

PHA5023C Personal and Professional Development 3

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

The purpose of this course is to track the personal and professional growth of individual students. The course is the third of nine sequential courses that serve as an anchor for the co-curriculum and the professionalism milestone. This course continues to expand on the pharmacist attributes (interprofessional collaboration, communication, self-awareness, leadership, innovation and entrepreneurship, and professionalism). This course focuses on development of leadership, self-awareness, and professionalism .

Course Prerequisites: Completion of all Year 1 PharmD program coursework including milestones

Course Corequisites: N/A

Course Faculty and Staff	
Course Director	Instructional Designer
Bethany Shoulders, PharmD, BCCCP Email: brshoulders@ufl.edu	Skylar Johnson, M.A. Email: sky@cop.ufl.edu
Academic Coordinators	
Morgan Milner (GNV) Morgan.milner@ufl.edu	Jessica Linares (ORL) Email: Jnoriegalinaires@ufl.edu
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Co-Curriculum Program Specialist	Program Coordinator: Office of Student Success, Wellness and Community Engagement
Jerelle Singleton Email: Jerelle@ufl.edu	Nazandria Jackson Email: nburney42@ufl.edu <i>Please contact Jerelle for Community Engagement questions until Nazandria returns to office in October</i>
Teaching Faculty	
Anthony Casapao, PharmD, MPH, FIDA Email: casapao@ufl.edu	Jodi Taylor, PharmD, BCCCP, FASHP Email: jodi.taylor@ufl.edu
Karen Whalen, PharmD, BCPS, FAPhA Email: whalen@cop.ufl.edu	

[Faculty and Staff: Who to Contact and Questions to Ask](#)

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

Faculty Locations:

Gainesville	PEP: HPNP 2336
Jacksonville	Tower 2, First Floor

Course Objectives and Educational Outcomes

Course Objectives	Linked Educational Outcome
Upon completion of this course, the student will be able to:	
1. Identify their personal leadership style.	Self-aware
2. Select appropriate approaches to provide feedback to peers in common scenarios encountered as a pharmacist in a workplace setting.	Communicator
3. Demonstrate self-awareness in reflecting on personal development needs and then establishing goals for continuing professional development.	Self-aware Professional
4. Apply professional attitudes, values, and behaviors that are expected of a pharmacist in daily practice, in the community, and within the pharmacy profession.	Professional
5. Demonstrate ability to successfully complete 5 hours of co-curricular activities and 2 hours of community engagement that contribute to achieving personal and professional development.	Professional

Course Resources and Fees

Course Outline
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.
Required Textbooks/Readings
Required readings will be posted to Canvas. Use UF VPN to access UF Libraries Resources 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 HSC Library Website at this URL: http://www.library.health.ufl.edu/
Suggested Textbooks/Readings
N/A
Other Required Learning Resources
N/A
Materials & Supplies Fees
N/A

Evaluation and Grading

Student Evaluation & Grading
<p>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.</p> <p>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 will be required for a student to complete to demonstrate competence in the content area.</p>

Assessment Item	Criteria
Team contract	Satisfactory completion and submission to Canvas
Syllabus quiz	100%
Module Quizzes <ul style="list-style-type: none"> Leadership Giving Effective Feedback 	80% (2 attempts)
Portfolio items <ul style="list-style-type: none"> CPD Fall assignment Curriculum Vitae (CV) Personal mission statement assignment 	Satisfactory completion and upload to CORE/Canvas
Team Evaluations	Complete by due dates
Team debriefing assignments <ul style="list-style-type: none"> Team debriefing individual assignment Team debriefing team assignment 	Satisfactory completion and submission to Canvas
Career Coach activities <ul style="list-style-type: none"> Career Coach meeting Career Coach evaluation 	Meet by due date Satisfactory completion by due date
Co-curricular activities	Completion of 5 hours of approved activities by the due date
Community engagement activities	Completion of 2 hours of approved activities by the due date

See Appendix A for due dates.

