FALL 2014 ORIENTATION
PHARMACEUTICAL SCIENCES & TOXICOLOGY GRADUATE PROGRAMS
GENERAL SCHEDULE

Thursday, August 21, 2014
AMC Campus - Room V20-1108

12:00 PM – 1:15 PM
Welcome Lunch
Room V20-1108
Dr. Ralph Altiere, Dean
Dr. David Ross, Department Chair
Dr. Jared Brown, Program Director, Toxicology
Dr. Jonathan Campbell, Program Director, P.O.R. track,
Pharmaceutical Sciences
and Jackie Milowski

1:15pm – 1:30pm
Break

1:45 PM – 2:15 PM
Information Session with Program Director
Room V20-1108
1. TA Assignments / Expectations
2. Program Requirements
3. Courses/Grades
4. Temporary Committees
5. Research Rotations
6. Preliminary Exam

2:15 PM – 3:00 PM
Toxicology Faculty Lab Intro
Room V20-1108
Dr. James Roede
Dr. Jared Brown
Dr. Cynthia Ju

3:00 PM – 4:00 PM
Q & A
Current Toxicology Graduate Students
Room V20-1108
Monica Sandoval
Cynthia Tilley

100 years of education, patient care and scientific discovery.
GRADUATE SCHOOL 2014-2015
Basic Sciences Programs
Pharmaceutical and Sciences and Toxicology Programs

SUMMER SEMESTER 2014

August 2014 Diploma/Graduation Application opens
Registration for Summer 2014 Basic Sciences begins for continuing students
Summer Semester begins
Last day to add/drop
Last day to submit August 2014 MS Application for Candidacy to the Graduate School
August 2014 Diploma/Graduation Application closes
December 2014 Diploma/Graduation Application opens
Independence Day Holiday
Last day to take final exams/thesis defense for August MS & PhD graduates
Last day to submit thesis
Final Examination Week
Summer Semester ends
August degree award date
Final grades due (noon)

FALL SEMESTER 2014

December 2014 Diploma/Graduation Application opens
Registration for Fall 2014 begins for Basic Sciences continuing students
Fall Semester begins
Rotation 1
Labor Day Holiday
Last day to add/drop
Last day to submit Dec 2014 MS Application for Candidacy to the Graduate School
December 2014 Diploma/Graduation Application closes
May 2015 Diploma/Graduation Application opens
Last day to take final exams/thesis defense for December MS & PhD graduates
Rotation 2: (Holiday Break: November 27-28 & December 22-January 1)
Last day to submit thesis
Thanksgiving Break
Final Exam Week
Fall Semester ends
December degree award date
Final grades due (noon)

SPRING SEMESTER 2015

May 2015 Diploma/Graduation Application opens
Registration begins for Spring 2015
Spring Semester begins
Last day to add/drop
Last day to submit May 2015 MS Application for Candidacy to the Graduate School
May 2015 Diploma/Graduation Application closes
Presidents' Day (classes not in session)
Rotation 3: (Spring Break: March –16-20)
Spring Break
Last day for PhD thesis defense in order to participate in spring commencement
Last day to take final exams/thesis defense for May MS & PhD graduates
Last day to submit thesis
Final Exam Week
Spring Semester ends
Final grades due (noon)
Graduate School Convocation
Annual Commencement

Monday, February 17
Monday, May 12
Monday, June 2
Friday, June 6
Monday, June 16
Monday, June 16
Monday, June 23
Friday, July 4
Friday, July 25
Friday, August 1
August 11 - 15
Friday, August 15
Friday, August 15
Wednesday, August 20

Monday, June 23
Monday, August 4
Monday, August 25
August 25 - November 14
Monday, September 1
Friday, September 5
Monday, September 15
Monday, September 15
Monday, November 10
Friday, November 14
November 17-February 20
Friday, November 21
November 27 - 28
December 8 - 12
Friday, December 12
Friday, December 12
Wednesday, December 17

Monday, November 10, 2014
Monday, December 1, 2014
Tuesday, January 20, 2015
Friday, January 30
Monday, February 9
Monday, February 9
Monday, February 16
February 23 - May 15
March 16 - 20
Wednesday, April 1
Friday, April 24
Friday, May 1
May 11 - 15
Friday, May 15
Wednesday, May 20
Friday, May 22
Friday, May 22
Program Requirements

The following are specific rules approved by the Graduate Faculty of the Skaggs School of Pharmacy (SSPPS) Department of Pharmaceutical Sciences (DOPS) for graduate studies leading to Doctor of Philosophy Degree in Toxicology. All other requirements for these degrees will follow the guidelines of the Graduate School, which can be found at the University of Colorado Anschutz Medical Campus (AMC) web page http://www.ucdenver.edu/academics/colleges/Graduate-School/program-resources/Forms/Graduate%20Student%20Handbook.pdf

The student carries the major responsibility of meeting the rules of the School of Pharmacy and the Graduate School. Failure to meet the following rules and guidelines may result in delay of graduation.

Student Progress Reviews

All students should meet frequently with their Advisory Committees and keep the chair of their Temporary/Permanent Advisory Committee apprised of all aspects of their progress. A form, provided by the Director of the Toxicology Graduate Program which summarizes student progress and future objectives, will be completed by the Chair of the Advisory Committee. This completed form, once approved by the Committee, should be submitted to the Director of the Toxicology Graduate Program following each Advisory Committee meeting.

Student Committees

Temporary Advisory Committees
Members of the Temporary Advisory Committee for new students will serve for 1 year. Each committee will consist of at least two full-time faculty of the Toxicology Graduate Program; the faculty member offering the student's first research rotation and the Director of the Toxicology Graduate Program.

Permanent Advisory Committees
Students will choose the chair of their Permanent Advisory Committee, subsequent to the successful completion of the preliminary examination. The student, together with the advisor, will choose other members from the faculty of the School and one from outside the School.

Permanent Advisory Committees must consist of five faculty members. The Chairman of this committee cannot be the student's advisor. The Permanent Advisory Committee will fill vacancies as they arise or make replacements when necessary, with consideration given to student/advisor recommendations.

Doctor of Philosophy

In order to graduate, a student must satisfactorily complete the requirements described in A through H below, as well as adhere to all requirements of the UCDHSC Graduate School as defined in the Graduate Student Handbook.

