

Annual Performance Evaluation (APE) Policy 2019

The primary goal of the Annual Performance Evaluation (APE) is to assist students in assessing and planning for their professional growth. In addition, the APE serves to meet ACPE standards for the documentation of students' engagement in co-curricular activities and the learning outcomes from these activities. See Appendix 1 for the College of Pharmacy and ACPE outcomes associated with the APE.

Process:

- P1-P3 students complete their APE annually in the spring semester.
- The APE is embedded in the Professional Program Laboratory (PPL) and students receive credit as a part of their PPL grade.
- Students submit an online assessment documenting their co-curricular activities and use this information in completing their APE.
- Students complete a self-reflection guided by a set of questions in the areas of: self-awareness (including in learning strategies, intercultural learning, interprofessional learning, and wellness), professionalism, leadership, and career planning/preparation (Appendix 1). Students also develop action plans focused on their continued growth in each of these areas.
- Faculty review student reflections and provide feedback using a standardized rubric. Students receive faculty feedback prior to the scheduled APE activity in PPL.
- Students (groups of 5-10 students) meet with an individual faculty member for 60 minutes in PPL. Discussion focuses on what students have done during the year and would like to do during the upcoming year to develop their knowledge, skills, abilities, behaviors and attitudes related to self-awareness to learning, leadership, professionalism, intercultural development, wellness strategies, interprofessional learning, and career planning and preparation.
- Students revise their reflections and actions plans based on faculty feedback and the small group discussion. Students upload their APE into PharmAcademic.

- **Important dates:**
 - January 31: Students receive information about the Co-Curricular Assessment and Annual Performance Evaluation.
 - March (end of first full week): Students submit APE and online assessment.
 - March/April: Faculty review APE reflections and provide feedback using a standardized rubric.
 - April: Faculty and student group meetings occur in PPL.
 - April/May (last day of semester): Students submit revised reflections and action plans.