

## Evaluation of Professionalism for First and Second Year Students

**Purpose:** To provide students with **formative feedback** as to how they are perceived by their course directors with respect to their professional behaviors. Formative feedback is ongoing information communicated to the learner so that aspects of performance that need to be improved can be identified and corrected. It is not intended to be punitive; rather is designed to promote self-reflection with respect to the manner by which he or she is perceived and it is intended to prepare students for the subjective nature of evaluation in their third and fourth years of medical education.

**Timing of Meetings:** Meetings will be with pertinent course directors and instructors at the end of each semester for both the first and second year. Students will then receive feedback by email as to the category of professionalism in which they were rated.

**Students will be rated according to the following categories and receive the following information:**

1. You currently meet the standards for professionalism. You represent the SOM well, are prepared for class and lab, put forth good effort, and are professional in communication and interactions with peers, staff and faculty. Specific feedback will be given if available.
2. You do not currently meet the standards for professionalism. Specific feedback will be provided in a meeting with Dr. Veitia. You must meet with Dr. Marie Veitia, Associate Dean for Student Affairs, to discuss these concerns. Please call her at 304-691-1730 to schedule a meeting

**Guidelines for Student Behavior:** Students should review the following link as a guide for professional and nonprofessional behaviors:  
[http://musom.marshall.edu/students/documents/Evaluation\\_Professionalism\\_Guidelines.pdf](http://musom.marshall.edu/students/documents/Evaluation_Professionalism_Guidelines.pdf)  
These guidelines were drawn from the Standards of Academic Honesty and Professionalism Policy. Common examples noted as a lack of professionalism are being aggressive and disrespectful with professors regarding questions on exams and tardiness or other behaviors that are disruptive to others.

**Storage of Information:** Professionalism ratings are **NOT** placed in the students' academic file. Instead, they will be placed in the students' Professionalism file that each student will have. These files will for storage of positive and/or negative documents as the specifically related to professionalism

**Use of Information:** The purpose of this process is to provide first and second year students with feedback regarding how they are perceived by course directors with respect to professional behavior. In order to understand how this information is used, it is important to understand the difference between formative feedback and summative evaluation.

**Formative feedback** is ongoing information communicated to the learner so that aspects of performance that need to be improved can be identified and corrected. **Summative Evaluation** is a process of identifying larger patterns or trends in performance using criteria against which the evaluation can be compared.

Instances of formative feedback are **not** documented in your Medical Student Performance Evaluation (MSPE, aka Dean's Letter) or other letters of a similar nature such as letters of recommendation) unless there is evidence that you did not make efforts to use the feedback to improve your performance after two feedback sessions. At this point, after two feedback sessions with related professionalism citations, the feedback becomes summative (i.e., a pattern is identified) and the student is referred to Academic Standards.

**IF** a student fails to comply with the mandated meeting with Dr Veitia after two requests, a certified letter will be sent to the student and a Critical Incident Form will be completed and placed in the students' professionalism file. If the student fails to respond to the certified letter, the student will then be referred to Academic Standards for further evaluation.

**In short, remember that this feedback is designed to help you. Negative comments will not be made available to anyone outside of administration (i.e., The Offices of Academic Affairs, Medical Education, and Student Affairs) if you meet with Dr. Veitia and make genuine, good faith efforts to improve the problem areas identified in your individual circumstance.**

Revised for Student Affairs Webpage on December 14, 2009.

Second Revision on January 28, 2010.

Third Revision on April 4, 2012

Reviewed by Curriculum Committee and approved for change of frequency of evaluation meetings from twice per semester to once at the end of each semester November 11, 2010