A. Coursework and General Requirements
A program of study with required core courses will be designed by the chair of the Temporary/Permanent Advisory Committee to accommodate the student's long-range goals, possible undergraduate deficiencies, immediate research interests and the requirements of the Graduate School. A minimum of 30 semester hours of courses numbered 5000 or above is required for the degree.

B. Research Rotations
Each student will be required to have two research rotations during the first academic year in toxicology laboratories which are able to accommodate students. For academic year 2013-14, the first will be during Fall Semester and the second during the Spring Semester. A third rotation will be possible, if necessary during the Summer Semester of the first year. The student will meet with the Toxicology Graduate Faculty member at the beginning of the rotation for an explanation of the goals and expectations of a student in the laboratory. The student will become familiar with the research models, approaches, and methods utilized in the lab through interactions with other laboratory personnel and from laboratory manuscripts. The student is expected to spend at least 15 hours per week in the laboratory.
C. Seminars
First year students will be required to present a 30 minute seminar for each completed research rotation. Fall Semester Research Rotation Seminars are usually scheduled in January, and the Spring Seminar, during the annual DOPS Retreat (every June). Satisfactory seminar performance will be evaluated by the faculty in attendance. In addition to the research seminar, students are required to present in the Toxicology Journal Club, which is part of the course TXCL 7325 Current Topics in Toxicology Research (1st through 3rd year students only). The student and course coordinator will choose the subject of this seminar. The presentation should review a topic likely to be of interest to the faculty and students in the Toxicology Program. Students are required to attend all seminars scheduled by the Toxicology Program and participate in the Journal Club. Failure to participate in seminars can be grounds for disciplinary action, such as a letter of reprimand or loss of stipend.

D. Preliminary Examination
Each student will be required to undergo a preliminary examination during the summer of his or her first year in the program. The preliminary examinations will consist of a two-day written examination composed of 6 questions representing 3 general areas of toxicology and will be used as a primary indicator of the student’s ability to complete a Ph.D. level course of study. The questions will be structured to assess the student’s general and integrated knowledge in toxicology. Either open- or closed book questions can be set, and normally questions are at least sufficient to occupy a 3-hour examination period. Faculty may give guidance to the student regarding the broad subject areas to be covered and the type of questions (open- or closed-book) to be set. Each day will be devoted to answering 3 questions submitted by the Toxicology Graduate Program faculty. Faculty members submitting questions will provide an indication of the general areas of examination associated with his or her question or at least a month prior to the examination date. The program director will have primary responsibility to select the questions. At the conclusion of the examination, the faculty member composing the question will grade each question. Each question will be graded using a scale of 1 to 10 with a numerical grade of 7 or above representing an acceptable score. The possible outcomes are pass or fail. Should a grade of failing be given, the student must retake those portions of the examination that were identified as being deficient. Students will be allowed to retake the examination only once.

E. Comprehensive Examination
A comprehensive examination, which will serve as the formal test for admission to candidacy for the Ph.D. program, will be administered after completion of 30 semester hours of graduate credit and within six months before the end of the second year. Accordingly, the student should complete this examination within two and one-half years after entering the program. The comprehensive examination requires assembly of the student’s permanent committee. The committee must consist of the thesis advisor and at least four additional faculty members, all of whom must be members of the AMC Graduate faculty. Consistent with the rules of the University of Colorado AMC Graduate School, one of the committee members must be from outside of the degree-granting program. The examination will be based on one major research proposal (10 pages) and one minor research proposal (5 pages) that the student will have to write and defend to the advisory committee. The major proposal will be on the thesis project of the student and the minor proposal on a subject unrelated to the student’s project. Following completion of the written segment, the student will present and defend the thesis proposal to the advisory committee within two weeks after the completion of the written segment. The possible outcomes are pass, pass with conditions or fail. All other procedures and rules published by the University of Colorado Denver Graduate School pertaining to comprehensive examinations will apply.

F. Thesis Progress Reports and Advisory Committee Meetings
A thesis progress report should be submitted to the permanent committee once a year. The report should reflect the work accomplished to date and provide a reasonable indication that the thesis will be completed in the expected time frame. Once the progress report is submitted, the committee will meet with the student to discuss the status of the work and to evaluate the student’s understanding of the research area. This will allow the committee to reach consensus on what experimental work will be required before writing of the dissertation can commence. The annual advisory committee meeting must be completed by June 30th of each academic year. Students unable to meet this requirement will be unable to register and continue the program.

G. Thesis Research
All Ph.D. candidates will be required to satisfactorily complete a research thesis. This work should be of sufficient scope and quality to result in a significant contribution to the literature. Students must successfully complete a minimum of 30 semester hours of thesis. See the Rules of the Graduate School describing time restrictions for submitting the finished thesis. A final copy of the thesis must be submitted to the student’s Permanent Advisory Committee at least 2 weeks prior to the final exam.

H. Final Examination
After the thesis has been accepted, the Permanent Advisory Committee will conduct a final examination of the thesis and related topics.
Stipend, Insurance, Tuition and Fees

Although a priority of the School of Pharmacy is to provide financial support to its graduate students, stipend, tuition and fees for graduate studies in the School of Pharmacy are the sole responsibility of the student. Payment of stipend, tuition and any fees by the School of Pharmacy or by grants, contracts or gifts to the School of Pharmacy Faculty is contingent upon satisfactory academic progress (as defined by the UCD Graduate School, Graduate Student Handbook) and completion of required core courses, seminars, research rotations and examinations. The School of Pharmacy also reserves the right to review and adjust its funding policies at any time. Stipends are awarded on a 12-month basis. All students are expected to work towards program requirements for 12 months of the year.

Probationary Status and Suspension

Continuation in the Toxicology Graduate Program is dependent upon satisfactory academic progress as defined by:

a. Timely and satisfactory completion of Toxicology Graduate Program requirements (A-H above).
b. Adherence to all policies, rules and regulations of the AMC Graduate School (see AMC Graduate School, Graduate Student Handbook).

Students who do not remain in good graduate standing (3.0 GPA or above) or maintain satisfactory academic progress are placed on academic probation. Probation and suspension policies are described in the AMC Graduate School Graduate Student Handbook http://www.ucdenver.edu/academics/colleges/Graduate-School/program-resources/Forms/Graduate%20Student%20Handbook.pdf.

