

Personal and Professional Development, Year 3 (PPD 3) Syllabus




Academic Year 2026-2027

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Section A – Course Curriculum

Course Information

General Course Information and Contacts

Credit Hours	3
Course Code	MEDP837A
Course Length/Dates	3/2/2026-4/4/2027
Course Website and Contacts	http://comphx.one45.com
Course-Specific Resources	Websites such as OASIS , one45 , Google, D2L , exam review
Prerequisites	Required: Completion of Year 1 and 2 blocks and courses and Transition to Clerkships
Corequisites	Enrollment in corresponding clerkships
Course Director: Brenda Shinar, MD 	Office Phone: 602-312-9348 Email: brendashinar@arizona.edu Office Hours: By Appointment Office Location: Health Sciences Education Building (HSEB) B565 435 N 5th St. Phoenix, AZ 85004
Course Director: Sheetal Shah, DO 	Phone: 917-583-8445 (cell) Email: sheetalshah@arizona.edu Office Hours: By Appointment Office Location: Health Sciences Education Building (HSEB) B582 435 N 5th St. Phoenix, AZ 85004
Course Coordinator: Jordan Pinnix 	Office Phone: 602-827-2881 UArizona Email: jpinnix@arizona.edu Office Location: Health Sciences Education Building (HSEB), B512A 435 N 5 th St. Phoenix, AZ 85004

Course* = Any component of the curriculum where a grade is earned.

Course Description

Personal and Professional Development 3 (PPD 3) is a one-year longitudinal course designed to prepare third-year medical students for upcoming adjacent clerkships (e.g., Surgery, Internal Medicine, Pediatrics, Psychiatry, Family Community and Preventive Medicine, and Obstetrics and Gynecology) by meeting educational goals with foundational knowledge and

procedural skills and attitudes. Additionally, this course provides time for professional identity formation, early preparation for the residency match process, learning support, shelf learning, board readiness, scholarship, and wellness.

Principal Mission

Advance students' practical knowledge and clinical skills to be prepared for clinical rotations and become competent, responsible, resilient and caring future physicians.

Student Learning Objectives/Outcomes:

[Educational Program Objectives](#) (EPO) are a subset of more broadly defined physician competencies, which represent general domains of performance for which the profession and the public hold physicians accountable.

The University of Arizona College of Medicine - Phoenix (COM-P) measures these outcomes both quantitatively (via USMLE style assessments) and qualitatively (via behavioral competency assessments).

Objectives/Outcomes:

1. Analyze and apply principles of professional identity formation and longitudinal curricular themes to guide the development of a responsible and caring physician.
2. Apply patient-centered clinical and communication skills to enhance therapeutic relationships and improve patient outcomes.
3. Integrate basic science knowledge with clinical clerkship experiences to inform prevention, diagnosis, and treatment of disease.
4. Reflect on prior patient care experiences to identify strategies for professional growth, time management, well-being, and informed preparation for future clinical and career decisions.
5. Demonstrate professional behaviors, accountability, and ethical conduct in clinical learning environments.
6. Apply principles of personal well-being and healthy behaviors to promote a safe learning community and sustain the ability to care for others.

Course Requirements

Mandatory Dates of Attendance

PPD 3 content will be delivered both synchronously and asynchronously, and the curricular schedule per week will vary based on the adjacent clerkship(s). See clerkship specific details in the appendices to determine dates of attendance and required clerkship assignments for each specific PPD 3 week and session. Schedule and specific times provided in [one45](#). There may be ad hoc sessions added to a PPD 3 week for preparation for 4th year.

A session requiring student attendance may be added or rescheduled for good cause (emergent timely content, speaker illness, venue problems, weather, etc.). Where possible, students will be given a minimum of 14 days' notice of the required date of attendance.

The policy and procedure for mandatory dates can be found here: [Years 1 and 2 Attendance and Absence Policy](#) or [Years 3 and 4 Attendance and Absence Policy](#)

Failure to attend mandatory sessions will result in an automatic unexcused absence unless approved by the course director. **Students will be responsible for material covered in all sessions.**

Students will indicate their presence at mandatory sessions as instructed per the course director/coordinator. A student who fails to indicate their presence will receive a Level 1 formative assessment and may need to complete a makeup assignment for every mandatory session where they failed to indicate their presence. Failure to complete an assigned makeup assignment will result in a summative Level 1.

