

**PROFESSIONALISM AND PROFESSIONAL DEVELOPMENT**

Oluwaranti Akiyode, Pharm.D., BCPS, BC-ADM, CDE, Director

Student Editors:

Bryan Sackey, P3 Student

Brittany G. Mani, P2 Student

Esther Lee, P1 Student

Contributor:

Prince Chijioke, P3 Student

**E-MAIL ETIQUETTE TIPS**

By: Prince Chijioke

E-Mails are now the most common ways for us to communicate with colleagues, professors, and employers. Here are a few not-so-commonly used tips that can help improve your E-Mail etiquette:

1. **Know the Difference Between "To" and "CC"**  
Make the "To" section of your message intended for the people that you want to read and respond/act to what you are saying where-as the "CC" section to simply be for the indirect people you would like to inform as well. However, in the case of E-Mails sent to a wide array of people, it is more appropriate to use the "BCC" option to make the indirect people "undisclosed".
2. **Be Careful when Forwarding Messages**  
Read a message before you forward it, they may they contain private information not intended for the forwarded recipients.
3. **Use Sentence Case**  
AVOID TYPING IN ALL CAPS, IT INDICATES THAT YOU ARE SHOUTING. If you need to emphasize something, simply underline or put the item in **bold**.
4. **Use the Subject Field Properly**  
Choose a subject that gives a short summary of the message content. Avoid using subjects like "From Chris" or "Please Read" as they do not give an idea of what the E-Mail will pertain to.
5. **Avoid Sloppiness in Informal E-Mails**  
Just because you are talking to colleagues, does not mean that you should type similarly to the way that you text message. It makes it hard to search for key words from a past E-Mail if you spelled them wrongly.
6. **Make Personal Contact if You Can**  
Try to avoid cluttering people's inboxes with messages that could just as easily be said in person.
7. **Use of a Signature**  
Include current contact information in your E-Mail signature (Name, Title(s), and relevant phone numbers if necessary).
8. **Reply vs Reply-To-All**  
Be careful when replying to E-Mail messages because some messages are more useful to reply to the sender only (i.e. a request for personal information); whereas others may suggest replying to multiple people (i.e. dispersing information during a group project).

**STUDENTS' CORNER**



Abiola Ojo  
P1 Student



Adaku Ofoegbu  
P2 student



Melody Khorrami  
P3 Student



Alex Oladele  
P4 Student

**WHAT IS YOUR TAKE ON DISPLAYING PROFESSIONALISM AT CONFERENCES?**

*"Imagine a scenario where an individual is in a networking environment meeting and greeting various company representatives. He is only a P1 so he is not getting the positive responses he had hoped for, but the P3s and P4s are getting potential opportunities left and right. He decides to take his frustration with the companies and expresses it on Twitter and Facebook as he moves along throughout the event. This act of unprofessionalism may hamper some potentially rewarding opportunities."*

By: Abiola Ojo, P1

*"Professional decorum should not start at the conference, but rather the moment you begin traveling to the conference and at your hotel. If you are attending a large conference, it is very likely that conference attendees and important people to know will constantly be around you. Professionalism decorum is just as important inside the conference or networking event as it is outside."*

By: Adaku Ofoegbu, P2

*"In any setting, whether it is at a conference, outreach event, or daily encounter; professionalism extends beyond one's clean suit and words, to the authenticity behind their thoughts and actions"*

By: Melody Khorrami, P3

*"Personal issues are things that should be discussed outside of networking meetings, presentations, and conferences. We should all strive to maintain a high altitude of professionalism in all environments. Not only because it is our duty but because it is expected by every member of society."*

By: Alex Oladele, P4

## PROFESSIONALISM WORKSHOPS

### “Rx for Success Conversations” Student Forum

P1	P2	P3
November 5 <sup>th</sup>	November 6 <sup>th</sup>	November 6 <sup>th</sup>
10:10 am	11:10 am	12:10 pm
CCH 207	Annex #3, 117	Annex #3, 117

\*The forum is integrated in Colloquium Sessions for P4 students\*

## UPCOMING PROFESSIONAL EVENTS

### American Pharmacists Association – Academy of Student Pharmacists Midyear Regional Meeting (APhA-ASP)

- Omni Shoreham Hotel, Washington DC
- November 1-3, 2013

### 2013 International Society for Pharmaceutical Engineering (ISPE) Annual Meeting

- Washington Marriott Wardman Park, Washington DC
- November 3-6, 2013

### American Society of Health-System Pharmacists (ASHP) Annual Midyear Meeting

- Orlando, FL
- December 8-12, 2013

### Library Workshops Fall 2013 at Louis Stokes Library

October 29 <sup>th</sup>	10am to 11am	Off the Shelf: E-books@
November 1 <sup>st</sup>	1pm to 2pm	Power of 5
November 5 <sup>th</sup>	1pm to 2pm	Health Websites for your Patients
November 7 <sup>th</sup>	1pm to 2pm	Painless PubMed@
November 12 <sup>th</sup>	10am to 11am	Making Your Wishes Come True with ALADIN and WRLC
November 14 <sup>th</sup>	1pm to 2pm	Research Management Made Easy: Ref Works
November 19 <sup>th</sup>	10am to 11am	Off the Shelf: E-Books@
November 21 <sup>st</sup>	10am to 11am	Research Management Made Easy: Ref Works

#### Professionalism Wisdom:

*“Do the right thing whether people see you or not”*

## RESOURCES

What can you find at <http://pharmacy.howard.edu>?



Want to get your CV reviewed by professionals for free? Check out ACCP's online CV review service!



## App of the Month!

# ePOCRATES



**Enhance your Pharmacy Knowledge today!**

Professionalism and Professional Development  
***“Developing professionally one moment at a time”***

If you would like to contribute to our future editions, please contact Dr. Oluwaranti Akiyode at:  
[oakiyode@howard.edu](mailto:oakiyode@howard.edu) or (202) 806-4207.

Howard University College of Pharmacy  
2300 4<sup>th</sup> St NW, Washington DC, 20059