Payment of stipend, tuition, insurance and fees for a student while on academic probation is at the discretion of the Toxicology Curriculum Committee.

Last updated: 08/14
GRADUATE STUDENT
HANDBOOK

Revised: August 2013
DISCLAIMER FOR STUDENT HANDBOOK

This handbook, which includes parts of the Graduate School Rules, does not constitute a contract with the University of Colorado Denver | Anschutz Medical Campus Graduate School, either expressed or implied. The Graduate School reserves the right at any time to change, delete, or add to any of the provisions at its sole discretion. Furthermore, the provisions of this document are designed by the Graduate School to serve as firm guidelines rather than absolute rules, and exceptions may be made on the basis of extenuating circumstances.

The policies described within the handbook are the *minimum* standards, policies and procedures for all graduate programs that are under the auspices of the Graduate School at the University of Colorado Denver | Anschutz Medical Campus. *Individual graduate programs, Departments, Schools or Colleges may adopt more, but not less stringent rules and requirements*, and it is requested that the Graduate School be informed about such adjustments.

UNIVERSITY/CAMPUS NAME DEFINITIONS

**University of Colorado Denver | Anschutz Medical Campus:**

refers to both campuses of the University and/or Graduate School

**CU Denver|Anschutz:**

serves as the short version of the consolidated University name, and refers to both campuses of the University and/or Graduate School

**University of Colorado Anschutz Medical Campus:**

reference name for the Anschutz Medical Campus of the University of Colorado alone

**CU Anschutz:**

serves as the short version of the Anschutz Medical Campus of the University of Colorado

**University of Colorado Denver:**

reference name for the Downtown Campus of the University of Colorado

**CU Denver:**

serves as the short version of the Downtown Campus of the University of Colorado
GRADUATE SCHOOL CONTACT INFORMATION

Anschutz Medical Campus (CU Anschutz) Graduate School

Mail Stop C296
Academic Office 1, L15-1503
12631 E. 17th Avenue
Aurora, CO 80045-2527

Phone: 303-724-2911
Fax: 303-724-2916

Denver Campus (CU Denver) Graduate School

Campus Box 163
1380 Lawrence Street, Suite 1251
PO Box 173364
Denver, CO 80217-3364

Phone: 303-315-2183
Fax: 303-315-5829

Graduate School Website

Email: Graduate.School@ucdenver.edu
USEFUL PHONE NUMBERS AND WEBSITES

Bookstore
   Anschutz: 303-724-2665
   Downtown: 303-556-42876
Bursar’s Office
   Both: 303-556-2710
Campus Shuttle Services
   Both: 303-724-0049
Counseling Center
   Anschutz: 303-724-4716
   Downtown: 303-556-4372
Disability Resources and Services
   Anschutz: 303-724-5640
   Downtown: 303-556-3450
Educational Opportunity Programs
   Downtown Only: 303-556-2065
Escort Service
   Anschutz: 303-724-2000
   Downtown: 303-556-5000
Financial Aid
   Anschutz: 303-724-8039
   Downtown: 303-556-2886
International Student and Scholar Services
   Both: 303-315-2230
IT Services Help Desk
   Both: 303-724-4357
Library
   Anschutz: 303-724-2152
   Downtown: 303-556-2740
Office of Diversity and Inclusion
   Both: 303-315-2123
Office of Inclusion and Outreach
   Anschutz Only: 303-724-8003
Ombuds Office
   Anschutz: 303-724-2950
   Downtown: 303-556-4493

Parking and Transportation
   Anschutz: 303-724-2555
   Downtown: 303-724-0049
Registrar’s Office
   Anschutz: 303-724-8059
   Downtown: 303-315-2600
Student Health Clinic
   Anschutz: 720-724-7674
   Downtown: 303-556-2525
Student Health Insurance
   Anschutz: 303-724-7674
   Downtown: 303-556-6273
Student Assistance Office
   Anschutz Only: 303-724-2866
Student Housing
   Downtown Only: 303-556-2444
Student Life
   Downtown Only: 303-556-3399
Student Services
   Anschutz: 303-724-5000
   Downtown: 303-556-2400
Veterans Student Services
   Both: 303-556-2630

EMERGENCY NUMBERS

Emergency (Police)
   Anschutz: 303-724-4444
   Downtown: 303-556-5000
Non-emergency (Police)
   Anschutz: 303-724-4444
   Downtown: 303-556-5000
Emergency Information Phone line
   1-877-463-6070
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SECTION I:
GENERAL UNIVERSITY INFORMATION

General Information

This handbook provides information and guidelines for graduate students at the University of Colorado Denver | Anschutz Medical Campus. Students are encouraged to use this handbook as a supplement to the personal feedback and guidance of faculty and staff in their departments. The Graduate School attempts to keep all graduate students informed of essential resources, policies, procedures, and regulations related to their matriculation, progression, and graduation. When in doubt, consult with Graduate School staff regarding any problems or concerns. The information provided here is current to the best of our knowledge, but is not exhaustive.

General University Policies

Please see the links below regarding University policies.

- Alcohol Policy
- Computing Policy
- Anti-Violence Policy
- Email Policy
- Code of Student Conduct (Anschutz)
- Immunization Requirements
- Code of Student Conduct (Downtown)
- Sexual Harassment Policy

Bursar’s Office

The Bursar’s Office oversees all student billing. They can help with viewing and paying University bills, registration advance payments, deposits, refunds, and the E-Bill program. They also house an office for Student Debt Management, which is responsible for delinquent tuition accounts older than two semesters and disbursement and collection of the Federal Perkins Loan, Health Profession Loans, and Institutional Loans.

Bursar’s Office:
CU Anschutz location: Ed 2 North, 3rd floor; Phone: 303-724-8032
CU Denver location: North Classroom, room 1003; Phone: 303-556-2710

Tuition and Fees

A schedule of tuition and fees is available on the Bursar’s website. Tuition and fees vary based on the program in which a student is enrolled. Please be sure to view the important dates page to assure you meet all deadlines posted by the Bursar’s Office.
Tuition: A tuition bill is generated by the Bursar’s Office each term. Students can view their bill through the UCD Access Portal. If tuition is not paid, students will not be able to register for the next semester.

