

Graduation Cord Manual

INTRODUCTION

The ASHP Pharmacy Student Forum is proud to announce a formal process by which student members may earn ASHP graduation cords to be worn as a part of graduation regalia. These cords will symbolize students' hard work and dedication to both the Society and profession.

This document is intended to provide guidance regarding the criteria students must fulfill to be eligible for ASHP graduation cords and to clarify the role of SSHP leadership in this process.

Notably, each SSHP should discuss the idea for ASHP graduation cords with its specific school administration. If necessary, SSHP leadership should participate in the school's formal approval process for graduation cords.

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ELIGIBILITY CRITERIA

EXPLANATION OF CRITERIA

Eligible members, as defined below, must fulfill the requirements as defined within each category of the Required Criteria.

- Categories are indicated by roman numerals.
- Requirements are indicated by lower case letters.
- Bullet points are *examples* of activities, which satisfy the requirement above them.
 - SSHP leadership may elect to add SSHP-specific and/or state-specific programming/activities as bulleted items, to satisfy the requirements defined in this document. See “Additional SSHP-Specific Criteria” on page 4 for more information.

Definition of Eligible Member

An eligible member is defined as a student who has held ASHP and SSHP membership for at least two academic years at the time of graduation.

REQUIRED CRITERIA

- I. Encourage active membership**
 - a. Maintained membership in both ASHP and SSHP for at least 2 years at the time of graduation
- II. Encourage members to participate in the activities of the local, state, and national organizations of health-system pharmacists both while in pharmacy school and beyond graduation**
 - a. Attend a minimum of 3 national, regional, or local conferences
 - ASHP Summer Meeting
 - ASHP Midyear Clinical Meeting
 - Other ASHP meetings (Policy Week, Student Advocacy Training and Legislative Day, Leadership Conference, etc.)
 - State/regional/local* Annual Meetings
 - *SSHP general body meetings do not satisfy this requirement
 - *local affiliate monthly meetings do not satisfy this requirement
- III. Prepare student pharmacists for residency programs**
 - a. Attend at least 2 residency-focused programs
 - CV Critique through SSHP, ASHP, or state affiliate
 - Midyear to Match: Residency Basics
 - Midyear to Match: Navigating Midyear
 - Other SSHP-based programming
- IV. Foster professional standards of pharmaceutical care**
 - a. Participate in one Practice Advancement Initiative (PAI)-related event
 - ASHP PAI Video Competition

- SSHP PAI programming

V. Choose 2 additional items from the choices below:

- a. Encourage proper use of medicine in the general public/promote participation in service activities throughout the community
 - SSHP-sponsored community service events
 - State affiliate collaboration for community service
- b. Provide information on career alternatives, specialized training, and credentials
 - Attend SSHP Programming regarding career options
 - Participate in ASHP Connect Mentor Program
 - Participate in the ASHP Clinical Skills Competition
 - Participate in an ASHP Continuing Education Webinar
- c. Provide service to the profession through leadership roles
 - Serve as an SSHP Executive Board member for at least 1 full term
 - Serve as an SSHP Committee Chair for at least 1 full term
 - Hold a national position in ASHP (e.g. ASHP Sections, Pharmacy Student Forum Advisory Groups, Pharmacy Student Forum Advisory Group Ad Hoc Committee)
- d. Advocate for the profession through interactions with other members of the healthcare industry and the public
 - Attend ASHP advocate training & legislative day
 - Attend a state legislative day
 - Participate in SSHP advocacy programming
- e. Promote research in the pharmaceutical sciences and care
 - Present a research poster at a professional meeting

ADDITIONAL SSHP-SPECIFIC CRITERIA

SSHP may elect to add SSHP-specific and/or state-specific programming/activities as bulleted items, which satisfy the requirements defined in this document.

The requirements defined in this document may not be altered; however, SSHPs may elect to make the requirements more stringent or add additional requirements for their membership.

Sample Additional SSHP-Specific Requirements

- SSHP-specific and/or state-specific programming/activities as bulleted items to satisfy existing requirements
- Increase the required number of conference attendances.
- Add an attendance requirement for SSHP general body meetings and/or events.

CHECKLIST

This checklist is meant to serve as proof of students' eligibility to receive ASHP graduation cords. SSHP advisors may edit this form **ONLY** to reflect any additional requirements they have added for their membership if they so choose.

