

## PHA5021C Personal and Professional Development 1

### Fall 2025 | 0.5 Credit Hours – [S/U Grading]

*The purpose of this course is to introduce the skills, attitudes, and values that are essential for achieving high performance in healthcare practice and in achieving personal career success. The course is also the first of nine sequential courses that serve as an anchor for the co-curriculum. This course provides an introduction to the pharmacist attributes (self-awareness, professionalism, innovation and entrepreneurship, leadership, interprofessional collaboration, and communication,) that will be learned across these nine courses. The focus of this course will be on self-awareness, but will also include interprofessional collaboration.*

**Course Prerequisites:** Admission to the Doctor of Pharmacy program

**Course Corequisites:** Pharm.D. program courses in Block 1 and 2

Course Faculty and Staff	
<b>Course Director</b>	<b>Instructional Designer</b>
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<b>Co-Curriculum Program Specialist</b>	<b>Program Coordinator: Office of Student Success, Wellness and Community Engagement</b>
Jerelle Singleton Email: <a href="mailto:Jerelle@ufl.edu">Jerelle@ufl.edu</a>	Nazandria Jackson Email: <a href="mailto:nburney42@ufl.edu">nburney42@ufl.edu</a> <i>Please contact Jerelle for Community Engagement questions until Nazandria returns to office in October</i>
<b>Teaching Faculty</b>	
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[Faculty and Staff: Who to Contact and Questions to Ask](#)

**Office Hours:** Please see the Canvas course site for posted office hours.

**Faculty Locations:**

<b>Gainesville</b>	PEP: HPNP 2336
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## Course Objectives and Educational Outcomes

Course Objectives	Linked Educational Outcome
1. Describe the performance expected upon graduation (i.e., pharmacist attributes) for each of the following and how you will progressively accomplish these abilities across the next four years: <ol style="list-style-type: none"> <li>a. Interprofessional Collaborator</li> <li>b. Communicator</li> <li>c. Self-awareness</li> <li>d. Leadership</li> <li>e. Innovative mindset</li> <li>f. Professionalism</li> </ol>	Self-aware Professional
2. Explain the role of the co-curriculum in accomplishing personal and professional development for becoming a pharmacist.	Learner
3. Demonstrate the ability to be self-aware of personal and professional development needs and to accomplish these needs.	Self-aware Professional
4. Assess potential career path options as a pharmacist and develop an initial plan for personal career development.	Learner
5. Demonstrate an understanding of the continuing professional development process.	Professional
6. Participate effectively as an interprofessional team member that establishes a relationship with a patient family and during this activity: a) demonstrate effective team member skills, b) explain the roles and responsibilities of various team members, and c) describe the importance of effective communication skills.	Collaborator Communicator
7. Perform brief tobacco interventions utilizing motivational interviewing when working as part of an interprofessional team.	Provider
8. Demonstrate ability to successfully complete 5 hours of co-curricular activities and 2 hours of community engagement activities that contribute to achieving personal and professional development.	Professional
9. Document initial personal and professional development by establishing an electronic portfolio.	Professional

## Course Resources and Fees

<b>Course Outline</b>
See Appendix A. Please routinely check your campus calendar and the Canvas course site for any messages about changes in the schedule including meeting dates/times, deadlines, and room changes.
<b>Required Textbooks/Readings</b>
Use <a href="#">UF VPN to access UF Libraries Resources</a> when off-campus. The UF HSC library staff can assist you with questions or issues related to accessing online library materials. For assistance contact your College of Pharmacy librarian or visit the <a href="#">HSC Library Website</a> at this URL: <a href="http://www.library.health.ufl.edu/">http://www.library.health.ufl.edu/</a>
<b>Suggested Textbooks/Readings</b>
Required and supplementary readings will be listed in Canvas by module.
<b>Other Required Learning Resources</b>
N/A
<b>Materials &amp; Supplies Fees</b>
N/A

## Evaluation and Grading

### Student Evaluation & Grading

Personal and Professional Development is a Satisfactory/Unsatisfactory course. A grade of satisfactory requires completion of all course activities and assignments, including milestones where appropriate. See Course Specific Policies section for additional details on late assignment policies.

Students must earn a score of 80% or higher on each quiz. Students will be given 2 attempts to complete the quiz to earn the passing score. The score that is the higher of the 2 attempts will be used to calculate the students course grade. If the passing score is not earned on the second attempt, a makeup assignment.