CU Anschutz Students: Please see the Tuition and Billing Guide for information regarding the tuition deposit; drop/add late registration, payments, late fees, service charges, deferred payment plan, refunds and withdrawals, and appeals.

CU Denver Students: Please see the Tuition and Billing Guide for information regarding the registration advance deposit, course drop charges, employee tuition benefit, payments, service charges, and deferred payment plan.

Disability Resources and Services

The Disability Resources and Services Office is the designated office that maintains disability-related records, determines eligibility for academic accommodations, determines reasonable accommodations and develops plans for the provision of such accommodations for students attending the university. The office encourages academically qualified students with disabilities to utilize all the appropriate accommodations. It is the policy of our institution of higher education not to discriminate against persons with disabilities in admissions policies and procedures or educational programs, services and activities. Accommodations include, but are not limited to, assistance in identifying volunteer note-takers, alternative testing (extra time on tests, scribe, and reader), textbooks in alternate format (Braille, enlarged, digital-audio), priority registration and/or interpreter services.

Disability Resources and Services:
CU Anschutz location: Building 500, room W1103; Phone: 303-724-5640

CU Denver location: North Classroom, room 2514; Phone: 303-556-3450

Office of Diversity and Inclusion

The Office of Diversity and Inclusion (ODI) provides leadership to enhance diversity and foster a culture of inclusion for the entire CU Denver | Anschutz community. This effort involves addressing various aspects of identity, including gender, race, ethnicity, sexual orientation, ability status, veteran status, nationality, religion, and socioeconomic background. The diversity priority encompasses diverse elements of campus life, including recruiting and retaining diverse students, faculty, and staff; maintaining an institutional climate of inclusiveness, respect and understanding for everyone; and expanding community-based programs to reduce health and educational disparities.

Office of Inclusion and Outreach (CU Anschutz only)

The Office of Inclusion and Outreach uniquely serves students, faculty and staff at the Anschutz Medical Campus. Its mission is to promote and support a diverse community that acknowledges values, and benefits from the unique qualities, rich histories, and wide variety of
The Graduate School Handbook, in its entirety, can be found at this link:
http://www.ucdenver.edu/academics/colleges/Graduate-School/program-resources/Forms/Graduate%20Student%20Handbook.pdf
# TOXICOLOGY CURRICULUM

## Required Courses

### 1st year

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<tr>
<th>Semester</th>
<th>Course</th>
<th>Course Director(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester 2014</strong></td>
<td>BIOS 6606 Statistics for the Basic Sciences (3 cr)</td>
<td>Everett</td>
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<tr>
<td></td>
<td>TXCL 7400 Ethical Issues in Pharmaceutical Sciences &amp; Toxicology</td>
<td>Petersen</td>
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<tr>
<td></td>
<td>TXCL 7322 Molecular &amp; Target Organ Toxicology (3 cr)</td>
<td>Ross</td>
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<tr>
<td></td>
<td>TXCL 7325 Current Topics in Toxicology Research (1 cr)</td>
<td>Franklin &amp; Nield</td>
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<tr>
<td></td>
<td>(Tox Seminars and Journal Club)</td>
<td>Faculty</td>
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<tr>
<td></td>
<td>TXCL 7650 Research Rotation in Toxicology (1 cr)</td>
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<td><strong>Spring Semester 2015</strong></td>
<td>CANB 7620 Histophysiology (3 cr)</td>
<td>Orlicky</td>
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<td></td>
<td>TXCL 7323 Environmental &amp; Target Organ Toxicology (2 cr)</td>
<td>Brown</td>
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<td></td>
<td>TXCL Careers in Toxicology</td>
<td>Fritz</td>
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<td></td>
<td>TXCL 7670 Methods in Pharmaceutical Sci &amp; Molecular Tox (2 cr)</td>
<td>Siegel</td>
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<td></td>
<td>TXCL 7325 Current Topics in Toxicology Research (1 cr)</td>
<td>Nield &amp; Tennis</td>
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<tr>
<td></td>
<td>(Tox Seminars and Journal Club)</td>
<td>Faculty</td>
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<tr>
<td></td>
<td>TXCL 7650 Research Rotation in Toxicology (1 cr)</td>
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<tr>
<td><strong>Summer Semester 2014</strong></td>
<td>TXCL 8990 Doctoral Thesis (1 cr)</td>
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### 2nd year

<table>
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<tr>
<th>Semester</th>
<th>Course</th>
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<tbody>
<tr>
<td><strong>Fall Semester 2015</strong></td>
<td>TXCL 7325 Current Topics in Toxicology Research (1 cr)</td>
<td>Nield &amp; Tennis</td>
</tr>
<tr>
<td></td>
<td>(Tox Seminars and Journal Club)</td>
<td>Joy / Carpenter</td>
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<td></td>
<td>TXCL 7330 Development of Drugs and Biologics (3 cr)</td>
<td>Faculty</td>
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<td></td>
<td>TXCL 7650 Research Rotation in Toxicology (4 cr)</td>
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</tr>
<tr>
<td><strong>Spring Semester 2016</strong></td>
<td>TXCL 7325 Current Topics in Toxicology Research (1 cr)</td>
<td>Nield &amp; Tennis</td>
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<td></td>
<td>TXCL 7650 Research Rotation in Toxicology (4 cr)</td>
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<tr>
<td><strong>Summer Semester 2016</strong></td>
<td>TXCL 8990 Doctoral Thesis (1 cr)</td>
<td>Faculty</td>
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</tbody>
</table>

### Elective Specialty Courses:

- TXCL 7562 Analytical Basis of Forensic Toxicology
- BIOI 7711 Bioinformatics I
- TXCL 7665 Pharmacokinetic Principles and Applications
- TXCL 7330 Development of Drugs & Biologics
- TXCL 7564 Environmental Risk Assessment & Applied Toxicology
- TXCL 7575 Drug Development for the Toxicologist
- TXCL 7340 Ocular Physiology, Pathophysiology and Pharmacology
## TOXICOLOGY CURRICULUM - FIRST YEAR

