

Policy:	Student Behavioral Guidelines
Applicability:	All PharmD Students
Who is affected:	Students, Faculty, Proctors and Preceptors
Effective:	Until Further Notice
Last Revision:	April 3, 2014
Initiated By:	Office of Academic Affairs
Responsibility:	Associate Deans for Academic and Student Affairs
Policy Link:	<a href="http://www.pharmacy.umaryland.edu/studentguidelines">http://www.pharmacy.umaryland.edu/studentguidelines</a>

### **1. Statement of Philosophy**

The students of the University of Maryland School of Pharmacy recognize that honesty, truth, and integrity are values central to the school's mission as an institution of higher education. All persons enrolled in any course or program offered by the University of Maryland School of Pharmacy and all persons supervising the learning of any student are responsible for acting in accordance with the provisions of this policy and the Student Honor Code.

### **2. Guidelines for Professionalism**

Professional behavior is critical to success, not only while earning the Doctor of Pharmacy degree at the University of Maryland School of Pharmacy, but also in eventual practice of a pharmacy career. "Professionalism" includes behavior that maintains the integrity of the profession of pharmacy through honesty, responsibility, respect, and holding not only ourselves but also each other accountable to patients, colleagues, and others. These guidelines define what is expected of the student pharmacist, and address some key issues that will serve as a guide for their academic pursuit and in future endeavors.

### **3. Curricular Issues**

Issues may arise involving an individual student or the entire class. A student with an individual concern (for example, illness or academic performance) should meet with the appropriate course manager and/or instructor to discuss the issue. Students can also discuss personal issues with their academic advisors, the Director of Student Services, the Associate Dean for Student Affairs or the Associate Dean for Academic Affairs.

For issues concerning the entire class (for example, scheduling conflicts, Blackboard or Mediasite), a process is in place to facilitate open discussion and resolve non-disciplinary issues among course managers, faculty, and students. The first step is to work with the course manager and the class liaison. Appointed by class officers each year, the liaison is responsible for communication between the course faculty and students regarding any curricular concerns. Issues not resolved at this level should be directed to the class president. The class president may wish to meet with the faculty class advisor to discuss options or consult the other class officers before meeting with the course manager. If the concern is not handled on this level, it should then be directed to the SGA president. The last step in the process is to contact the Associate Dean of Academic Affairs.

#### **4. Civility**

A healthy academic environment depends on mutual respect of students, faculty and staff. The school does not tolerate disrespect or lack of civility toward any member of the pharmacy school or campus community. Inappropriate verbal, written, or e-mail remarks that disrespect, harass, discriminate, intimidate or demean the character of another individual will be dealt with through informal and formal disciplinary procedures.

#### **5. Classroom Etiquette**

In the interest of professionalism, self-discipline is expected in the classroom. Certain behaviors are prohibited during class time, such as:

- a) Conversation during the presentation of material. Waiting until the breaks between lectures to converse with colleagues is the acceptable way to discuss issues.
- b) Walking in and out of the classroom during presentations. The expectation is that students should remain seated for the entire presentation.
- c) Ringing cell phones or pagers. These should be turned off during classes and labs.
- d) Sleeping in class. This is very distracting to classmates and extremely disrespectful to faculty.
- e) Inappropriate laptop/computer use. During class, computers shall be used for note-taking purposes only. Activities such as e-mailing, watching movies, using chat programs, searching the internet, etc. will not be permitted in the lecture halls while class is in session. In addition, laptops shall not be used during special guest speakers or forums where note-taking is not necessary.
- f) Inattentiveness or distracting behavior. Presentations are forums for discussion; therefore, questions and comments should be respected. Material that is clear to

some may not be evident to others. Please show respect to those who express concerns and questions.

- g) Monopolizing the presenter's time with questions that may not be generally relevant to the topic being discussed. Students seeking specific information should approach the presenter after the presentation to ask these questions.
- h) Eating/Drinking in Lecture Halls and in the south wing of the Pharmacy Learning Center.

## **6. Dress Code**

Unless stated by a course manager or included in a course syllabus “casual” attire is appropriate for classroom activities and exams during the first three years of didactic classes. Clothing items and accessories considered unacceptable include revealing clothing, including low necklines and bare midriffs, undergarments visible through clothing, pajamas, clothing with unprofessional slogans, baseball hats, gym clothes, large amounts of body and face jewelry, or other clothing and accessory items which detract from the educational environment.

## **7. Taking Exams**

Students are expected to adhere to all exam policies established by the Office of Academic Affairs.

When taking closed-book, open-book or take-home exams or assignments, students must work alone unless they have received a specific instruction that working with other students is acceptable.

## **8. Experiential Learning Etiquette**

While on rotation, professional appearance and demeanor is always expected from student pharmacists. Students should dress in appropriate attire while at any experiential learning site. This includes dress shirts and ties for men with dress pants or skirts/dresses/slacks for women. The nametag and white clinical lab coat should also be worn. Professional behavior includes treating the preceptor and the employees at the rotation site with respect and upholding patient confidentiality. Students should contact their preceptors prior to the start of the rotation, as stipulated in course material. This contact will ensure that students will know where and when to arrive.

Students should remember that these experiential rotations are unique learning experiences, and should try to learn as much as possible during these experiences. Many students have altered their perceptions and career plans based on their experiential learning rotations.

## **9. Behavior at Events On- and Off-Campus**

Students agree to behave in a professional manner at all events occurring on- or off-campus. Students should remember that, as professional students, they are representing the School of Pharmacy and agree to abide by the Honor Code. Examples of behavioral misconduct include but are not limited to the following:

- a) overt intoxication leading to inappropriate or disruptive behavior
- b) inappropriate or offensive verbal remarks
- c) physical assault

Rioting, assault, theft, vandalism, fire-setting, or other serious misconduct related to a University-sponsored event, occurring on- or off-campus, that results in harm to persons or property or otherwise poses a threat to the stability of the campus or campus community may result in disciplinary action, including suspension or dismissal, regardless of the existence, status, or outcome of any criminal charges in a court of law.

Any person may refer a student or a student group or organization suspected of violating the policy on Student Behavioral Guidelines to the Office of Student Affairs. Allegations of off-campus event-related misconduct must be supported by a report, statement, or accusation from a law enforcement agency in whose jurisdiction the misconduct is alleged to have occurred. Persons making such referrals are required to provide information pertinent to the case and will normally be expected to appear before the grievance committee as the grievant.

## **10. Professionalism on the Internet**

Students agree to maintain a level of professionalism on social networking sites, including but not limited to Facebook, Instagram and Twitter. Students should refrain from distributing exam or assignment information through social networking sites without permission from the course manager.

## **11. Additional Student Policies**

It is a students' responsibility to be familiar with, and abide by, all University of Maryland and School of Pharmacy policies, rules and regulations.

Most of these can be conveniently accessed at:

<http://www.pharmacy.umaryland.edu/catalogpolicies>

Questions may be directed to the Associate Dean of Student Affairs or the Associate Dean of Academic Affairs.

## STUDENT GUIDELINES AND POLICIES

"I do hereby certify that I have received and I understand and pledge to abide and be bound by the Student Behavioral Guidelines of the University of Maryland, School of Pharmacy. I agree to conduct myself as described in the Guidelines and understand that if I do not, I may be subject to disciplinary sanctions as described in the Student Honor Code"

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Student's Signature

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Printed Name

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Date

In lieu of signing this document, students will be required to attest to reviewing this document electronically during orientation and at other stages of their academic career.