Assessment Item	Criteria
<b>Team contract</b>	Satisfactory completion and submission to Canvas
<b>Syllabus quiz</b>	100%
<b>Module Quizzes</b> <ul style="list-style-type: none"> <li>• Self-awareness</li> </ul>	80% (2 attempts)
<b>Portfolio items</b> <ul style="list-style-type: none"> <li>• Self-Rating Scale of Self-Directed Learning (SRSSDL)</li> <li>• Growth Mindset assignment</li> <li>• CliftonStrengths</li> <li>• Continuous Pprofessional Development (CPD) fall assignment</li> <li>• Curriculum vitae (CV)</li> </ul>	Satisfactory completion and upload to CORE
<b>Interprofessional Education</b> <ul style="list-style-type: none"> <li>• AHEC Tobacco Training and Cessation-Initial Training (ATTAC-IT)</li> <li>• Putting Families First (PFF)</li> </ul>	Attend and pass satisfactorily as determined by IPE program requirements
<b>Team Evaluations</b>	Complete by due dates in Appendix
<b>Team debriefing assignments</b> <ul style="list-style-type: none"> <li>• Team debriefing individual assignment</li> <li>• Team debriefing team assignment</li> </ul>	Satisfactory completion and submission to Canvas
<b>Career Coach activities</b> <ul style="list-style-type: none"> <li>• Career Coach meeting</li> <li>• Career Coach evaluation</li> </ul>	Meet by due date in Appendix Satisfactory completion by due date
<b>Co-curricular activities</b>	Completion of 5 hours of approved activities by the due date
<b>Community engagement activities</b>	Completion of 2 hours of approved activities by the due date

See Appendix A for due dates

### Grading Scale

Percentage	Letter Grade	Percentage	Letter Grade	Percentage	Letter Grade
92.50-100%	A	79.50-82.49%	B-	66.50-69.49%	D+
89.50-92.49%	A-	76.50-79.49%	C+	62.50-66.49%	D
86.50-89.49%	B+	72.50-76.49%	C	59.50-62.49%	D-
82.50-86.49%	B	69.50-72.49%	C-	< 59.50%	E

**Rounding of grades:**

Final grades in Canvas will be rounded to the 2nd decimal place. If the decimal is X.495 or higher, Canvas will round the grade to X.50. The above scale depicts this policy and grades are determined accordingly. Grade assignment is made using this policy and NO EXCEPTIONS will be made in situations where a student's grade is "close."

**University of Florida Honor Pledge and Academic Dishonesty**

UF students are bound by The Honor Pledge which states "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Expectations for Artificial Intelligence and when use constitutes academic dishonesty is outlined below.

Tendering information (giving your work to another to be copied, giving someone answers to assessment questions, informing another person in a later section about the questions that appear on an assessment that you have taken, or giving or selling a paper to another student), is considered academic dishonesty.

Students are required to report any condition that facilitates academic misconduct to appropriate personnel. Failure to report is also considered academic dishonesty. If you have any questions or concerns, please consult the course's Teaching Partnership Leader/Course Director or Assistant Dean for Curricular Affairs.

See the [UF Conduct Code website](#) for more information. If you have any questions or concerns, please consult with the instructor or TAs in this class.

**Assignment Descriptions****Individual Pre-Debriefing Assignment**

This assignment is a reflective exercise where students analyze their teamwork behaviors based on team evaluation results and identify areas for personal improvement. Each student must list behaviors to continue and behaviors to change (start or stop) to enhance team performance, and share these insights during a class debriefing session. The completed document, including blank sections, must be uploaded to Canvas before each scheduled team debriefing.

**Team Debriefing TEAM Assignment**

This team assignment requires members to collectively reflect on their individual evaluation results and discuss behaviors that impact team performance. Each member shares their insights and proposed changes during a focused team conversation, emphasizing listening and constructive feedback. The team then documents one behavior each member should continue and one to change, and submits the completed form to Canvas within an hour after the debriefing session.

**Team Evaluations (parts 1 and 2)**

**Part 1 Feedback Fruits:** Each student will evaluate their teammates across five areas of team-member effectiveness that are used as metrics in Peer Evaluation surveys, including "Contributing to the Team's Work", "Interacting with Teammates", "Keeping the Team on Track", "Expecting Quality", and "Having Relevant Knowledge, Skills, and Abilities".