### Fall Semester 2014

<table>
<thead>
<tr>
<th>Course</th>
<th>Coordinator</th>
<th>Credits</th>
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<td>D. Ross</td>
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<td>Ethical Issues in Pharmaceutical Sciences &amp; Toxicology (TXCL 7400)</td>
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### Spring Semester 2015

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<td>K. Fritz</td>
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### Summer Semester 2015

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# TOXICOLOGY CURRICULUM - SECOND YEAR

## Fall Semester 2015

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## Spring Semester 2016

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## Summer Semester 2016

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# Toxicology Course Schedule - Fall Semester 2014

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**BIOS 6606 Statistics for the Basic Sciences**
- Wednesdays & Fridays
  - 9:00am - 10:30am
- Education 2 South Building
- Room L28 - 2306*
- 2206 on 9/3
- Dr. Doug Everett

**BIOS 6606 Statistics for the Basic Sciences**
- Wednesdays & Fridays
  - 9:00am - 10:30am
- Education 2 South Building
- Room L28 - 2306*
- 2206 on 9/3
- Dr. Doug Everett

**TXCL 7325 Current Topics in Tox Research**
- Noon - 1:30pm in V20-2000 A
- or
- Grad Pgm Seminar 11am-Noon
  - Room V20-1000
- Designated Thursdays
- Drs. Lori Nield & Meredith Tennis

**PHSC / TXCL 7400 Ethical Issues in Pharm. Sci. & Toxicology**

*Room numbers are subject to change.*
# Toxicology Course Schedule - Fall Semester 2014

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
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Survival guide for Teaching Assistants

2014
RESPONSIBILITIES:
It is important that you discuss your responsibilities with the director of the course(s) with which you are associated. It is during these discussions that availability issues should be resolved. It should not be the responsibility of the Course Director to track you down to ensure that you are completing or fulfilling your delegated tasks.

STUDENT CONFIDENTIALITY:
It is imperative that you respect the confidentiality of student information. If you are responsible for grading exams or keeping track of student scores, you are not allowed to share this information with anyone other than the director(s) of the course. Discussing confidential information about students is illegal and will not be tolerated. In addition, it is important to recognize that exam grades are posted using student examination numbers and not names or nine digit student identification numbers (SIDs). If you are posting exam grades as an Excel spreadsheet, make certain that you remove names and SIDs from the file (hiding columns does not remove these data). If a student asks about is/her grade on an exam, ask for his/her name and student exam ID before providing the information to confirm the identity of the student. In general, grades will be posted in Grade Book on Canvas (formerly Blackboard).

EXAMINATIONS:
Multiple examinations: All students sit the majority of their examinations in one lecture theater. Consequently, multiple versions of the examination may be developed by your Course Director to diminish the likelihood of cheating. If this is the case, each version of the examination booklet will have to be copied separately and submitted for grading with its unique cover sheet and answer key (see below). Prior to the examination, the examination booklet versions should be "married" so that students sitting next to each other have different versions. This entails alternating the examination booklet versions so that the final stack would have A, B, A, B, A, B, etc.

Photocopying:
Photocopiery is available at both departments of the Skaggs School of Pharmacy and Pharmaceutical Sciences. The A four digit copy code used to access the photocopiery for instructional purposes can be obtained from the DOPS Office (V20-2132) or DOCP Office (V20-1127). Photocopiery machines are available on the 2nd floor of the Pharmacy & Pharmaceutical Sciences building: one is at the south end past the elevators, and the other is on the north end near the back door of the DOPS Office. Alternatively, examinations can occasionally be photocopiery by the staff in the DOPS or DOCP offices, if they are deposited at least a day in advance of when they are needed.
Scantrons:
These can be obtained from staff at the Office of Educational Support Services (5th floor, south end of Education 2 North [P28]). You will need the requisite number of ORANGE scantrons for the students (≈ 165 for each class), a single BLUE scantron (for the answer key) and a white cover sheet (the Test Processing Request Form that is submitted with the completed scantrons and provides course and contact information). (Examples of each of these pages are appended at the end of this document.) The Office of Educational Support Services also grades the scantrons (clip the completed cover sheet, answer scantron and student scantrons together and deposit them in the appropriate tray next to the 5th floor elevator at the south end of Ed 2 N) and provides printouts of student grades on the examination, questions students answered incorrectly and statistics on how each question performed. You can request on the white cover sheet that examination results be e-mailed to you. This facilitates post-hoc processing of examinations.

Examination proctoring:
Virtually all examinations are held in a 200 seat lecture theaters on the first (P28-1102, P28-1303) or second (P28-2104 or P28-2303) floor of the Ed 2 building. Check the examination schedule for your course for the room assignments. You should plan on arriving at least 10 minutes prior to the start of the examination. Immediately prior to the start of the examination, ask students to move their books, bags and notes to the side of the lecture theater. Remind the students to insert their scantron answer sheet into the booklet when they submit them at the end of the exam. If calculators are to be used, students should provide their own. Students are not allowed to have notes or to wear baseball caps with peaks covering their eyes (they may turn the caps backwards if they want to wear the cap).

Examination booklets and answer sheets are to be provided to students at the start of the examination period. (Remember to alternate versions if multiple examinations are being used.) During the examination, it is important that the proctors monitor student activity. This means watching all students and occasionally walking around the perimeter of the room. At no time should the proctor be reading papers, articles or otherwise be distracted from her/his task of overseeing the examination. As students finish the examination, the examination booklet and scantron should be collected from each student. Ensure that the scantron is placed inside the question booklet. No examination material is permitted to leave the examination room unless specified otherwise by the Course Director. The examination booklets should be arranged by SID numerical order and the scantrons in alphabetical order by last name of student. If multiple versions of the examination are being used, separate the versions and then arrange the examination booklets and scantrons for each version separately (as noted above). To grade each version of the examination, attach its appropriate white cover sheet and answer key scantron and submit them to the Office of Education Support Services (see above). Each version should be treated like a separate examination.
If you suspect a student may be cheating, inform your Course Director (by telephone, if necessary) so that he/she can come to your examination room and confirm your suspicions. Do not confront the student. You may, however, discourage such activity by staring at the student occasionally. You should note the student from whom the suspect appears to be copying. This would facilitate comparison of answers from the suspected cheater and cheatee.