All PPD 3 sessions are mandatory. Professional Dress for students includes business casual attire or clean scrubs.

Schedule for each PPD 3 week:

1. *Essential Clerkship-specific Foundational and Orientation Content: Approximately 2 days of each week will be dedicated to just-in-time preparation for the student's subsequent core clerkship. This material is considered essential preparatory content for successful completion of the clerkship. Students should proactively plan their appointments during Flex Time as the foundational content cannot easily be made up and absences during this time may result in a student being ineligible to complete the related clerkship (see Absences, below).
2. Student-led flex Time for scholarly activity or personal use will occur at minimum: ½ day M-TH depending on associated clerkship(s) and Friday AM and PM. Flex Time is intended to allow students predictability and flexibility in their schedule, providing opportunity for students to proactively schedule activities which are important to their wellbeing and academic success, including but not limited to, personal health appointments and extracurricular activities. Students may utilize this time to schedule such activities but should also be aware that this is not guaranteed "time off" as it may also be utilized for make-up clinical shifts, clerkship activities, curricular make-up sessions, and/or exam make-up or retakes when necessary.
3. *Career and Professional Identity Formation and Wellness Synchronous sessions held Wednesday AM.
4. *Theme content Wednesday afternoons.

*indicates professional dress required; please reference the [Dress Code Policy](#)

Required/Recommended Reading and Resources

Textbook(s): N/A

All course materials will be posted to [one45](#) or Elentra.

Tutoring services are available to students. More information and contacts for specific course tutors can be found at: <http://studentdevelopment.arizona.edu/>

Other Expected Classroom/Experience Preparations

All faculty are encouraged to provide a key reference in the lesson plan for every session. Such a reference is one that faculty deem to be the most appropriate in covering the required depth and breadth of the session presented. The academic coordinator and library staff have been advised regarding all readings and will strive to make these materials available electronically.

Since session presenters distill a large amount of available material to a manageable set of session objectives, it is crucial that students access these readings for complete coverage of the material presented in class.

Required weekly content should adhere to the [Curricular Time Pre-Clerkship Years Policy](#)

Student Responsibilities

Students are responsible for all material (including verbal and physical) presented in sessions and laboratories. Students should consult the [one45](#) homepage for the most current announcements, schedule, location of classes, and learning materials. As might be expected, last minute changes in scheduling, etc. are sometimes necessary, and this type of information will be shared with students via email and will be posted on the [one45](#) homepage. Therefore, it is the student's responsibility to promptly read all email announcements from the block director and academic coordinator using their university e-mail accounts.

It is the student's responsibility to maintain communication by notifying course directors of any hardships of arriving on time or completing assignments.

Absences

The COM-P faculty and administration understand that absences from course sessions may not always be preventable. Please refer to the applicable COM-P attendance policy for additional information: [Years 3 and 4 Attendance and Absence Policy](#)

All absences must be approved. Scheduled and assigned PPD 3 activities are mandatory, covering essential curriculum required to prepare learners for their upcoming adjacent clerkship(s). All absences will be remediated with a comparable experience deemed adequate by the course director(s) in conjunction with the associated clerkship director(s), as applicable. Some sessions will require immediate make-up before starting the adjacent clerkship rotation. Make-up sessions are scheduled during the PPD 3 weeks depending on the missed session, or as soon as possible in the adjacent clerkship/block. Students are expected to communicate with the course director(s) as soon as possible to schedule an alternative option or a make-up session.

If remediation is not possible for a given session, or cannot be scheduled early enough in the student's subsequent clerkship and it is felt that this would disadvantage the student in their clerkship, students may be removed from the associated clerkship and rescheduled for a later date. This student-centric consideration would occur in collaboration with the dean, student affairs, dean, clinical curriculum, the PPD 3 course director(s) and the associated clerkship director(s).

Students seeking an excused absence from an attendance-required session must request *planned* absence 30 days in advance using the [Formsite Request Form](#).

Not all absences will necessarily be excused, and unexcused absences will negatively impact students' competency scores for the course. Students are still responsible for the material they missed.

In the event of an extended absence, or multiple absences, the maximum amount of time that a student can miss and be eligible for a posted grade of "Incomplete" for this course will be one day per PPD 3 week.

If a student misses more than the maximum time allowed, as specified above, a grade of "W" will appear on the transcript, and the student may enroll in the same course during the next academic year when it is offered according to policy: [Years 3 and 4 Course Grading Policy](#).

