

Student and Alumni Professional Code of Conduct

Career Counseling Appointments: Students and alumni are expected to reschedule or cancel appointments 24 hours in advance if needed. To make the most of these appointments, it is expected that students and alumni upload a current version of a resume on Pioneer Careers at least 24 hours prior to the appointment and email any other materials (cover letters, applications, job descriptions, etc.) to be discussed in the appointment to the career advisor 24 hours in advance.

Scheduled interviews: Students and alumni who are selected to interview with an employer should always honor that appointment or give at least 24 hours' notice to Career Services and/or the employer. During the interview they should act and dress professionally, including showing up at least 15 minutes ahead of the scheduled interview time.

Accurate information: Students and alumni will always represent themselves accurately both through written and verbal information given to employers. Students who falsify information are in breach of the University of Denver's Honor Code and will be accountable to the Student Conduct policies and referred to the Student Conduct Office, <http://www.du.edu/studentlife/studentconduct/>

Internships: Students whose internships are affiliated with the University (either through acquiring the internship using University resources or by registering the internship for credit) should conduct themselves professionally while employed; they should show up to work on time and request schedule changes in advance. Students will give written notice if terminating the internship early.

Professional Dress: Students and alumni who are selected to interview for positions and who attend career fairs sponsored by the University should dress in a professional manner. Questions related to professional dress can be researched on the Career & Professional Development website at: <http://www.du.edu/career/careerlinks/etiquette.htm> or by contacting a University Career Advisor.

Job Offers: Once a job offer has been made, either accept or decline by the agreed upon time. When accepting a job offer, students and alumni will have every intention of keeping that commitment. In most circumstances, students and alumni should withdraw from all other recruiting processes once an offer has been accepted. If contemplating continuing the job search after accepting a position, consult a University Career Advisor for guidance.

Interactions with University of Denver staff: Students and alumni are expected to treat all University staff with courtesy, respect and professionalism while receiving DU Career Services in person, online or on the telephone. Harassment of staff in any form (physical, verbal or written including voice mails and emails) will not be tolerated. Any actions deemed unprofessional or harassing may result in termination of services. All students, faculty and staff must be allowed to attend classes, participate and work in an environment free from harassment, discrimination or retaliation. Discomfort, harassment, discrimination and retaliation can interfere with providing services to students and alumni of the University of Denver.

Harassment is defined as behavior that disturbs the academic and professional pursuits or infringes upon the privacy, rights or privileges of other persons or the ability to do one's job. Prohibited behaviors include, but are not limited to the following statements:

No person shall verbally or physically assault or threaten any member of or visitor to the University of Denver and the Career Services staff. No person shall create excessive emails, phone calls or voice mails nor shall they



demand services outside of those provided by Career Services. A list of available services for students and alumni is available at www.du.edu/career.

Interactions with employers: Interactions with all employers will also include the above provisions. Conversations, interactions, emails and general correspondence with employers will also be professional in nature and free from harassment of any kind. Any reported incidents by employers may be reason for termination of Career Services.

Termination of Services: Unprofessional conduct and failure to comply with the Honor Code and the Student and Alumni Professional Code of Conduct will result in the termination of the right to use Career Services as determined by the appropriate Career Services office.



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