>Presentation Style and Delivery</p> <p>SCORE _____</p>	<p>Presenter is uncomfortable, uninterested, or unenthusiastic. Presentation was read. Inappropriate mannerisms, body language, or poor communication skills. Poor quality presentation materials.</p>	<p>Presenter is unenthusiastic and monotonous; relied extensively on notes. Sometimes inappropriate mannerisms, body language, or poor communication skills. Marginal quality presentation materials.</p>	<p>Presenter displayed enthusiasm and interest. Occasionally struggled to use correct words. Generally appropriate mannerisms, body language, and communication skills. Average quality presentation materials.</p>	<p>Presenter displayed enthusiasm and interest. Good mannerisms, body language, and communication skills. Good quality presentation materials.</p>	<p>Ideas expressed fluently using own words. Presenter displayed genuine enthusiasm and interest. Exceptional mannerisms, body language, and communication skills. Exceptional quality presentation materials.</p>
<p>Response to Questions</p> <p>SCORE _____</p> <p><u>TOTAL SCORE</u></p> <p>_____</p>	<p>Responses are incomplete or require prompting. Arguments/statements are poorly presented. A lack of knowledge in the subject area is exhibited.</p>	<p>Responses are somewhat complete or require minimal prompting. Arguments/statements are adequately presented. A lack of knowledge in some of the subject area is exhibited.</p>	<p>Responses are generally complete and arguments/statements are reasonably well organized. An adequate level of knowledge in the subject area is exhibited.</p>	<p>Responses are complete and arguments/statements are well organized. Knowledge in the subject area is exhibited.</p>	<p>Responses are articulate and skillfully presented. A superior level of knowledge in the subject area is exhibited.</p>

Comments on Defense

Each Dissertation / Thesis Committee Member should complete this form at the conclusion of the Defense and send it to the Major Advisor. The Major Advisor will save these and send ONE COMBINED FILE to the Director of Graduate Programs in the month of May (1-20th). For any item that a Committee Member feels is Unacceptable or Deficient, please provide an explanation. Completed forms should be returned to the Advisor. The Advisor will compile all comments from the Committee and forward a summary to the Assessment Coordinator. Also, please provide a copy of the abstract and conclusions, and a copy of publications and meeting abstracts that have resulted from the work.

Curricular Practical Training (CPT) FACT SHEET



MERCER University

OFFICE OF INTERNATIONAL PROGRAMS
**Curricular Practical Training (CPT)
APPLICATION**

DEFINITION

OFFICE OF INTERNATIONAL PROGRAMS

MERCER University

aining (CPT) is temporary off-campus work permission in an international student's field of study prior to their program completion.

- CPT must be an *integral* part of a student's established curriculum. As a result, students are required to register in a credit bearing internship class (required or elective) in their field of study each session/semester CPT is approved.
- A student must NOT begin CPT without receiving prior approval and a new I-20 from the International Student Advisor (DSO). Working without permission could result in termination of your F-1 status.
- Student must apply for CPT prior to the drop/add registration deadline for their college.

ELIGIBILITY REQUIREMENTS

- Students can apply for CPT only at the end of the fourth year and after completion of ALL the dissertation research. Students who return to Mercer after the CPT will not be awarded a department teaching assistantship after their return.

HOW TO APPLY FOR CPT

- Submit the *CPT Application* with *CPT letter* for approval and signature of the Director of Graduate Programs.
- Register for the appropriate internship class for the length of the CPT
- Obtain a signed employment letter on official letterhead from employer stating:
 - Student's name
 - Job title
 - Brief description of work
 - Company name and address
 - Start and end dates of employment
 - Work hours per week
- Submit the CPT application and employment letter to International Programs Office.
- DSO will review, approve, and issue a new I-20 with the CPT authorization on page 3. Student can only work during the authorized start and end dates. A student may reapply for CPT each semester by submitting a new CPT application.

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Name: _____ MERCER ID: _____

Email: _____ Class Rank: Fr. So. Jr. Sr. GRAD.

Major: _____ School/College: _____

Expected completion date*: _____ Advisor Name: _____

*Completion date is the last session/semester student will complete

ALL of his or her last degree requirements (example: Spring 2, 2013) Student's Signature: _____

DEPARTMENT AUTHORIZATION

(Section to be completed by supervising professor)

Students may pursue the CPT only at the end of the fourth year and after all the dissertation research has been completed. Any student that returns to Mercer after the CPT will not receive a department teaching assistantship on returning.

