Emory University  
Professional Conduct Evaluation  
Cover Sheet

Please complete this professional conduct evaluation form about that student and return it via email to Mary Kaye Garcia, Registrar, (marykaye.garcia@emory.edu). Ms. Garcia will forward the completed form to the appropriate Dean(s) for review and follow-up. Your comments will be discussed with the Progress and Promotions Committee as part of our review of our student’s professionalism. You may receive a call from a Dean or a member of the Progress and Promotions Committee to obtain further details about your concerns.
Professional Conduct Evaluation

Date: 
Student Name: 
Course/Clerkship: 
Course/Clerkship Director Name: 

The above-named student has exhibited one or more of the following attitudes and/or behaviors and requires further education and/or assistance to meet expected standards of professional conduct. The following areas of concern may help you formulate the narrative requested below.

1. Work Ethic and Responsibility to Team: Attendance, Reliability, Level of Commitment, Preparedness

2. Professional Maturity, Response to Feedback, Self-Improvement, Flexibility/Adapting to new situations, Recognizing limitations and seeking help

3. Respects Patient Confidentiality

4. Duty to Care

5. Ethical Standards: Honesty, Integrity, Responsibility, Behaviors or Attitudes

6. Other areas of Professionalism: Contribution to learning atmosphere, Respect for diversity (i.e. race, gender, religion, culture, sexual orientation, age, disability, or socio-economic status), Conflict resolution, Language/communication, Attire, Records management

Please describe your concern(s) in detail

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I have received this report and discussed the contents.

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Student Signature

Revised 8.26.2019
Student comments regarding the contents of this report (optional). These comments will be attached to the report that will be reviewed by the Progress and Promotions Committee.