

Professionalism Check-in Reporting Form

Student Professionalism Check-in Process (discussion with course director)

The student professionalism check-in process takes place if a student receives one or two scores of less than 3 on any combination of the six professionalism domains, including two scores of less than 3 on the same form.

An initial step in the student professionalism check-in process involves a discussion between the student and course director of the course in which the first and/or second low score was received, as appropriate. The check-in process is intended to ensure that students have the opportunity to discuss their performance, including consideration of comments provided on the professionalism assessment form, in a safe and confidential environment, and that they are aware of the various supports available to them. Further details about the assessment of student professionalism, including check-in procedures, are included in the MD Program's *Guidelines for the Assessment of Student Professionalism*.

This form is to be completed by course director and retained as a record of the discussion with the student.

A. Student identification

Student Name:	
Date of discussion:	
Course: (in which the score was received)	

B. Consultation and verification

Did you speak with the teacher who gave the score that triggered the check-in process?		No
Do you agree that the score was warranted?	Yes	No

If the score was not warranted, the course director should take the steps necessary to have the assessment changed.

C. (*If score <u>not</u> warranted*) Provide a summary of why the score was *not* warranted, including a summary of the discussion with the student.



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D. (*If score warranted*) **Provide a summary of the discussion, including description of next steps and rationale for the outcome.**

E. After discussing the issue with the student, a brief summary of the outcome of the discussion should be provided to the student by email to ensure there is no misunderstanding of next steps.

Has the student been provided with a summary of the discussion by email? Yes No

F. Outcome of Check-in

No voluntary professionalism activities suggested	
Voluntary professionalism activities suggested	
(as summarized above)	
Forward to Curriculum Director for	
Student in Professionalism Difficulty Progress Review	

G. Completed and submitted by

Name:	
Role:	
Date submitted:	