**Part 2 Team Satisfaction and Psychological Safety:** Each student will evaluate their team for their perceptions of satisfaction with their team and their ability to interact with their team in a comfortable manner that supports learning.

<b>Co-Curricular Activities</b>
Students must participate in a total of 5 hours per semester of approved activities that develop advocacy, leadership, professionalism, or self-awareness. Activities require documentation and submission of hours to ensure alignment with educational and professional development goals.
<b>Community Engagement Activities</b>
Students must participate in a total of 2 hours per semester of approved activities that serve underserved communities. Activities require documentation and submission of hours to ensure alignment with educational goals.
<b>Continuing Professional Development</b>
This assignment guides pharmacy students through a structured reflection and planning process to support their personal and professional development. Students are expected to reflect on their career goals, create SMART short- and long-term learning objectives, engage in relevant learning activities, and evaluate their progress each academic year.
<b>Career Coach Meeting and Evaluation</b>
Students are required to meet with their Career Coach at least once each semester and document their discussion points in the Career Coach Evaluation in CORE.
<b>CV</b>
Students are required to update their CV once each semester and upload to CORE to facilitate review and discussion with their Career Coach.

<b>Course-Related Policies</b>	
<b>UF Resources and Policies</b>	University of Florida resources and policies can be found at this URL: <a href="https://one.ufl.edu/whole-gator/discover">https://one.ufl.edu/whole-gator/discover</a>
<b>PharmD Course Policies</b>	The Policies in the following link apply to this course. Review the General <a href="http://curriculum.pharmacy.ufl.edu/current-students/course-policies/">Pharm.D. Course Policies</a> carefully, at this URL: <a href="http://curriculum.pharmacy.ufl.edu/current-students/course-policies/">http://curriculum.pharmacy.ufl.edu/current-students/course-policies/</a>
<b>Attendance Policy</b>	Attendance is mandatory for active learning sessions such as team-based learning sessions, case discussions, laboratory sessions, and other activities that the instructor designates as required. This course has 3 required sessions (Active Learning, Team Debriefings, CV Workshop, Career Panel). A student who misses greater than 1 session(s) for this course will receive an incomplete in the course and will retake the course during the next offering, resulting in delayed graduation.
<b>Makeup Assignments</b>	Makeup assignments may be required for excused and unexcused absences from all Active Learning Sessions. Students will be required to complete the makeup assignment within one week of the missed session.
<b>Late Assignments</b>	<ol style="list-style-type: none"> <li>1. All assignments are due by the date and time specified in the syllabus. If you are unable to meet a deadline, email the Co-Curriculum Program Specialist at the email listed in Appendix A at least 24 hours prior to the deadline.</li> <li>2. Students with 2 or more late assignments will be required to meet with the PPD Accountability Board, comprised of the Associate Dean for Student Affairs, the Director of PPD, and the Co-Curriculum Program Specialist. The PPD Accountability Board may assign make up or reflective work.</li> <li>2.</li> <li>3. An X will be entered in the gradebook for missing or incomplete work</li> </ol>

### Educational Technology Use

The following technology below will be used during the course and the student must have the appropriate technology and software.

1. Canvas™ Learning Management System
2. CORE
3. Feedback Fruits

For technical support, navigate to [Educational Technology and IT Support Contact Information](http://curriculum.pharmacy.ufl.edu/current-students/technical-help/) at this URL: <http://curriculum.pharmacy.ufl.edu/current-students/technical-help/>

### Artificial Intelligence Use

**The use of generative AI in assessments is prohibited**, unless explicitly allowed by the course instructor. Assessments include any submitted work, graded or ungraded, that will be evaluated. These include, but are not limited to, quizzes, exams, assignments, writing projects, etc. If a student is uncertain about the use of AI technology, it is the student's responsibility to ask the instructor prior to beginning the assignment or assessment.

When authorized by the course director/course instructors, students may use AI technologies in the completion of an assessment if they acknowledge all use by naming the technology, describing how it was employed, and adhering to any other requirement stipulated in the assessment's instructions. Failure to acknowledge the use of AI technology or disregarding instructions related to the use of AI for assessments is considered academic misconduct. Students must disclose the use of AI and AI-assisted technologies by following the instructions below.