Exceptions to this policy must be approved by the dean, clinical curriculum/or designees, in consultation with the dean, student affairs/or respective designee.

Course Specific Assessment Process

Students requesting a change in an exam date must complete the required information in [Formsite](#) at least 30 days prior to the scheduled test date. You will be notified of the outcome of the request within three business days.

To pass a course the following criteria must be met:

PPD 3 is a Pass/Fail course. Students will be assessed on attendance, medical knowledge and behavioral competencies through deliverables associated with course content. Deliverables may include Simulation Assessment, attestations, or other assignments. To pass a course the following criteria must be met: Students must complete all assigned deliverables and assignments. Please see clerkship specific requirements in [one45](#). Example: If a student is beginning surgery clerkship subsequent to the PPD 3 week, they should see the appendix or [one45](#) schedule and complete all of these assignments required for the Surgery PPD 3 week.

Each PPD 3 week must be completed to pass the course. Students will attest to completion of required elements for each PPD 3 experience in [OASIS](#). All deliverables must demonstrate professionalism and integrity. Students not meeting these standards on any individual assigned deliverable will be given the opportunity to remediate the content as assigned by the course director. Failure to complete any deliverable by Monday at 8am after completion of the PPD 3 week will receive a grade of Incomplete and need a remediation plan assigned by the course director. The student may be unable to begin the

adjacent clerkship until remediation or plan occurs, which may result in delay of progress. Failure to submit all assignments by the Monday following PPD 3 week at 8am without communicating any obstacles to the course director will result in the student not being able to qualify for Honors on the subsequent rotation. If the student does not turn in all assignments by Tuesday at 5pm, (following the PPD 3 week), a Summative Level 1 for professionalism will be given and the student will be referred to the Professionalism Committee.

Attendance and Engagement of Student Affairs Content on Wednesday:

To pass the course, the following must be met:

- Attendance and active engagement at all required sessions.
- CAMP (Coaching, Advising, and Mentorship) Requirements:
 - Meet with House Advisor (HA) or clinical specialty advisor (CSA) as specified for each PPD semester (see below); students must complete and upload any assigned advising forms/inventories prior to required meeting(s)

CAMP meeting requirements by semester:

- 1st semester (March-June): Meet once with House Advisor (HA)
- 2nd semester: Meet twice with CSA in 2nd semester (June/July and Sept)
- 3rd semester: No requirement, but recommended that students meet with learning specialist to discuss Step 2 plans

Failure to successfully remediate an unsatisfactory deliverable will constitute failure of the course. Students are encouraged to communicate any individual circumstances or requests for special accommodations with the course director well in advance of deadlines. Accommodations and alterations will be made at the course director's discretion. For each PPD 3 week, all assignments must be successfully completed in order to begin the adjacent clerkship(s) and to complete the PPD 3 week.

Although PPD 3 consists of six individual PPD 3 weeks, the PPD 3 course will be graded out at the end of each semester, and each individual PPD 3 week must be passed to Pass the semester. There are a total of three PPD 3 grades during year 3. Students will be able to view their course grade through [one45](#) within six (6) weeks after completion of each PPD 3 semester.

For more information, see [Years 3 and 4 Course Grading Policy](#).

Course Failure/Remediation:

Resolution of Incomplete

Assigned deliverables that have not been completed by the conclusion of the course semester will receive a grade of Incomplete. A course completion form will need to be approved by the course director in collaboration with the associated clerkship director(s), as applicable, to determine the remediation plan and students may not begin the clerkship if PPD 3 associated requirements are not completed. Remediation is coordinated by the course director in collaboration with clerkship directors. Remediation may include viewing a recorded didactic session, writing out didactic objectives, and meeting with clerkship directors for missed simulation remediation. As per clerkship directors discretion, remediation may occur during the clerkship itself.

Remediation of Failure

If a student fails the PPD 3 course the student must repeat the entire course when next offered unless other arrangements are approved by the course director and dean, clinical curriculum. Each semester must be passed to pass the PPD 3 course in its entirety. Please see the [Years 3 and 4 Course Grading Policy](#) for complete details on remediation.

Remediation Curriculum

Every medical knowledge component of the failed course must be included in the remediation plan. All course material must be assessed at the end of the remediation period regardless of how the student managed this material during the regular course. Please see the [Years 3 and 4 Course Grading Policy](#) for complete details on remediation.