Required Criteria	Faculty Initials
<input type="checkbox"/> Membership in ASHP and SSHP for at least 2 years at the time of graduation	_____
Encourage members to participate in the activities of the local, state, and national organizations of health-system pharmacists both while in pharmacy school and beyond graduation	
<input type="checkbox"/> Attend a minimum of 3 National, Regional, or Local Conferences	_____
<ul style="list-style-type: none">• ASHP Summer meeting• ASHP Midyear• State/regional/local* meetings	_____
<ul style="list-style-type: none"><ul style="list-style-type: none">*SSHP general body meetings do not satisfy this requirement	_____
Prepare student pharmacists for residency programs	
<input type="checkbox"/> Attend at least 2 residency-focused programs	_____
<ul style="list-style-type: none">• CV Review Program through SSHP, ASHP, or state affiliate• Midyear to Match: Residency Basics• Midyear to Match: Navigating Midyear• Other SSHP-based programming	_____
Foster professional standards of pharmaceutical care	
<input type="checkbox"/> Participate in one Practice Advancement Initiative (PAI)-related event	_____
<ul style="list-style-type: none">• ASHP PAI Video Competition• SSHP PAI programming	
<input type="checkbox"/> Choose 2 additional items from the choices below	
Encourage proper use of medicine in the general public/Promote participation in service activities throughout the community	_____
<ul style="list-style-type: none">• SSHP-sponsored community service events• State affiliate collaboration for community service	

Provide information on career alternatives, specialized training, and credentials

- Attend SSHP Programming regarding career options
- Participate in ASHP Connect Mentor Program
- Participate in the ASHP Clinical Skills Competition
- Participate in an ASHP Continuing Education Webinar

Provide service to the profession through leadership roles

- Serve as an SSHP Executive Board member for at least 1 full term
- Serve as an SSHP Committee Chair for at least 1 full term
- Hold a national position in ASHP (e.g. Advisory Group, internship, APPE, etc.)

Advocate for the profession through interactions with other members of the healthcare industry and the public

- Attend ASHP advocate training & legislative day
- Attend a state legislative day
- Participate in SSHP advocacy programming

Promote research in the pharmaceutical sciences and care

- Present a research poster

School of Pharmacy/SSHP _____

Graduation date (month/year) _____

Student Name (printed) _____

Student Signature _____ Date: _____

I, _____, (SSHP advisor name, printed) hereby certify the above student has met all requirements as described in this document and therefore qualifies for receipt of ASHP graduation cords.

SSHP Advisor signature _____ Date: _____

ORDERING PROCESS

VENDOR

Honors Graduation
www.honorsgraduation.com

PRICE

<u>Quantity</u>	<u>Price per cord*</u>
1 – 9	\$6
10 – 29	\$5
30 – 99	\$4.50
100 – 299	\$3.75
300 – 499	\$3.50
500+	\$2.75

**Price as of December 2016. Please see www.honorsgraduation.com for updated pricing.*

PAYMENT

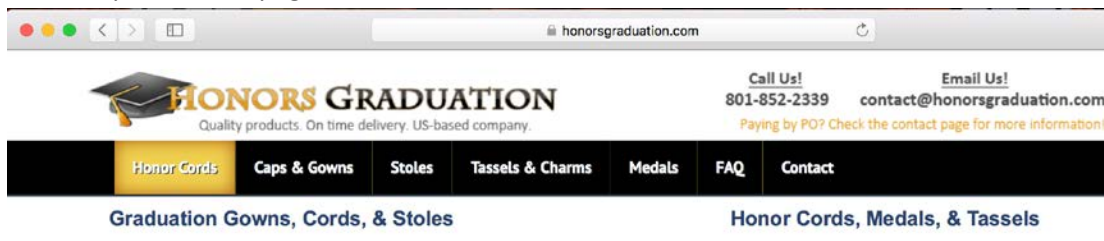
ASHP will not cover the costs of graduation cords. Each SSHP who chooses to offer this service to its members will be responsible for the cost either through funds or through payment by the individual members who are receiving cords. SSHPs may consider engaging in additional fundraising efforts or raising membership fees to cover this cost.

