

## **POLICIES OF PROFESSIONAL CONDUCT FOR STUDENTS**

The Career Services Center has developed the following list of terms and recommended practices/principles of professional conduct for students. Failure to abide by the following terms may result in consequences as described below. If you have questions or concerns about these practices, please discuss them with one of our staff members.

### **Resume Submission**

- Provide accurate information on your qualifications, experiences, and interests.
- Review the requirements of each job/intern posting before applying to ensure you meet the requirements and have a genuine interest in the opportunity.
- Do not round up your GPA.

### **Counseling Appointment No-Show policy**

- Any student who accumulates two (2) no-shows within a single semester will have their appointment privileges suspended for the remainder of the semester (excluding walk-in advising, workshops, online resources etc.) Students are required to meet with the Director (or designee) before being allowed to schedule future appointments. A no-show is declared when 15 minutes have elapsed past the start time of the scheduled appointment. Any student who contacts us less than 24 hours in advance to the scheduled start time to either cancel or change the appointment will accumulate a "no-show." Late arrival requests from students will be allowed per the scheduled counselor's discretion.

### **Interview Preparation / Offers**

- Acknowledge invitations for interviews promptly, whether you accept or reject them. Accept invitations only when seriously considering the position.
- Dress in a professional manner and be sure to prepare for each accepted interview offer.
- Interview preparation includes being able to identify and articulate your strengths as they relate to the employer with whom you are interviewing. This requires researching both the organization and position to which you are applying.
- Interview No-Shows Are Not Acceptable! Please keep all interview appointments. If for any reason you are unable to keep the interview appointment, cancel at least 24 hours in advance by calling the office where the interview is being hosted. Missed interviews reflect poorly on you and UMBC and may keep your peers from having access to that timeslot. In the event of a cancelation, proper notice must be given to avoid from being "blocked" from using UMBCworks.

### **Job/Internship Offers**

- Discuss offers with employers to verify terms and reach mutually acceptable response deadlines.
- Notify employers that you are accepting or rejecting an offer as soon as possible and no later than the arranged date, so the employer can notify other candidates that the position has been filled or that they are still being considered. Respond to every offer, whether you accept or reject it.
- Request extensions from employers if you need more time to consider offers.
- Once you have accepted an offer:
  - Honor your acceptance of the offer as a contractual agreement with the employer. Do not continue to interview after accepting an offer or renege on an accepted offer. This is unprofessional and could irreparably harm UMBC's reputation with the employer, and jeopardize your professional reputation.
  - If applicable, immediately notify other employers with whom you have offers pending.
  - If this is an internship, share your good news with the Career Services Center. Positions obtained through the Career Services Center are accompanied by a mandatory intern/co-op/research transcript notation (PRAC) and are eligible for upper-level credits for most majors.
  - If this is a full-time position, also share your good news with the Career Services Center by completing the UMBC Graduating Student Report at cap and gown pick-up, responding to the survey invitation email or by sending an email to your career specialist or the recruiting coordinator.

### **Consequences**

- Failure to comply with any of these terms may result in your UMBCworks account being blocked, internship application privileges being removed and/or referral to Student Judicial Programs.

I agree to follow the above policies and recommended professional practices.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_