The course director will, on a case-by-case basis, determine if some material covered in the original failed course (e.g., Simulation, patient panels, etc.) can be reviewable by remediation-eligible students without replication of the actual experience.

Course Evaluation by Students

Students will be required to complete a mid- and end-of-course evaluation in all courses.

This system is designed so that all teaching faculty are provided feedback and student survey fatigue is minimized. Students can evaluate any session at any time as an optional and additional source of professional feedback:

<http://comphx.one45.com>

For more information, refer to the [Assessment and Evaluation of Students, Faculty, and Curriculum Policy](#).

Student Code of Conduct

Medical students are required to follow the policies and codes of conduct governing all students at the University of Arizona. In addition, medical students are also bound by the COM-P [Honor Code Policy and Committee Procedures and Process for Dismissal](#) and the ABOR Student Code of Conduct.

The University of Arizona COM-P recognizes the existence of generative artificial intelligence (AI) tools (e.g., ChatGPT & Grammarly) and the educational benefits they can provide when used ethically. It is imperative any use of generative AI is appropriately disclosed and referenced (e.g., APA, Chicago, MLA). Use of generative AI without citation may be considered a form of plagiarism and therefore a breach of Academic Integrity. Students are advised to review assignment instructions for specific guidelines concerning the use of generative AI.

The COM-P requires medical students to abide by the professional standards required of physicians under Arizona law students must also abide by A.R.S 32-1401, et.seq. which can be accessed at: <http://www.azleg.gov/arsDetail/?title=32>

Learning Environment Office (LEO)

The [Learning Environment Office](#) (LEO) provides guidance, support, and information to students on professionalism issues. LEO supports students in the development of strong, positive professional practices with peers, faculty, patients, and the broader community through effective communication and conflict management.

- Learning environment concerns may be reported directly to the course director, dean, student affairs/or designee, or LEO.
- The [Learning Environment Feedback Form](#) is an additional online mechanism for students to report any concerns, including supervision, across the four-year curriculum. This mechanism ensures confidentiality within LEO.
- A professionalism lanyard card with a QR code for the Learning Environment Feedback Form is distributed to all students. This QR Code is also included below.



The University of Arizona College of Medicine – Phoenix (COM-P) is committed to creating and maintaining an environment free of discrimination, harassment, and retaliation that is unlawful or prohibited by university policy. Please see the [Reporting Mistreatment or Harassment of Medical Students Policy](#), the [Anti-Harassment and Nondiscrimination Policy](#) for additional information. In addition, professional attributes are expected of all students. These attributes are within the [Teacher Learner Compact Policy](#).

Student Use of University Sponsored Educational Material

All University sponsored educational material, including but not limited to, lesson plans, lecture notes, PowerPoint slides, podcasts, digital videos, exams, etc. are under copyright protection. See the [Use of University-Sponsored Educational Material Policy](#).

Use of Class Materials

Statement of copyrighted materials: All lecture notes, lectures, study guides and other course materials (besides the required readings) disseminated by the instructor to the students, whether in class or online, are original materials and reflect intellectual property of the instructor or author of those works. All readings, study guides, lecture notes and handouts are intended for individual use by students. You may not distribute or reproduce these materials for commercial purposes without the express written consent of the instructor. Students who sell or distribute these materials for any use other than their own are in violation of the [Arizona Board of Regents Intellectual Property Policy](#). Violations of the instructors' copyright may result in course sanctions and violate the Code of Academic Integrity.

Use of Video Recordings of Students

Recordings of certain simulation activities, by the University of Arizona College of Medicine-Phoenix, for the purposes of academic assessment are required and students may not opt-out. These videos and/or audio recordings are a part of the educational record, and are subject to the privacy provisions under the Family Educational Rights and Privacy Act (FERPA). If you have questions regarding the video recording of classroom simulations, please contact the Office of Pre-clerkship Curriculum for Years 1 and 2, or the Office of Clinical Curriculum for Years 3 and 4.

Inclusivity Statement

The COM-P supports an inclusive learning environment where diversity and individual differences are understood, respected, appreciated, and recognized as a source of strength. We expect that students, faculty, administrators, and staff will respect differences and demonstrate diligence in understanding how other peoples' perspectives, behaviors, and worldviews may be different from their own.