Application of AI technology must be done with human oversight and control, and students should carefully review and edit the result, as AI can generate outputs that can be incorrect, incomplete, or biased. **Students assume full responsibility for all content, including errors and omissions, if AI is employed.** Additionally, privacy is a concern with AI-generated content. Most commercially available AI systems are not compliant with [HIPAA](#) or FERPA protections, inputting patient or student information is prohibited by federal law.

Instructions to acknowledge the use of AI:

Statement: During the preparation of this assignment I/we, [INSERT NAME/S], used [INSERT TOOL / SERVICE] in order to [INSERT REASON OR PURPOSE]. After using this tool/service, I/we reviewed and edited the content as needed and take full responsibility for the content of the submission.

### Penalties for unauthorized use:

**Unauthorized use of AI text generators for assessments is considered evidence of academic dishonesty (see [policy on academic dishonesty](#)).**

### Disability Resource Center

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center by visiting our [Get Started page](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

### Course Evaluation Process

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online. Students can complete evaluations in three ways:

1. The email they receive from GatorEvals,
2. Their Canvas course menu under GatorEvals, or
3. The central portal at <https://my-ufl.bluera.com>

Guidance on how to provide constructive feedback is available at <https://gatorevals.aa.ufl.edu/students/>. Students will

be notified when the evaluation period opens. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>

## Appendix A: Course Outline

<b>Date / Time [Recommended for Independent Study]</b>	<b>Activity</b>	<b>Activity Title</b>	<b>Contact Time (min)</b>	<b>Responsible</b>
08/18/2025 at 11:59pm	Assignment Graded	Assignment: Submit Team Contract into Canvas course site. Only 1 person from team needs to upload the document.		Priti Patel
	Module	Introduction to Personal and Professional Development – Role of the Co-Curriculum and Milestone Assessments		Priti Patel
08/19/25	Lecture Video	Intro to PPD	12	Priti Patel
08/19/25	Lecture Video	Personal Development, Team Activities, IPE	11	Priti Patel
08/19/25	Lecture Video	Career Development	7	Priti Patel
08/19/25	Lecture Video	Co-Curricular & Community Engagement Activities	8	Priti Patel
08/19/25	Lecture Video	PPD & Professionalism	7	Priti Patel
08/20/2025 at 11:59pm	Assignment (Graded)	Assignment: Submit Information Needed for CORE Account Creation		Priti Patel
08/20/2025 at 11:59pm	Assignment Graded	Assignment: Syllabus Quiz (Canvas)		Priti Patel
	Module	Self-Awareness		Priti Patel
08/26/25	Lecture Video	Introduction to Self-Awareness	30	Priti Patel
08/26/25	Video Other	TED Talk – Tasha Eurich: Increase your self-awareness with this one simple fix	17	Priti Patel
08/26/25	Video Other	TED Talk – Tasha Eurich: Learning to be awesome at anything you do, including being a leader	16	Priti Patel
08/28/2025 at 11:59pm	Quiz (Online)	Assignments: Complete Self-Awareness Online Quiz (Canvas)		Priti Patel
08/28/2025 at 11:59pm	Assignment (Graded)	Assignment: Submit VARK Assessment (CORE)		Priti Patel
	Module	Continuing Professional Development		Priti Patel
09/02/25	Lecture Video	Continuing Professional Development	21	Priti Patel
09/03/2025 at 11:59pm	Assignment Graded	Assignment: Review Career Coach Bios and post the rank list into CORE (If you do not post your rank list, you will not be permitted an opportunity to select your career coach.)		Priti Patel
09/03/2025 at 11:59pm	Assignment Graded	Assignment: Career Preferences Survey online		Priti Patel
09/04/2025 from 2pm-4:30pm	Active Learning Session -- Zoom	Interprofessional Tobacco Awareness and Cessation Training (ATTAC-IT program) Call campuses via Zoom	150	Michelle Farland
	Module	Writing SMART Goals		Priti Patel
09/09/25	Lecture Video	Introduction to Writing SMART Goals	16	Priti Patel

