Students are expected to exhibit professional behavior throughout their time in the School of Pharmacy and we recognize that this usually occurs. However, occasionally there are students whose actions need improvement to meet the School’s Admission, Retention, and Graduation Standards.

At the discretion of the individual, this form may be used by faculty, staff, or preceptors to report such behavioral concerns to a student and the Associate Dean for Assessment. This report does not automatically become part of the student’s academic file. A plan for referral and remediation may be developed. Egregious misconduct should be managed following the School’s Policy and Procedures on Student Misconduct.

The following are examples of expectations of professional behavior (in bold). Examples of unprofessional behavior are indicated in each category. The faculty member should indicate which problem(s) with behavior(s) are being reported. Commentary on the nature of the problem(s) is required. Additional pages may be added if needed.

1. **Respect:** Demonstrates respect in all actions (e.g., face-to-face, written, electronic) toward self, others, the school, the profession, and facilities/property.

   *This student needs further education or assistance with preventing or improving these observed behaviors:*

   - [ ] Verbally or nonverbally disrespects others.
   - [ ] Argues.
   - [ ] Uses inappropriate language.
   - [ ] Is abusive or hypercritical.
   - [ ] Demonstrates arrogance.
   - [ ] Misrepresents or falsifies information or actions.
   - [ ] Does not maintain appropriate boundaries in practice or learning situations.
   - [ ] Other (define).
   - [ ] Does not maintain confidentiality when needed.
   - [ ] Is not punctual.
   - [ ] Behaves inappropriately in public settings, in a manner that would be disappointing to peers, school and profession.
   - [ ] Abuses property.
   - [ ] Does not practice adequate personal hygiene.
   - [ ] Dresses inappropriately for the situation.

2. **Reliability and Responsibility:** Fulfills responsibilities to peers, instructors, patients, other health professionals, and oneself. Provides accurate, non-misleading information to the best of one’s abilities.

   *This student needs further education or assistance with preventing or improving these observed behaviors:*

   - [ ] Cannot be relied upon to complete tasks.
   - [ ] Does not complete tasks in a timely manner.
   - [ ] Fails to prepare for course or patient care activities.
   - [ ] Does not seek assistance when needed.
   - [ ] Other (define).
   - [ ] Does not function cooperatively within a health care team or other educational setting.
   - [ ] Does not consider the ramification of own actions or behaviors.

3. **Self-Improvement and Adaptability:** Accepts constructive feedback, and incorporates this feedback when making changes in his/her behavior. Accepts responsibility for own failures and errors.

   *This student needs further education or assistance with preventing or improving these observed behaviors:*

   - [ ] Demonstrates a lack of competence.
   - [ ] Is resistant to or overly defensive in accepting criticism or constructive feedback.
   - [ ] Is unable to recognize his/her own inadequacies and limitations.
   - [ ] Other (define).
   - [ ] Resists considering, making change(s), or seeking help when a problem is identified.
   - [ ] Does not take responsibility for his or her actions.
   - [ ] Does not adapt or demonstrate flexibility when needed or asked.