Payment options

1. Credit card (Visa, Master Card, Discover, and American Express)
2. Official school Purchase Order

DIRECTIONS FOR ORDERING

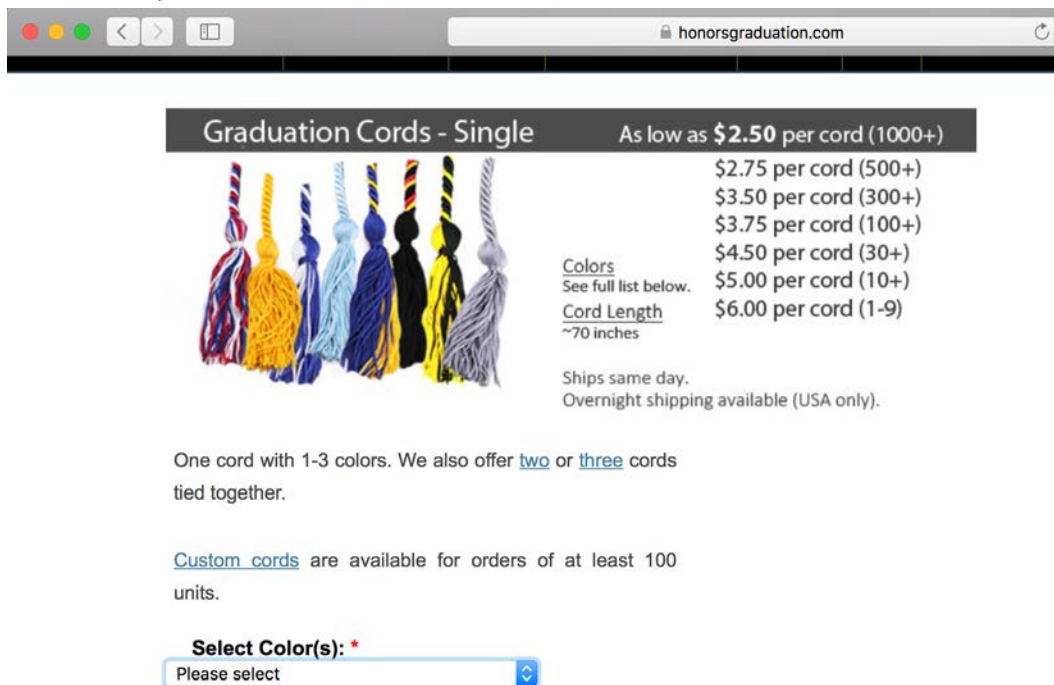
1. Open <http://www.honorsgraduation.com/> in your web browser.
2. At the top left of the page, click "Honor Cords"



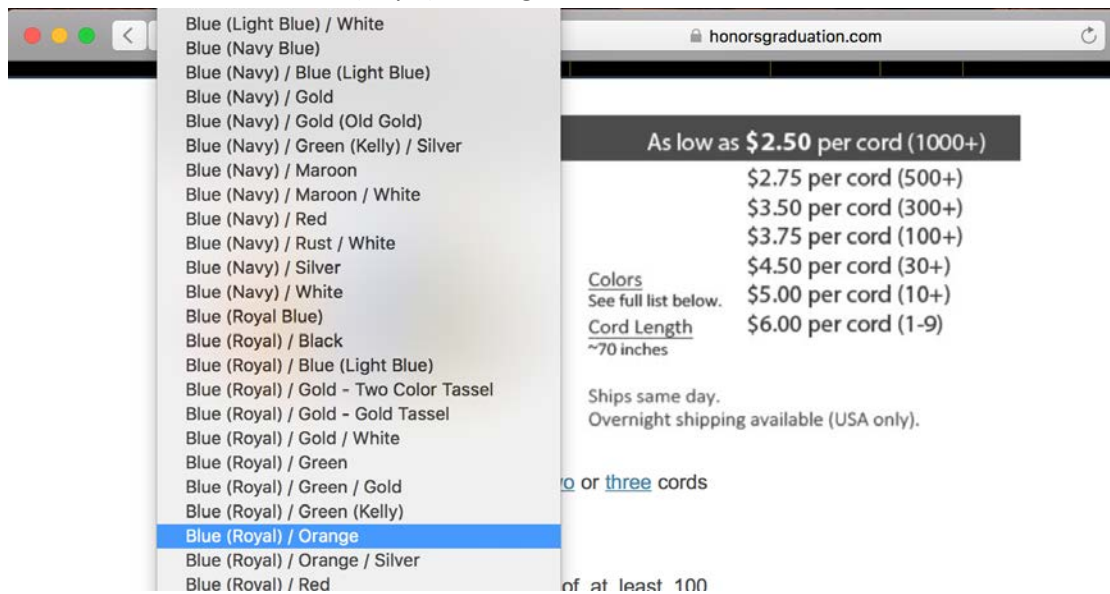
3. Scroll down and click "SINGLE CORDS"



