****

**UHWO TEACHER EDUCATION**

**PROFESSIONALISM ALERT**

|  |  |
| --- | --- |
| DATE: |  |
|  |
| TO:  |  |
|  |
| FROM: |  |
|  |  |
| RE:  | PROFESSIONALISM ALERT |
|  |
| PROFESSIONAL ISSUE:  *(This is an example only. Replace this text with the issue at hand, documenting the context and specifics of this issue)*: The purpose of this memo is to alert you to the fact that your professionalism has been called to question by [name of complainant(s)]. While [name of complainant(s)] both believe that you have excellent potential to become a highly qualified elementary school teacher, they nevertheless have expressed serious concerns over your lack of professionalism exhibited during [time period, semester].In particular, [provide specifics here]. I want to impress upon you the seriousness of this ALERT. If you again exhibit these or other unprofessional behaviors that are documented and verified by mentor teachers in a future field-based course, such as practicum or student teaching, you may be asked to leave the program. Please contact me at [email or telephone number] to make an appointment to see me at your earliest convenience to discuss your program of study.  |
|  |
|  |