If a student has a question, get your Course Director to answer the question. Do not try to address the question yourself. If the Course Director is not available, tell the student to do the best he/she can based on the information available to him/her. Usually "bad" questions can easily be identified during results analysis.

If students who have finished the examination are just outside the lecture theater and are noisy, politely ask them to be respectful of the students who have not finished the examination and to speak quietly or move away from the lecture theater.

**Examination grading:**
How involved you are with grading the examination is dependent upon the needs of the Course Director. Consequently, it is imperative that you clearly understand your role in this activity by discussing it with the Course Director.

**Receiving e-mailed examination results:**
For those of you who are required to help grade examinations, you can request the examination results be e-mailed to you (by requesting this be done in the comments section of the Test Processing Cover Form, e.g., "please e-mail results to pat.smith@ucdenver.edu"). A data file will be sent to you. In order to access the contents of the file, follow the following sequence:

a. open the file from within Excel (ensuring that that you have selected to show "All documents" rather than "All readable documents").
b. select the "delimited" option
c. select "next"
d. check the "comma" box (because commas are used as the delimiters)
e. select "next"
f. select "finish"
The file is now in a format that will show in the respective columns, student ID number, student score score and which questions they answered incorrectly. I usually have student last name, first name and SIDs (obtained from the Office of Student Services by the Course Director) already installed on an Excel file. Prior to inserting examination results, I re-sort the student information by SID (ascending). By copying the contents of the examination results file and pasting it next to SID column of the student
information file, you can align the examination results with student names. Be careful to ensure that student results are appropriately aligned by double-checking SID alignment.

Once everything is aligned, save the file for grading purposes. If you plan to post the student results on Blackboard®, delete the columns that contain names and SIDs and save the file as another name, e.g., "exam1student.xls". Always remember to delete any information (i.e., names) that would breach confidentiality. It is important to recognize that collapsing columns does not delete information. Ask staff in the departmental offices how to upload the Excel file into Gradebook on Blackboard®.

Canvas (formerly Blackboard®)

Virtually all courses in the program use Canvas (formerly Blackboard®) as a means of delivering course information to students. Once you have completed your new hire paperwork and handed it in at the DOPS Office, your information will be entered into the system, and you will receive an Employee ID. Once you have this, you can set up your account in Canvas. Training is available through Dr. David Bourne, or the senior T.A.s who have already learned how to use the system.
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UCHSC
EDUCATIONAL SUPPORT SERVICES
TEST PROCESSING REQUEST FORM

Date_________________________ Track Code #__________________

Course #
Enter UCHSC Course Book Abbreviated Course Name & Number, e.g. PATH 6000

Course Name_________________________ Date of Exam_________________________

Course Director_________________________ School_____________________________

Contact Person_________________________ Phone______________________________

SPECIAL INSTRUCTIONS

Weighing:

All questions are given a weight of one (1) unless otherwise instructed. List below any questions that are to receive a weight other than one and indicate the weight (any value may be assigned).

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Comments:
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8/6/2014
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6/27/2014
Hours listed below show the time the room is reserved and does not reflect the actual time of the exam or the time that each student will be given to take the exam. Prior to each exam, it is the student's responsibility to confirm with the faculty member the actual time and length of the exam.

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8/6/2014
Skaggs School of Pharmacy and Pharmaceutical Sciences
2014 - 2015
Academic Calendar

SUMMER SEMESTER 2014

August 2014 Diploma/Graduation Application Opens .......................................................... Monday, February 17
Rotation 1 (P4) and summer semester begins ................................................................. Monday, May 26
August 2014 Diploma/Graduation Application Closes ....................................................... Monday, June 16
december 2014 Diploma/Graduation Application Opens ................................................... Monday, June 23
independence day holiday (P1, P2, P3) ................................................................. FRIDAY, JULY 4
Rotation 2 begins (P4) ........................................................................................................... Monday, July 7
Summer semester ends ........................................................................................................ Monday, August 15
Final grades due (noon) ....................................................................................................... Wednesday, August 20

FALL SEMESTER 2014

December 2014 Diploma/Graduation Application Opens ................................................... Monday, June 23
Registration for fall 2014 begins ................................................................. (P3) Monday, July 28
(P2) Wednesday, July 30
(P1) Friday, August 1
Fall semester begins (P1) ...................................................................................................... Friday, August 8
Last day to drop/add (P1, P2, P3) ....................................................................................... Friday, August 15
Fall semester begins (P2, P3) ............................................................................................. Monday, August 18
Rotation 3 begins (P4) ........................................................................................................... Monday, August 18
Labor day holiday (P1, P2, P3) ............................................................................................ MONDAY, SEPTEMBER 1
December 2014 Diploma/Graduation Application Closes .................................................. Monday, September 1
Rotation 4 begins (P4) ........................................................................................................... Monday, September 29
Rotation 5 begins (P4) ........................................................................................................... Monday, November 10
May 2015 Diploma/Graduation Application Opens ............................................................ Monday, November 10
Thanksgiving break (P1, P2, P3) ....................................................................................... THURSDAY & FRIDAY, NOVEMBER 27 & 28
Registration opens for spring semester 2014 ................................................................. (P3) Monday, December 1
(P2) Wednesday, December 3
(P1) Friday, December 5
Last day of classes .............................................................................................................. Friday, December 5
Final Exams ...................................................................................................................... Monday, December 8 – Friday, December 12
Fall semester ends .............................................................................................................. Friday, December 12
Final grades due (noon) ................................................................................................... Wednesday, December 17