University of Florida Honor Pledge and Academic Dishonesty
<p>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.”</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

Course-Related Policies

UF Resources and Policies

University of Florida resources and policies can be found at this URL: <https://one.ufl.edu/whole-gator/discover>

PharmD Course Policies

The Policies in the following link apply to this course. Review the General [Pharm.D. Course Policies](#) carefully, at this URL: <http://curriculum.pharmacy.ufl.edu/current-students/course-policies/>

Attendance Policy

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 4 required sessions (ALS, Career Panel, Team Debriefing, CV Workshop). 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.

Makeup Assignments

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.

Late Assignments

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.
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.
3. An X will be entered in the gradebook for missing or incomplete work

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](#) at this URL: <http://curriculum.pharmacy.ufl.edu/current-students/technical-help/>

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.

Assignment Descriptions

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.

Co-Curricular Activities

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.

Community Engagement Activities

Students must participate in a total of 2 hours per semester of approved activities for underserved communities. Activities require documentation and submission of hours to ensure alignment with educational goals.

Continuing Professional Development

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.

Career Coach Meeting and Evaluation

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.

CV

Students are required to update their CV once each semester and upload to CORE to facilitate review and discussion with their Career Coach.

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 with the DRC 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

Date / Time [Recommended for Independent Study]	Activity	Activity Title	Contact Time (min)	Responsible
	Module	Introduction to Year 2 of Personal and Professional Development		Bethany Shoulders
08/11/25	Lecture Video	Watch: Course Introduction Video	20	Bethany Shoulders
08/11/25	Reading	Read: Syllabus		Bethany Shoulders
08/21/2025 at 11:59pm	Assignment (Graded)	Assignment: Submit Team Contract. Only 1 person from team needs to upload the document. (Canvas)		Bethany Shoulders
08/21/2025 at 11:59pm	Assignment (Graded)	Assignment: Syllabus Agreement (Canvas)		Bethany Shoulders
	Module	Giving Effective Feedback/Difficult Conversations		Jodi Taylor
09/03/25	Video Other	Receiving Feedback Without Fear: The Joy of Getting Feedback by Joe Hirsch	9	Jodi Taylor
09/03/25	Video Other	Delivering Feedback: The Secret to Giving Great Feedback by LeeAnn Renniger	5	Jodi Taylor
09/03/25	Video Other	Communicate, Communicate, Communicate: 10 Ways to Have a Better Conversation by Celeste Headlee	12	Jodi Taylor
09/05/25 at 11:59pm	Quiz (Online)	Feedback Quiz		Jodi Taylor
9/8/25 from 1pm-2:50pm	Active Learning Session	ALS 1: Giving Effective Feedback/ Difficult Conversations	50	Jodi Taylor
	Module	Leadership		Karen Whalen
09/12/25	Lecture Video	Watch: Introduction to Leadership	38	Karen Whalen
09/12/25	Reading	Read: ASHP Statement on Leadership as a Professional Obligation	15	Karen Whalen
09/12/25	Reading	Read: Leadership in Pharmacy Practice Why Me?	15	Karen Whalen
09/12/25	Video Other	Watch: TED Talk: Margaret Heffernan: Forget the pecking order at work	16	Karen Whalen
09/12/25	Video Other	Watch: TED Talk: John Kotter: The Perils of Confusing Leadership and Management	5	Karen Whalen
09/12/25	Video Other	Watch: TED Talk: Simon Sinek: Why Good Leaders make you feel safe	12	Karen Whalen
09/12/2025 at 11:59pm	Quiz (Online)	Leadership Quiz		Karen Whalen
9/15/25 from 1pm-2:50pm	Active Learning Session	ALS 2: Leadership	50	Karen Whalen
09/22/2025 at 11:59pm	Assignment (Graded)	Assignment: Personal Mission Statement (Canvas)		Karen Whalen
	Module	CPD & Career Coach		Bethany Shoulders

