PHT 157L Hospital Pharmacy Externship

Spring 2026

Course Description

The students will participate in a practical externship in a hospital pharmacy environment. The students will perform advanced level laboratory activities that a supervising licensed pharmacist or pharmacy technician will evaluate

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

1. Assist the pharmacist in collecting, organizing, and evaluating patient and medication information for direct patient care, drug use review, and departmental management.

2. Identify, receive, and evaluate prescription orders for completeness, and distribute medications after the supervising pharmacist provides final verification.

3. Assist the pharmacist in monitoring the practice site and/or service area for compliance with federal, state, and local laws, regulations, and professional standards.

Link to course outline of record:

https://portal.santarosa.edu/SRweb/SR_CourseOutlines.aspx?mode=1&CVID=53374&Semester=20255

Class Meetings:

For Spring of 2026 we will be meeting in person in.

Locations: Room 4076 William Race Building, Santa Rosa Campus.

Days and Times: Wednesdays 5:00pm-6:00pm. 01/14-1/21

Please review course schedule on Canvas for additional details.

Instructors Contact Information:

Jesus M Nieto, MBA, CPhT.

Email: jnieto@santarosa.edu

Office Phone: (707) 524-1631

Office Hours: Online, in-person.

Monday 3:15 pm-3:25 pm in William Race Building Rm 4088, and by appointment. I try to respond to emails with 24 to 48 hours.

Course Web Site

Students will use the Canvas course web site for assignment instructions, submitting assignments, viewing classmate's work, sharing resources, and viewing grades.

Textbook

Complete the HIPAA Training (Take a screen shot once it is completed and submit via email)

Required Software

You will need the following software for this course.

- Adobe Reader
- Open Office or
- Microsoft Office (Free access if you have an active Bearcubs account)

Important Dates

Day Class Begins: **01/14/2026**

Day Class Ends: **05/15/2026**

Final Exam: **N/A**

Last Day to Add without instructor's approval: **01/18/2026 (Add code is needed)**

Last Day to Add with instructor's approval: **02/01/2026**

Last Day to Drop without a 'W' symbol: **02/01/2026**

Last Day to Opt for Pass/No Pass: **N/A**

Last Day to Drop with a 'W' symbol: **4/19/2026**

Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it to avoid getting no refund (after 10% of course length), a W symbol (after 20%), or a grade (after 60%). Also, for several consecutive, unexplained absences, the instructor may drop a student.

Pass-No Pass (P/NP)

This class is **not eligible** for a **Pass-No Pass (P/N)** option**.** This means you can only take this class for a letter grade.

Instructor Announcements and Q&A Forum

The instructor will post announcements on the "Instructor Announcements" page in Canvas throughout the semester. Canvas notifies students according to their preferred Notification Preferences as soon as the instructor creates an Announcement. A "Q&A Forum" is also on Canvas to ask for assistance of your classmates or of instructor.

Attendance

Students who fail to attend the first class (face-to-face courses) or do not log-in to an online class after the second day of the semester will be dropped from the class. It is

strongly advised that if you need to miss more than one class/homework deadline in a row that you contact me to avoid being dropped from the class.

Late Policy

All assignments are due **at midnight Pacific Standard Time (PST)** on the due date. A late submission will receive a 20% penalty. Submissions more than one week late are not accepted without prior arrangement. Late work will not be graded unless student the sends the instructor an email with a reason for late work before the due date.

Exams

There will be **no exams for this course.**

Rotation Hours

In order to pass the class the student must complete at least 39.38 (40.00) hours by end of the semester.

Grade Distribution

Assignment Category	Number of Graded Items	Points Value per Item	Total Points
Rotation hours	40 (39.38)	22.5	900.00
Written Assignments (Journal)	5	20	100.00
		Total Course Points	**1000.00**

Grading Policy

Visit the "Grades" in Canvas to keep track of your grades. I grade **once a week** and post grades and comments on the online Canvas gradebook.

Grades will be assigned as follows:

Letter Grade	Percentage	Point Range
A	90%	**900 points or more**
B	80%	**800 to 899 points**
C	70%	**700 to 799 points**
D	60%	**600 to 699 points**

In order to pass the class all rotation hours need to be completed.

Week	Assignments and ideal time line.
1	1-1 Reading: HIPAA training and quiz completion
2	2-1
3	3-1 Start rotation
4	4-1 Check in with instructor via email
5	5-1
6	6-1 Complete 8 hours and journal entry
7	7-1 Check in with instructor via email
8	8-1 Complete 8 hours and journal entry
9	9-1 Check in with instructor via email
10	10-1 Complete 8 hours and journal entry
11	11-1 Check in with instructor via email
12	12-1 Complete 8 hours and journal entry
13	13-1 Check in with instructor via email
14	14-1 Complete 8 hours and journal entry
15	15-1 Check in with instructor via email
16	16-1 Complete 8 hours and journal entry
17	17-1 Finals week. Check in with instructor via email
18	Last day to Submit hours, journal entries is 05/20/2026

Class Expectations:

Students are expected to complete the background check, drug test and vaccination tracking in PreCheck before starting their externship.

Standards of Conduct

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice

President of Student Services or dismissal from class or from the College. See the [Student Code of Conduct page.](#)

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. I encourage students to share information and ideas, but not their work. See these links on Plagiarism:
[SRJC Writing Center Lessons on avoiding plagiarism](#)
[SRJC's policy on Academic Integrity](#)

Other Important Policies and Practices

Avoid Plagiarism Like the, er, Plague

Although most students have likely heard about plagiarism during their years of schooling, it still is prevalent-even in higher education.

The video below reviews what plagiarism is and how not to do it.

[Plagiarism: How to avoid it](#)

Netiquette, or Why Is It Harder to Be Polite Online?

Netiquette refers to using common courtesy in online communication. All members of the class are expected to follow netiquette in all course communications. Use these guidelines:

- Use capital letters sparingly. THEY LOOK LIKE SHOUTING.
- Forward emails only with a writer's permission.
- Be considerate of others' feelings and use language carefully.
- Cite all quotations, references, and sources (otherwise, it is plagiarism).
- Use humor carefully. It is hard to "read" tone; sometimes humor can be misread as criticism or personal attack. Feel free to use emoticons like :) for a smiley face to let others know you are being humorous.
- Use complete sentences and Standard English grammar to compose posts. Write in proper paragraphs. Review work before submitting it.
- Text speak, such as "ur" for "your" or "ru" for "are you" etc., is only acceptable when texting.

Special Needs

Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (527-4278), as soon as possible to better ensure such accommodations are implemented in a timely fashion.