<b>Date / Time [Recommended for Independent Study]</b>	<b>Activity</b>	<b>Activity Title</b>	<b>Contact Time (min)</b>	<b>Responsible</b>
09/09/25	Lecture Video	Five Rules of Goal Setting – How to Set SMART, Motivating Personal Goals	16	Priti Patel
09/15/2025 at 11:59pm	Assignment Graded	Assignment: Upload Documents to Your Electronic Portfolio (in CORE) • Strength Quest/Finders Results • VARK assessment • CPD Fall assignment		Priti Patel
09/16/2025 10:40am-12:30pm	PPD IPE	Putting Families First/ Interprofessional Family Health	100	Priti Patel
09/23/25	Lecture Video	Giving Effective Peer Feedback	16	Priti Patel
09/23/25	Lecture Video	Team Evaluation Process	20	Priti Patel
09/25/2025 10:00-11:50am	Active Learning Session	ALS 1: Giving Effective Peer Feedback		Priti Patel
09/25/2025 at 11:59pm	Assignment Graded	Assignment: Team Evaluation #1 (Parts 1 and 2)		Priti Patel
	Module	Career Development		Priti Patel
10/06/25	Lecture Video	CV: Tell Your Story: Writing a Curriculum Vitae	31	Anthony Casapao
	Module	Team Debriefing		Priti Patel
10/07/2025 at 12pm	Assignment Graded	Assignment: Team Debriefing Individual Assignment 1 - See below for individual pre-debriefing assignment due dates		Priti Patel
10/07/2025 1:00-2:50pm	Active Learning Session	Team Debriefing & CV workshop	100	Priti Patel
10/07/2025 at 5pm	Assignment Graded	Assignment: Team Debriefing Team Assignment 1 - see above for team debriefing assignment due dates		Priti Patel
10/14/2025 at 11:59pm	Assignment Graded	Submit your CV to CORE		Anthony Casapao
10/21/2025 10:40am-12:30pm	PPD IPE	Putting Families First/ Interprofessional Family Health	100	Priti Patel
	Module	Self-Directed Learning		Priti Patel
10/28/25	Lecture Video	Self-Directed Learning		Priti Patel
10/29/2025 at 11:59pm	Assignment Graded	Assignment: Submit Growth Mindset Assessment (Canvas)		Priti Patel
10/29/2025 at 11:59pm	Assignment Graded	Assignment: Complete SRSSDL Assessment & upload to CORE		Priti Patel
10/31/2025 at 11:59pm	Assignment Graded	Assignment: Meet face-to-face or via video chat with Career Coach by this date.		Priti Patel
10/31/2025 at 11:59pm	Assignment Graded	Assignment: Complete Career Coach Evaluation (Salesforce)		Priti Patel
11/18/2025 10:40am-12:30pm	PPD IPE	Putting Families First/ Interprofessional Family Health	100	Priti Patel

<b>Date / Time [Recommended for Independent Study]</b>	<b>Activity</b>	<b>Activity Title</b>	<b>Contact Time (min)</b>	<b>Responsible</b>
11/19/2025 1:00-2:50pm	Active Learning Session	ALS 2: Career Panel	100	Anthony Casapao, Priti Patel
11/21/2025 at 11:59pm	Assignment Graded	Assignment: Team Evaluation #2 (Parts 1 and 2)		Priti Patel
11/21/2025 at 11:59pm	Assignment Graded	Submit Co-Curricular Activities (5 hours) (See Canvas for link)		Priti Patel
11/21/2025 at 11:59pm	Assignment Graded	Submit Community Engagement Activities (2 hours) (See Canvas for link)		Priti Patel
		Total Contact Time (hr)	20	

## Appendix B: Career Coach Assessment

### Career Coach Assessment

This is the assessment the Career Coach completes following the Spring semester meeting with you. It has been provided to you in advance to be able to identify the areas of the program of high importance for this semester.

#### Self-Awareness:

How would you rate the student’s level of self-awareness? (We define self-awareness as being able to examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth)

Global Score: Self-Awareness	
Level 1: With <b>extensive coaching</b> , the student does <b>NOT</b> meet the definition of self-awareness.	
Level 2: With <b>extensive coaching</b> , the student is able to meet the definition of self-awareness.	
Level 3: With <b>moderate coaching</b> , the student is able to meet the definition of self-awareness.	
Level 4: With <b>minimal coaching</b> , the student meets the definition of self-awareness.	
Level 5: With <b>no coaching</b> , the student <b>independently</b> meets the definition of self-awareness.	

**Professionalism:** How would you rate the student’s level of professionalism? (We define professionalism as being able to exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.)