Date / Time [Recommended for Independent Study]	Activity	Activity Title	Contact Time (min)	Responsible
9/18/25 at 11:59pm	Assignment (Graded)	Assignment: Update Electronic Portfolio with most recent version of CV (CORE)		Bethany Shoulders
9/18/25 at 11:59pm	Assignment (Graded)	Assignment Due: Career Planning; CPD Assignment: Submit Cycle 2 Reflect & Plan (CORE)		Bethany Shoulders
	Module	Career Panel		
10/8/25 at 11:59pm	Assignment (Graded)	Assignment: Peer Evaluations		Bethany Shoulders
	Module	Team Debriefing		Bethany Shoulders
10/22/25 at 9am	Assignment (Graded)	Assignment: Team Debriefing Individual Assignment 1 (Canvas)		Bethany Shoulders
10/22/25 at 9am	Assignment (Graded)	Assignment: CV Prep Assignment		Anthony Casapao, Bethany Shoulders
10/22/25 from 10am-11:50am	Active Learning Session	Team Debriefing & CV Workshop	100	Anthony Casapao, Bethany Shoulders
10/22/25 at 5pm	Assignment (Graded)	Assignment: Team Debriefing Team Assignment 1 (Canvas)		Bethany Shoulders
10/29/2025 at 11:59pm	Assignment (Graded)	Submit your updated CV (Canvas)		Anthony Casapao
10/31/25 at 11:59pm	Assignment (Graded)	Assignment: Meet face-to-face or via video chat with Career Coach by this date.		Bethany Shoulders
10/31/25 at 11:59pm	Assignment (Graded)	Assignment: Complete Career Coach Evaluation (CORE)		Bethany Shoulders
11/17/25 from 1pm-2:50pm	Active Learning Session	Fall Career Panel	100	Anthony Casapao, Bethany Shoulders
11/21/25 at 11:59pm	Assignment (Graded)	Assignment: Peer Evaluations		Bethany Shoulders
11/21/25 at 11:59pm	Assignment (Graded)	Assignment: 5 Co-Curricular Hours Due (Canvas)		Bethany Shoulders
11/21/25 at 11:59pm	Assignment (Graded)	Assignment: 2 Community Engagement Hours Due (Canvas)		Bethany Shoulders
		Total Contact Time (hours)	9	

Appendix B: Career Coach Assessment

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)

Level 1	Level 2	Level 3	Level 4	Level 5
With extensive coaching , the student does NOT meet the definition of self-awareness.	With extensive coaching , the student is able to meet the definition of self-awareness.	With moderate coaching , the student is able to meet the definition of self-awareness.	With minimal coaching , the student meets the definition of self-awareness.	With no coaching , the student independently meets the definition of self-awareness.

Self-Improvement: Please rate the student's ability to identify areas of self-improvement

Needs Improvement	Meets Expectations	Exceeds Expectations
The student has not yet identified his/her strengths and areas for improvement	The student has thoughtfully identified strengths and areas for improvement.	The student has thoughtfully identified strengths and areas for improvement and has specific plans in place to work on these areas.

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.)

Level 1	Level 2	Level 3	Level 4	Level 5
With extensive coaching , the student does NOT meet the definition of professionalism.	With extensive coaching , the student meets the definition of professionalism.	With moderate coaching , the student meets the definition of professionalism.	With minimal coaching , the student meets the definition of professionalism.	With no coaching , the student independently meets the definition of professionalism.

Career Planning: To what extent has the student established a career path?

Not defined	Somewhat defined	Defined
The student is undecided about his/her career area in pharmacy.	The student is somewhat sure about the type of pharmacy practice he/she desires. They can state a desired future career path, but is contemplating multiple career options.	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 CPD?

Level 1	Level 2	Level 3	Level 4	Level 5
With extensive coaching , the student is NOT able to establish appropriate goals.	With extensive coaching , the student is able to establish appropriate goals.	With moderate coaching , the student is able to establish appropriate goals.	With minimal coaching , the student is able to establish appropriate goals.	With no coaching , the student independently established appropriate goals

Goals: Did the student write their short- and long- term goals in the SMART format?	Yes	No
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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	Failure of Professionalism Milestone ; 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 nd 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 rd 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
Updated 8-7-24