SPRING SEMESTER 2015

May 2015 Diploma/Graduation Application Opens ............................................................ Monday, November 10
Spring Semester Begins (P3, P4) ........................................................................................ Monday, January 5
Last day to drop/add (P1, P2, P3) ....................................................................................... Friday, January 16
Martin luther king holiday (P1, P2) .................................................................................. MONDAY, JANUARY 19
Spring semester begins (P1, P2) ........................................................................................ Tuesday, January 20
May 2015 Diploma/Graduation Application Closes ............................................................ Monday, February 9
Rotation 7 begins (P4) ........................................................................................................ Monday, February 16
Presidents’ day holiday (P1, P2, P3) ............................................................................... MONDAY, FEBRUARY 16
Spring break (P1, P2, P3) .................................................................................................. MARCH 16–20
P4 Convocation ................................................................................................................ Friday, March 27
Rotation 8 begins (P4) ....................................................................................................... Monday, March 30
Awards and Scholarships Ceremony and Convocation ...................................................... Friday, May 1
Last day of classes (P3) ..................................................................................................... Monday, May 4
Final Exams (P3) ................................................................................................................ Wednesday, May 6 – Tuesday, May 12
Last day of classes (P1, P2) ................................................................................................ Monday, May 11
Final Exams (P1, P2) ........................................................................................................... Wednesday, May 13 – Tuesday, May 19
Spring semester ends ......................................................................................................... Tuesday, May 19
Final grades due (noon) (P3, P4) ....................................................................................... Wednesday, May 20
Commencement Banquet ................................................................................................. Thursday, May 21
Anschutz Medical Campus Annual Commencement ......................................................... Friday, May 22
Final grades due (noon) (P1, P2) ....................................................................................... Wednesday, May 27

Approved by: Dr. Kari Franson, Associate Dean for Professional Education
Hello, All,

Here are the Student Technology Assistants for the 2014-2015 academic year:

P1:
Lynette Fetzer: CATHERINE.FETZER@UCDENVER.EDU
Maya Robinson: MAYA.ROBINSON@UCDENVER.EDU

P2:
Alexander Tran: ALEXANDER.C.TRAN@UCDENVER.EDU
Kimberly Uweh: KIMBERLY.UWEH@UCDENVER.EDU

P3:
Chandler Follett: CHANDLER.FOLLETT@UCDENVER.EDU
Driss Gaieb: DRISS.GAIEB@UCDENVER.EDU

Alexander, Kimberly, Chandler and Driss are all returning in the position from last year, so they should be able to assist immediately. Lynette and Maya will get training as soon as is can be arranged. ESS can also assist in classes if problems arise that the student assistants are unable to solve. The number for classroom support is posted on the podium in each of the Ed 1 and Ed 2 classrooms. I’ve attached copies of the TurningPoint and Panopto "how to" guide for your reference in case you do not have copies already.

I encourage everyone to provide me with feedback, both positive and negative, as to the performance of the Tech Assistants during the year. We want to make sure that they’re providing you the help you need in your classes.

Regards,

Dave

----------------------------------------------------------

Dave Sawyer
david.sawyer@ucdenver.edu
HOW TO RECORD USING PANOPTO
for the Skaggs School of Pharmacy and Pharmaceutical Sciences

How to Log In

The desktop computers in the Education Buildings and in the Seminar Room in the Pharmacy Building have the Panopto recording software installed. Simply double click on the icon displayed on the desktop.

* NOTE: Panopto typically takes at least 30 seconds to launch so be patient.
The screen shown below will appear. There are two way to login as a recorder: Canvas or Coursecast. Those recording SSPPS classes should log in via CourseCast by entering in the appropriate login ID and password in the indicated fields:

![Login screen for Panopto]

ID and passwords for SOP classes are:

P1 Classes:  
User ID: p1recorder  
Password: p1recorder

P2 Classes:  
User ID: p2recorder  
Password: p2recorder

P3 Classes:  
User ID: p3recorder  
Password: p3recorder
Recording using Panopto

The “Primary Source” is the room’s camera. If it’s working, you will see a “thumbnail” of the video. We suggest you test the audio every time. When you talk into the mic, the bars should light up (see below). If video or audio aren’t working, make sure the device is selected in the appropriate setting.

If you want to capture your PowerPoint slides, make sure the “Capture PowerPoint” checkbox is marked. If you want to capture other software presented on screen, such as a web browser, also check the “Capture Screen” box.

Toggling between PowerPoint and Panopto

1) Open up Powerpoint presentation and select “Slide Show/From Beginning”

2) Press and hold the “ALT” and the tab button at the same time and the “toggle” icon will appear (see below) that will let you toggle back to Panopto. This will give a confidence check that the Powerpoint is being “seen” by Panopto. (see next slide)
Next you will select the folder to save the recording into. The Folder name in the example below appears as “Offline Recording” since no folder has been selected.
Naming the recording and selecting the folder

You should give the recording a name that will make it easy for viewers to choose the correct recording. We recommend the date, class number, title of the subject and name of presenter, for example “Friday Aug 22, 2014 PHRD 6350 Introduction Dr. Nuffer”

You then need to select the folder in which to store the recording. Click on the downward-pointing arrow:

Find the class for the recording and click on the “Add New Session” button
If a folder for the class does not appear, save the recording in any available folder, preferably one from a previous semester, then notify Dave Sawyer or David Paul with the name of the recording, the folder you saved it in, and the correct class.

Notice the the Folder name is no longer "Offline" but shows the folder selected on the prior screen.

then click on the “RECORD” button.

The recording can be paused if necessary.
Stopping the Recording

Press STOP button to stop recording

Shows recording is complete

Click on “OK”
Clicking “STOP” takes you to the Recording Status tab.

Shows process of upload

Encoding process status shown
Process complete. The recording can be viewed
Upload process when no folder was selected at time of recording

If no server was selected when the recording was made, the video file will be stored on the classroom computer and will not be visible to or playable by users. To upload the video to the server, go to the Recording Status tab and look for the recording under the “Offline Recordings” header. Click the “Upload to Server button”

When the button is clicked, the next screen, to select the class, will appear

Click on “Add New Session” for selected folder/class
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TurningPoint® is a registered trademark of Turning Technologies, LLC. Other trademarked product names mentioned in this manual are owned by their respective companies.

The following regulatory statements apply to radio frequency and infrared transmitters and receivers mentioned in this manual, including the ResponseCard RF, ResponseCard RF LCD, ResponseCard IR, ResponseCard XR, ResponseCard NXT and their respective receivers.

FCC Statement
This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications not expressly approved by the party responsible for compliance could void the user’s authority to operate the equipment.

IC Statement
This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d’Industrie Canada applicables aux appareils radio exempts de licence. L’exploitation est autorisée aux deux conditions suivantes : (1) l’appareil ne doit pas produire de brouillage, et (2) l’utilisateur de l’appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d’en compromettre le fonctionnement.
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Welcome to TurningPoint!