Global Score: Professionalism	
Level 1: With <b>extensive coaching</b> , the student does <b>NOT</b> meet the definition of professionalism.	
Level 2: With <b>extensive coaching</b> , the student meets the definition of professionalism.	
Level 3: With <b>moderate coaching</b> , the student meets the definition of professionalism.	
Level 4: With <b>minimal coaching</b> , the student meets the definition of professionalism.	
Level 5: With <b>no coaching</b> , the student <b>independently</b> meets the definition of professionalism.	

**Career Planning & Continuing Professional Development:** To what extent has the student established a career path?

Global Score: Career Planning & Continuing Professional Development	
Not defined: the student is undecided about his/her career area in pharmacy.	
Somewhat defined: the student is somewhat sure about the type of pharmacy practice he/she desires. He/She can state a desired future career path but is contemplating multiple career options.	
Defined: the student has clearly identified a future career path/area of pharmacy practice.	

**Career Planning & Continuing Professional Development:** How would you rate the student's ability to establish personal goals as part of Continuing Professional Development?

Global Score	
Level 1: With <b>extensive coaching</b> , the student is <b>NOT</b> able to establish appropriate goals.	
Level 2: With <b>extensive coaching</b> , the student is able to establish appropriate goals.	
Level 3: With <b>moderate coaching</b> , the student is able to establish appropriate goals.	
Level 4: With <b>minimal coaching</b> , the student is able to establish appropriate goals.	
Level 5: With <b>no coaching</b> , the student <b>independently</b> established appropriate goals.	

## Appendix C: Professionalism Advisement Plan

### Introduction

Caring for patients is a responsibility and privilege of practicing as a pharmacist. This responsibility requires one to exhibit professional behaviors and values that are consistent with the trust given to our profession by patients, other health care providers, and society as a whole. The University of Florida College of Pharmacy is dedicated to promoting professional behaviors and values both within and outside the classroom.

Consistent with the expectations of a pharmacist, students are held to the highest professional standards in the classroom and experiential patient setting, as well as outside of the educational learning environment. Punctuality, preparedness, and engagement are expected. Appropriate behaviors and actions befitting a professional member of the community are imperative to the advancement of students in this program.

The following are examples of professional behavior expected of all College of Pharmacy students. It is important to note that these are a few examples and this list is not comprehensive.

- Students arrive to class early and are prepared for the start of class and when returning from breaks.
- Students adhere to any and all dress code regulations, as set forth and expected for specific settings (in class, experiential rotations, co-curricular activities).
- Students conduct themselves in a respectful, non-disruptive manner within and outside of the classroom.
- Students remain engaged throughout the duration of any course or experiential practice.
- Students maintain an ethical and professional digital citizenship when participating in any online platform.
- Students communicate (verbal, written, and body language) in a professional and respectful manner.
- Students comply with academic health center policies

To help provide guidance and training for students in the programs, lapses of professional behaviors are documented as concerns by the College faculty and staff. Concerns are typically addressed with the student as prescribed below; however a serious lapse or a repetitious pattern of lapses may warrant a tailored response including, but not limited to, accelerated follow-up action.

Any incident which violates the Student Honor Code will be handled as outlined in the Student Honor Code (e.g. academic dishonesty, harassment, etc.). In the adjudication of cases before the Health Science Center Student Conduct Committee, failure of the Professionalism Milestone may be a sanction administered by that group. If a student is found in violation of the University of Florida Code of Conduct, serious penalties may be incurred including failure of the Professionalism Milestone or dismissal from the College.

### Incidents are tracked based on the following schedule:

1PD: First day of orientation to completion of final CIPPE summer session.

2PD: First day after CIPPE completion to final HIPPE summer session.

3PD: First day after HIPPE Completion to Last didactic day before APPE 4PD: First day of APPE to graduation

If a student incurs 6 professionalism lapses in a single academic year, this will result in failure of the Professionalism Milestone.