Students with Disabilities

At the University of Arizona, we strive to make learning experiences as accessible as possible. If you anticipate or experience barriers based on disability or pregnancy, please contact the Disability Resource Center (520-621-3268, <https://drc.arizona.edu/>) to establish reasonable accommodations.

The student is welcome to contact the dean, student affairs at 602-827-2846 to discuss options.

[Disability Accommodations Within Curriculum Policy](#)

Student Resources

Dean of Students - Tucson ([Link](#))

Student Affairs - Phoenix ([Link](#))

Safety on Campus and in the Classroom

For a list of emergency procedures for all types of incidents, please visit the website of the [Critical Incident Response Team \(CIRT\)](#). Also watch the video ([Link](#)).

[COM-P Security-Emergency Planning](#)

Except for changes that substantially affect assessment, this syllabus is a guide for the course and is subject to change with advanced notice.

Appendix A:

Clerkship requirements, see [one45](#) for session details.

Students must complete all PPD 3 requirements before starting the associated clerkship(s):

Family, Community and Preventive Medicine:

Synchronous Content - On Campus:

Monday AM and PM

Asynchronous Content:

Tuesday and Thursday PM protected time, student must complete all ILM and asynchronous assignments by 8 am on Monday following the PPD 3 week. If this is not completed in time, the student will not be eligible for honors in the clerkship.

Flex Time*:

Tuesday AM

Thursday AM

Friday AM and PM

Career and Professional Identity Formation and Wellness:

Wednesday AM and PM

Internal Medicine:

Synchronous Content - On Campus:

Thursday AM and PM

Asynchronous:

Monday PM and Tuesday AM protected time, student must complete all ILM and asynchronous assignments by 8 am on Monday following the PPD 3 week. If this is not completed in time, the student will not be eligible for honors in the clerkship.

Flex Time*:

Monday AM

Tuesday PM

Friday AM and PM

Career and Professional Identity Formation and Wellness:

Wednesday AM and PM

OB/GYN:**Synchronous Content - On Campus:**

Monday AM and PM

Synchronous Content - Virtual:

Tuesday AM

Asynchronous:

Thursday PM protected time, student must complete all ILM and asynchronous assignments by 8 am on Monday following the PPD 3 week. If this is not completed in time, the student will not be eligible for honors in the clerkship.

Flex Time*:

Tuesday PM

Thursday AM

Friday AM and PM

Career and Professional Identity Formation and Wellness:

Wednesday AM and PM

Pediatrics:**Synchronous Content - On Campus:**

Thursday AM and PM

Asynchronous:

Monday AM and PM protected time, student must complete all asynchronous assignments by 7am on Thursday of PPD 3

Flex Time*:

Tuesday AM and PM

Friday AM and PM

Career and Professional Identity Formation and Wellness:

Wednesday AM and PM

Psychiatry:**Synchronous Content - Virtual**

Thursday AM

Asynchronous:

Monday AM and Thursday PM, student must complete all ILM and asynchronous assignments by 8 am on Monday following the PPD 3 week. If this is not completed in time, the student will not be eligible for honors in the clerkship.

Flex Time*:

Tuesday AM and PM

Friday AM and PM

Career and Professional Identity Formation and Wellness:

Wednesday AM and PM

Surgery:**Synchronous Content - On Campus:**

Monday PM
Tuesday AM and PM

Synchronous Content - At Banner University Medical Center - Phoenix:

Thursday AM

Asynchronous:

Thursday PM protected time, student must complete all ILM and asynchronous assignments by 8 am on Monday following the PPD3 week. If this is not completed in time, the student will not be eligible for honors in the clerkship.

Flex Time*:

Monday AM
Friday AM and PM

Career and Professional Identity Formation and Wellness:

Wednesday AM and PM

**Students may utilize this FLEX time to schedule such activities but should also be aware that this is not guaranteed "time off" as it may also be utilized for make-up clinical shifts, clerkship activities, curricular make-up sessions, and/or exam make-up or retakes when necessary.*

A session requiring student attendance may be added or rescheduled for good cause (emergent timely content, speaker illness, venue problems, weather, etc.). Where possible, students will be given a minimum of 14 days' notice of the required date of attendance.

Appendix B:

LIC PPD 3 - Students will participate in PPD 3 content applicable to the specialties of their current LIC site. LIC students should hold available Monday through Thursday of the associated PPD 3 weeks, but will have Flex Time on Fridays. See [one45](#) for session details