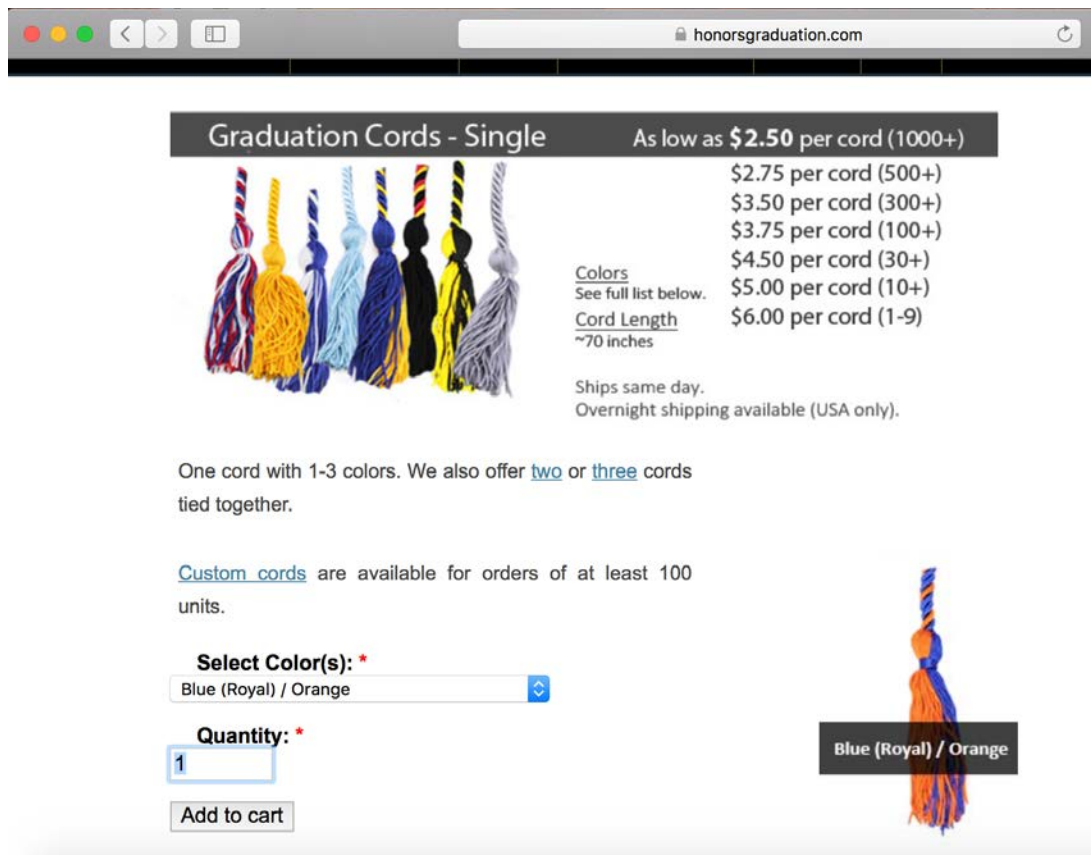
4. Click the dropdown menu under "Select Color(s)"



5. Scroll down and select “Blue (Royal) / Orange”



6. Enter your desired quantity, and click “Add to cart”



7. Click “Checkout” and enter your shipping and billing information.

AWARD CEREMONY

OPTIONAL CEREMONY FOR ELIGIBLE MEMBERS

SSHPs may consider hosting a ceremony to bestow graduation cords upon eligible members. The purpose of this ceremony would be to celebrate the hard work eligible members have engaged in during their career as a student pharmacist.

ASHP wishes to recognize that this type of ceremony would be an added expense to the SSHP budget. Additionally, some schools may already have traditional award ceremonies; thus, each SSHP must consider its budget and school traditions when deciding whether or not to host a graduation cord ceremony.

If your SSHP chooses to offer graduation cords to its members, please feel free to send your photos to students@ashp.org.

QUESTIONS

If you have any questions, please email the ASHP Pharmacy Student Forum at students@ashp.org.