TurningPoint combines all of the Turning Technologies legacy applications into one, user-friendly interface. Content creation, participant lists, data management (Results Manager) and reports are in one central location. All three polling environments: PowerPoint Polling (formerly TurningPoint), Anywhere Polling (formerly TurningPoint Anywhere) and Self-Paced Polling (formerly TurningKey) are included.

Existing content such as question lists, participant lists and session files can be imported directly into the new software.
What's New in TurningPoint 5

TurningPoint is Turning Technologies’ first, truly cross-platform, poll in ANY environment application.

- Simplifies user workflow and user experience for all current applications by consolidating them into one central interface

A robust HTML content editor that supports pictures, special characters, subscripts and superscripts

An equation editor

Simplifies the ability to create question lists for use in all three polling environments

Simplifies the ability to create, import and export participant lists from the new participant list editor

- Drag and drop functionality for CSV and TXT files
- Copy and Paste functionality for Mac and PC
- Quickly import files downloaded from specific gradebooks and Learning Management Systems

A newly enhanced area to manage aggregate session data (formerly ResultsManager)

- Customized view by toggling data options
- Update participant lists downloaded from Learning Management Systems, export both single session and cumulative grade columns

Device and data manipulation, allowing different devices to be used for individual sessions

A report interface that consolidates the 32 reports, traditionally available from Turning Technologies, into six new customizable reports

- Available for all environments: PowerPoint Polling, Anywhere Polling and Self-Paced Polling
- Reports are customized by toggling information on and off in the data view
- All reports can be easily printed without formatting
- Export results to Excel, CSV and HTML for sharing and manual manipulation
Dear University of Colorado Denver community-

One of the core missions of the Department of Environmental Health & Safety is to administer on-line laboratory safety training for our Institution. This safety training is one important piece in our overall safety program. The on-line EHS safety and compliance training is delivered via the SkillPort system managed by the University of Colorado’s Office of Employee Learning Development (ELD).

The attached pdf provides important information and updates to the safety and compliance training offered by EHS through the SkillPort training portal. Collectively university faculty, staff and students register thousands of annual completions in the following courses:

1. Laboratory Safety
2. Chemical Waste Management
3. Shipping of Biological Material
4. Regulated Medical Waste
5. Blood Borne Pathogens
6. Radiation Safety (new online course projected for Summer 2013)
7. Biological Safety (new online course projected for late 2013 or early 2014)

Please review the attached information and do not hesitate to contact myself or an EHS staff member (kara.franke@ucdenver.edu) if you have questions regarding the appropriate training for you or your laboratory personnel.

Sincerely,

Ethan Carter

ETHAN CARTER, PhD
Director, Department of Environmental Health & Safety
Responsible Official, Select Agent Research Program
University of Colorado Denver | Anschutz Medical Campus

303-724-0699 (Office)
303-722-7847 (Mobile)
website: www.ucdenver.edu/safety

This message was distributed to the subscribers of the University of Colorado Denver "safety-announcements"
list.
If you wish to unsubscribe, click the link below, and then send the resulting message:

Unsubscribe safety-announcements
Dear University of Colorado | Anschutz Medical Campus Community,

The Department of Environmental Health & Safety has implemented improvements to the training required of many employees at both the downtown location and Anschutz Medical Campus. These updates were made in response to changes in state or federal regulations and to improve existing training. EHS’s partnership with the University of Colorado’s Employee Learning Development (ELD) has been essential in the development and launching of new training, with additional updates scheduled in the next 6 – 9 months. EHS’s on-line training courses are some of the most widely completed courses in the entire University of Colorado system with thousands of completions every year.

1. **Laboratory Safety** – this is a one-time requirement for all new laboratory workers effective July of 2011; however, we encourage all to take this course once.

2. **Chemical Waste Management** – this course is required annually and was completely revised and re-launched in December 2012. All personnel who generate or handle hazardous materials (nearly all lab personnel) are required to complete this training annually per State of Colorado and OSHA regulations. Although new content was added (e.g., the change from MSDS to SDS), the overall course length was reduced by nearly 50%.

3. **Shipping of Biological Material** – this course is required every 24 months for all personnel who package, prepare, or ship biological materials. We updated this training in January 2013 to incorporate revised federal regulations.

![Graph showing completions of various courses](image)

4. **Regulated Medical Waste** – this new course (October 2012) is in response to new regulations from the Colorado Department for Public Health and the Environment (CDPHE). All generators of regulated medical waste must complete this training. This is a “completion” course - there is no quiz. It is required every three years. In EHS, we are phasing this in by asking personnel to complete the course during our annual audits or during review of IACUC or IBC protocols.

5. **Blood Borne Pathogens** – this course is undergoing a full revision with an anticipated re-launch in September 2013. The existing content will be significantly streamlined and reduced. All personnel who handle human blood, tissue, or bodily fluids are required to take this training annually per OSHA regulations.

6. **Radiation Safety** – an on-line (SkillPort) annual refresher for radiation safety is in development with ELD with an anticipated launch date of July 2013. This will be the first radiation safety course to move online into the University’s SkillPort catalogue. All personnel who handle radioactive material will be required to complete this refresher training on an annual basis. Initial radiation safety training will remain face-to-face.
7. Biological Safety – this new course is under development with an anticipated launch date of late 2013 or early 2014. This course will cover aspects of biological safety not specifically covered in the Blood Borne Pathogens Course or the Regulated Medical Waste Course.

In addition to these improvements, EHS has also created a series of brief on the job safety presentations that are freely available on our website (www.ucdenver.edu/EHSTraining). We encourage you to download these presentations and incorporate them into your regular lab or staff meetings as an easy way to promote a culture of safety from the top down. Each presentation is designed to be 5-10 minutes long and can be modified to suit your lab’s specific needs. The topics in the current library are:

- Chemical Waste Management
- Incompatible Chemicals
- PPE - Eye Protection
- PPE - Gloves
- On-line Chemical Inventory
- Safety Data Sheets
- Incidental and Emergency Chemical Spill Management

More titles are being added on a regular basis. Please let us know if you have a topic of concern and we will develop the content.

As always, please contact me or anyone on the EHS staff for assistance, questions or comments.

Sincerely,

Ethan Carter, PhD
Director, Department of Environmental Health & Safety
Responsible Official, CDC-APHIS Select Agent Research Program
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