

Professionalism Guidelines for Graduate School and Work in the Field

Email and Communication

- **Check your university email regularly** for announcements related to class and professional opportunities, as well as for essential university communication.
- Use your **personal email** on your resume, LinkedIn, internship/job applications, website, or any other professional materials you create. Check this email regularly. This email address should be professional (first & last name, not a hobby or a silly nickname, etc.).
- **Reply promptly** to any emails requiring response. Use proper email etiquette.
(Resources: [Emailing your Professors](#) | [Emailing Professionally](#))
- **Proofread** emails, blogs, & other public materials online. These represent you and your brand.
- It's okay to send a **follow up email** as a *polite nudge* if the person has not replied. The length of time varies based on circumstance, but two business days for faculty, longer for professional contacts. Be patient: remember that your supervisor and coworkers have multiple duties.

Technology Use

- You may **use technology in the classroom** [except when expressly prohibited] to take notes, refer to e-readings, look up references, and work on tasks as directed. You should, however, create a plan to **limit distractions** (close tabs with social media, email, news sites, and off-task items, or install a Web Blocker (e.g. [Freedom](#)) if you struggle with self-control in this area).
- Be mindful of your use of **cell phones**, mobile devices, and other distractions.

Respect

- **Please respect your peers and other professionals in person and online.** No bullying or disrespect will be tolerated. If you are experiencing any problems, please speak with a faculty member or supervisor immediately, so we can work together to resolve any issues.
- All students have a right to an **education free of harassment.** Each of us also carries the responsibility of ensuring our peers are experiencing a harassment-free education.
- Be an **active listener.** (Resource: [What Great Listeners Actually Do](#)). Be respectful of different points of views. Be calm and judicious in your responses.
- In this program, you will create a **professional presence online** (resumes, portfolios, LinkedIn, etc.). Remember, *nothing you post online is truly private*, and anything could be viewed by future employers. Consider the image you're cultivating before posting.
- On all **social media** accounts used in this program, including department accounts, as well as students' personal accounts used for assignments, etc., students are expected to uphold professional standards that meet university and professional codes of conduct.

Academic Honesty & Plagiarism

- *You are in a professional program, and thus should take the MHPA Program Honor Code located in the [MHPA Student Handbook](#) very seriously.* Please familiarize yourself with the guidelines for policies including academic honesty, plagiarism, cheating. The work you do in this program must be your own.
- Be sure to **cite your sources** to avoid issues of plagiarism and dishonesty.

- **Collaboration** is a key component of anesthesia practice and will play a prominent role in our courses. When collaborating with other students, fairly attribute their contributions. Respect others' opinions, fairly divide work, and communicate regularly with your team.
- Talk to your professors or supervisors immediately if you have questions or doubts about what constitutes academic dishonesty. Plagiarism in courses will result in a failing grade, and the incident will be reported to the Honor Code Council or Dean's office.

Professional Conduct

- **Be humble.** Know what you know but listen to learn more. We aspire that you'll leave this program with the understanding that there's lots more to learn, and that you can learn from people who aren't like you.
- **Show up prepared:** read for class, prepare for presentations or your work during clinical practicum.
- **Networking** is a great way to develop contacts. It engages you in a professional community. Networking can happen digitally via twitter, email, etc. Networking also gives you facetime with the people who are hiring.
 - Keep in touch with your professors, your peers, and other professional contacts from your time in graduate school. These people can bolster your professional success.
- Have a **positive attitude.** People will respond to your attitude. Practice being interested in other people by asking them questions about their work. Always be **courteous.**
- **Follow through** if you say you'll do something. Don't promise more than you can deliver, but also don't sell yourself short.
- **Don't be late.** If it is impossible to be on time with something, communication is key. Let the person know as soon as possible and propose an alternative ("I could submit this on Thursday."). If it is a classroom assignment/project, communicate with your team members, if relevant, and talk with the professor before the due date to *ask* if an extension is possible.
 - Attend class. Don't be late to class, internships, and jobs. If you're going to be late, communicate with the Director of Medical Education ASAP **before** you're due to arrive.
- **Own your mistakes.** Learn from them. Take criticism for your mistakes in stride.
- Advice specific to internships and jobs:
 - Ask for a list of responsibilities & expectations in writing.
 - Ask what about the communication norms at an organization or office.
 - Go to your supervisor with **solutions** instead of problems (X Problem + Y Solution. What do you think?)
 - Remember...
 - A critique without a solution = Complaint
 - Critique with a solution = Constructive Feedback

Tips for Getting the Most out of this Graduate Program

- Make a **calendar** with important tasks + deadlines. Set alerts for *approaching* deadlines. Plan ahead – don't procrastinate! And then, check your calendar regularly to see what is coming.
- Start building yourself a "**brand**" by wearing your passion on your sleeve. Standing out helps you get ahead in this field and helps you surround yourself with other passionate people.
- Hand-write **thank you cards** to those who support your professional development (faculty, staff, reference writers, clinical faculty, etc.)

- **Be kind and gracious** to the staff who support your education and training. Treat them as professionals. Express your gratitude to them, and remember that some may become potential bosses, colleagues, and mentors.
- Similarly, be kind and gracious to community members and others you involve in your educational journey. They are sharing their time, their memories, and their lives with you – be sure to thank them and respect them.
- **Embrace opportunities** for further professional development – conferences, an additional internship, volunteering in community service. All these things will help you network and build a diverse range of experiences.
 - **Be ambitious.** Take on opportunities where you'll meet new people and try new things outside of your comfort zone.
- **Attend department events and take advantage of university resources.** Take the lead in figuring out what you want or need from graduate school, clinical rotations, and new jobs, and take advantage of the resources and opportunities available to you.
- **Support your colleagues:** take the time to listen to them, go to coffee or a happy hour with them, attend events or presentations they organize. Discuss your successes and failures. They are your support network through grad school and beyond.
- **Self-Care:** Maintain your friendships, outside hobbies and routines, and your health. Graduate school is overwhelming and can quickly take over your life. Get a good night's sleep. Your health and well-being still should be priorities!
- Be attuned to your **mental health.** Anxiety and stress can creep up on you. Please reach out if you're overwhelmed or need assistance.
- Don't undervalue what you've learned here. Sell your strengths and keep a running list of your strengths & experiences on your portfolio/resume/LinkedIn.
- **Ask questions ASAP when you get stuck or you're confused.** It's better to ask early on, rather than staying stuck and not being able to continue.

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