Professionalism Lapse	Follow Up Action
1st incident	Student is notified of a professionalism lapse when it occurs, and immediate feedback is provided from the concerned faculty or staff member. The concern is officially noted and recorded by the College and an email including the Professionalism Advisement Plan is sent to the student's UF email account. This email serves as official notice to the student that the College is aware of a lapse in professional behavior.
2nd incident	Student is notified of a professionalism lapse when it occurs, and immediate feedback is provided from the concerned faculty or staff member. The concern is officially noted and recorded by the College and an email including the Professionalism Advisement Plan is sent to the student's UF email account. This email serves as official notice to the student that the College is aware of a lapse in professional behavior.
3rd incident	Student is notified of a professionalism lapse when it occurs, and immediate feedback is provided from the concerned faculty or staff member. The concern is officially noted and recorded by the College and an email including the Professionalism Advisement Plan is sent to the student's UF email account. This email serves as official notice to the student that the College is aware of a lapse in professional behavior. <u>One-on-one meeting with the Student Affairs Coordinator</u> to discuss professionalism lapse and identify problems that could be contributing to this behavior. If follow up is needed, the appropriate individual(s) will be notified (e.g., Associate Dean for Student Affairs, Campus Dean, Director of Personal and Professional Development, etc.).
4th incident	Student is notified of a professionalism lapse when it occurs, and immediate feedback is provided from the concerned faculty or staff member. The concern is officially noted and recorded by the College and an email including the Professionalism Advisement Plan is sent to the student's UF email account. This email serves as official notice to the student that the College is aware of a lapse in professional behavior. <u>Student is referred to Professionalism Committee</u> . Personal and Professional Development Course Director to attend meeting. Purpose of this meeting is mentoring and coaching. Committee meets with student, discusses issues and provides counseling. Student will develop an action plan to address and mitigate future professionalism lapses.
5th incident	Student is notified of a professionalism lapse when it occurs, and immediate feedback is provided from the concerned faculty or staff member. The concern is officially noted and recorded by the College and an email including the Professionalism Advisement Plan is sent to the student's UF email account. This email serves as official notice to the student that the College is aware of a lapse in professional behavior. <u>Student meets with Associate Dean for Student Affairs</u> .
6th incident	<b>Failure of Professionalism Milestone</b> ; referral to Academic and Professional Standards Committee (APSC).

### Failing the Professionalism Milestone

A student who fails the Professionalism Milestone will be issued an “I” in the PPD course and a “U” grade in the associated milestone course. The student will also be referred to the Professionalism Committee to discuss expectations for professional growth and receive guidance on development of the Professionalism Improvement Plan (PIP). The student will then meet with the Academic and Professional Standards Committee (APSC) to discuss failure of the Professionalism Milestone, expectations for completing the professionalism improvement plan (PIP), and inform the student they will be on an Accelerated Professionalism Accountability Plan for one year. Students must send the PIP to the Associate Dean of Student Affairs 48 hours prior to meeting with the APSC. When the student begins their PIP, they will also be placed on an Accelerated Professionalism Accountability Plan (below). Students on a PIP are not permitted to represent the college by holding an office in a student organization nor through college-associated travel. When the student successfully completes the PIP, the grades in the PPD and milestone courses will be changed to an “S”. To successfully complete the PIP, the student must demonstrate fulfillment of the plan to the Professionalism Committee. The committee will then provide a recommendation to the Associate Dean of Student Affairs. A student on an accelerated professionalism accountability plan without reaching their third incident may be cleared to represent the college (i.e., holding an office or through college-associated travel) after the PIP has been completed.

The Accelerated Professionalism Accountability Plan restarts the cycle of accountability and allows for two professionalism lapses prior to dismissal from the college. The first lapse will result in automatic referral to the Professionalism Committee for mentoring. If a second professionalism lapse occurs, the student will be referred to the Professionalism Committee for mentoring and receive an assignment which must be submitted by the assigned deadline. The student will also be required to meet with the Associate Dean for Professional Advancement and Assessment. If a student incurs a third professionalism lapse, they will be dismissed from the college.

### Accelerated Professionalism Accountability Plan

Professionalism Lapse	Follow Up Action
1st incident	Referral to Professionalism Committee. Personal and Professional Development Course Director to attend meeting. Purpose of this meeting is mentoring and coaching. Committee meets with student, discusses issues and provides counseling.
2 <sup>nd</sup> incident	Second referral Professionalism Committee. Second advising session and assignment of essay in addition to other PIP assignments. Meeting with Associate Dean for Professional Advancement and Assessment.
3 <sup>rd</sup> incident	Dismissal from the College

Incidents are tracked based on the following schedule: 1PD: August – April  
2PD – 4PD: May – April

Approved by Faculty Governance Council 8/8/18  
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