Course Name: _____ Number of credit hours: _____

Maximum Work Hours Per week: _____ Company Name: _____

Company Address: _____ City _____ State _____ Zip _____

Please briefly explain how the CPT is an integral (directly related) part of the student's curriculum and how the course requirements will be satisfied:

Name: _____ Signature: _____

Email: _____ Date: _____

Mercer University College of Pharmacy **Pharmacy Teaching Certificate Program (PTCP)- For Ph.D. and PharmD-PhD Students**

Background

Students must notify the Graduate Program Director of their intention of participating in the PTCP program by June 15 of each academic year. The PTCP program runs from July 1st through the following June 30th, Year. Students who are in their third year and beyond are eligible to participate in the PTCP program.

Students should organize with their Major Advisor for the PTCP format/option

Students must notify the Grad. Program Director of which of the five OPTIONS, they will be participating in no later than September 15 of the year in which they are participating

The student must submit a folder documenting all aspects of the PTCP program that they have participated in.

The following must be included in a FOLDER submitted to the Program Director:

Cover Page: This must include the Cover Page and copies of all lecture slides, exam copies, student/faculty/peer evaluations, evidence of presentations at National/International Conferences.

Item 1: Full participation in Mercer Smooth Talkers Club (now free)- including attendance proof from the Chair of the Club

Item 2: Full documentation of the Novel Course Development must be attached as well (Item 2)

Item 3: Full documentation of the Lecture/ Course/Oral Presentation

Item 4: Documentation of the Graduate Mentoring Program

This program is designed to provide graduate students, an opportunity to gain teaching experience. This is a one-year program (can take two years if needed) available to students who are in their third year and beyond. Training Graduate students in teaching will help improve their skills for a career in academia.

The PTCP is an integral part of the Ph.D curriculum and is required of ALL graduate students to successfully graduate from the program. The Department of Pharmaceutical Sciences reserves the right to withhold or deny a PTCP certificate and graduation from the program if participants do not complete any of the outlined expected tasks. The PTCP Signature Form must be completed and submitted to the Graduate Program Director indicating successful completion of the PTCP.

Description of Pharmacy Teaching Certificate Program

Objectives and Goals

The program consists of seminars, teaching experience, and developing a teaching portfolio. The primary goal of the Pharmacy Teaching Certificate Program (PTCP) is to develop the participants' skills required to function in an academic setting. **Requirements**

1) Construct Teaching Portfolio for a Novel Course Development

a) A teaching portfolio should contain evidence of an educator's effectiveness.

The teaching portfolio should include:

b) including teaching philosophy

c) Faculty evaluations Peer evaluations Student evaluations

d) Lecture handouts Test questions Itemizes analysis reports

e) Reflection of each teaching experience that includes a self-assessment and suggestions for improvement

2) Teach- Lecture

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- a). Complete a series of lectures as outlined in one of the five scenarios below, including writing objectives, design active learning activity, write test questions
- b). Students will be evaluated by students, peer, and a faculty member (Use COP Evaluation Form)
- c). Review student performance on applicable test questions
- d). Self-assess teaching

The student must complete any ONE of the following scenarios.

Scenario One:

Complete two hours of lecture in any graduate or professional course under the supervision of the course coordinator.

Assist course coordinators in three professional or graduate level courses.

Aid will include 8 hours of helping with class breakout groups, PBL sessions, reflection sessions, calculation workshops, assisting in the laboratory, assisting in preparation for class, an instructional aide and other assignments

Scenario Two:

Complete three hours of lecture in any graduate or professional course under the supervision of the course coordinator.

Assistant course coordinators in two professional or graduate level courses.

Scenario Three:

Complete four hours of lecture in any graduate or professional course under the supervision of the course coordinator.

Present an oral presentation at a regional, national or international meeting.

Scenario Four:

Complete three hours of lecture in any graduate or professional course under the supervision of the course coordinator.

Present two oral presentations at a regional, national or international meeting.

3) Mentoring Program: Graduate students will select a mentor of their choice in the first year of the program. The mentor's responsibilities will include helping the student to adjust to graduate student life, providing tutorship when required, helping the student to begin working in a research laboratory through assistance with techniques or experimental design.

