



## Student, Alumni and Prospective Student Professional Code of Conduct

### **Keeping appointments, giving notice and conduct:**

*Career Counseling Appointments*-Students and alumni are expected to keep and show up at least ten minutes before a counseling appointment; and always call preferably 24 hours in advance to cancel or reschedule an appointment.

*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 the Career Center 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 Student Code of Conduct and Honor Code and will be accountable to the policies of the Student Conduct Office, <http://www.du.edu/studentlife/studentconduct/>

### **Internships:**

Students who acquire an internship through resources from the Career Center should conduct themselves professionally while employed; meaning showing up on time to work, letting the employer know if they can't show up to work and why, behaving in a professional manner while at work and giving written notice of termination.

### **Professional Dress:**

Students and alumni who are selected to interview for positions and who attend career fairs sponsored by the Career Center or other Career Centers on campus should dress in a professional manner. Questions related to professional dress can be researched on the Career Center web site at:

<http://www.du.edu/career/careerlinks/etiquette.htm> or by contacting a Career Counselor through the Career Center at 303-871-2150.

### **Job Offers:**

When accepting a job offer, students and alumni will have every intention of keeping that commitment. Once a job offer has been made, either accept or decline by the agreed upon time. Once an official offer has been accepted, withdraw from all other recruiting processes.

**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 Center 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 Center staff. No person shall create excessive emails, phone calls or voice mails nor shall they demand services outside of those provided by the Career Center. A list of available services for students and alumni is available at [www.du.edu/career](http://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 Center services.

**Termination of Services:**

Unprofessional conduct and failure to comply with the Student, Alumni and Prospective Student Code of Conduct will result in the termination of the right to use the Career Center services.