Students will be assessed by one or all of the following individuals and/or methods: evaluation by the graduate program director, evaluation by the course coordinator, evaluation by the student's advisor, course evaluations.

The mentee will evaluate the mentor at the end of each semester using the form below.

Mentor Evaluation Form

Evaluation of Mentoring Program Year _____

Mentee Name: _____ Mentor Name: _____

(To be completed by the mentee, at the conclusion of the year in which this is done)

Directions: Listed below are the intended outcomes of the mentoring program.

Please use the scale below to rate how well the mentoring process has assisted you in achieving these outcomes.

Ranking scale: 1- Excellent; 5- Poor; N/A- not applicable

How would you rate the mentoring process in each area: Please circle:

1. Increasing understanding of academic responsibilities. 1 2 3 4 5 N/A

2. Developing and improving expertise in teaching. 1 2 3 4 5 N/A

3. Developing and improving expertise in research. 1 2 3 4 5 N/A

4. Developing and improving expertise in service. 1 2 3 4 5 N/A

G) Increasing awareness of funding opportunities for grants and contracts to conduct research. 1 2 3 4 5 N/A

6. Please use the space below to explain any of the ratings you provided, or to provide any additional information about your experiences with the mentoring program. Also list the activities that the mentor assisted you with.

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Pharmacy Teaching Certificate Program (PTCP) COVER SIGNATURE SHEET

- 1. PHA 743 Foundation in Research (Active Participation every week and attendance in “Mercer Smooth Talkers Club”: for the 4-month duration of the course. Attendance sheet from the Chair of the “Mercer Smooth Talkers Club” must be attached as well to the folder).**

The signature of the course coordinator indicates successful completion.

Course Coordinator. _____ Graduate Program Director	Date: Date:
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- 2. Novel course development (Please attach the entire description of the course development, Course Outline and your teaching philosophy, in the folder submitted)**

The signatures of the faculty evaluators indicate successful completion.

Faculty Evaluator	Date
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3. Instruction / Presentation

- a. Lecture (Please attach Course Instructor Student Evaluation Form, copies of the Lecture power point slides and all course material in the folder submitted at the end of the PTCP program)**

PHA	Course Coordinator	Date
PHA	Course Coordinator	Date
PHA	Course Coordinator	Date

b. Oral Presentations

Please attach a copy of the abstract(s) and conference attended. Faculty advisor signature is required in the folder submitted at the end of the PTCP program.

Faculty Advisor	Meeting and location	Date
Faculty Advisor	Meeting and location	Date

3. Graduate Mentoring Program

Graduate Program Director	Date
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Graduate Program Director: _____ Date: _____

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Mercer University Pharmacy Teaching Program (PTCP)
Course Instructor Evaluation of the Student participating in PTCP

Item	1	2	3	4	5
How well the objectives represented the content area(s)					
Handouts					
Audio-visual Aids					
Organization of the content area(s)					
Knowledge of the instructor in the content area(s)					
Ability of the instructor to simulation thinking in the content area(s)					
Instructor's concern about the students comprehension of the area(s)					
Pace at which the materials was presented					
Encouragement of class participation					
How well the exam questions related to objectives					
Willingness of the instructor to discuss content areas outside of class					
Overall teaching ability of this instructor					

1=Poor 2=Less than adequate 3=Adequate 4=more than adequate 5=Excellent

Comments:

**MERCER UNIVERSITY
COLLEGE OF PHARMACY**

Curricular Practical Training (CPT) Form:
After completion of 4th Year in residence for PhD Students and
After completion of 2nd Year in residence for MS Students
(Required of ALL Students)

Student Name: _____

Date: _____

CPT Period: From: _____ To: _____

Company Name: _____

Contact Person: _____

Company Address
& Telephone Number: _____

Company Email: _____

Signature of Major Advisor: _____

Date: _____

Signature of Director of Graduate Programs: _____

Date: _____

Signature of Department Chairperson: _____

Date: _____

NOTE:

- 1) **ALL Signatures MUST be obtained Prior to planning CPT/ Internship**
- 2) **Please attach a copy of the CPT Offer Letter to this Form.**
- 3) **The CPT Offer letter must mention the words “Curricular Practical Training” and NOT a Job offer or an Internship Offer.**
- 4) **The letter should state the “Start and End Dates” in the CPT Offer Letter**