



Student, Alumni and Prospective Student Professional Code of Conduct

The Professional Code of Conduct provides a framework for the professional relationships among Career & Professional Development (CPD) staff, employers, alumni and University of Denver students served by CPD. Students are expected to represent both themselves and DU in a manner that demonstrates the highest standards of professionalism, ethics and integrity. Concurrently, students and alumni can expect to be treated with the highest levels of professionalism and respect by the staff of CPD. Staff are also held accountable by the National Association of Colleges and Employers' [Principles for Ethical Professional Practice](#).

Role & Purpose of Career Advising:

Career services at universities and colleges have changed significantly over time, and every student or family connects with Career & Professional Development (CPD) with different expectations about how we can help them. Often, there are expectations that career services is a job or internship placement office, in which there is a list of opportunities and then staff “place” students in those opportunities according to best fit. Another expectation is that career advisors will do the career work for students, like writing their resume. Career & Professional Development does not offer placement or writing services, but rather provides resources and personal, individualized support to help students be the strongest and most informed candidate possible. Students are the expert on their own experiences, values, and goals and the CPD team is trained to help students reflect and take action based on what is important to them and/or their community. It is therefore the expectation that while the CPD team can facilitate career education and reflection, students are ultimately responsible for taking action and deciding how/if to implement what they learn. “We can journey with them, but the destination is theirs alone.”

Articles for Professional Code of Conduct

Keeping Appointments, Giving Notice and Conduct:

Career Advising Appointments-Students and recent alumni are expected to keep and show- up on time for an advising appointment and cancel or reschedule appointments preferably within 24-48 hours whenever possible. If a student is more than 10 minutes late, the appointment may be rescheduled at the advisor’s discretion and needs of the student.

Scheduled Interviews- Students and recent alumni who are selected to interview with an employer should always honor that appointment or give at least 24 hours’ notice to cancel to Career & Professional Development 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.

Professional Dress:

Students and recent alumni who are selected to interview for positions and who attend career fairs sponsored by the Career & Professional Development or other Career Services offices on campus should dress in a professional manner. Students needing assistance securing professional dress for interviews or career fairs are encouraged to visit the Career



Closet in the Burwell Center for Career Achievement for free professional attire. Questions related to professional dress can be researched on the Career & Professional Development [website](#) or by contacting a Career Advisor through [Pioneer Careers Online](#).

Accurate Information:

Students and alumni will always represent themselves accurately both through written and verbal information given to employers. Students who falsify information such as GPA, date of graduation, degrees obtained, institutions attended, prior work experience and eligibility to work in the United States are in breach of the [University of Denver's Honor Code](#) and will be accountable to the policies of [Student Rights & Responsibilities](#).

Career & Professional Development Resources:

CPD Resources are developed with the intention of providing guidance, examples and sample language to support student learning and growth. Samples and examples, such as resumes and cover letters, are not to be copied and used as the student's own words and language.

Internships & Experiential Learning Opportunities:

Students who acquire an internship through resources from the Career & Professional Development should conduct themselves professionally while employed; including showing up on time to work, letting the employer know if they are not able to work and why, behaving in a professional manner while at work and giving written notice of termination.

CPD Sponsored Events:

If registering in advance is requested (an RSVP), students will register in Pioneer Careers Online and keep their commitment. If they are unable to attend the event, they will cancel as soon as possible. CPD often purchases food and drinks for these events and we strive to be good stewards of university resources by relying on the number of students who register to attend and not over purchase refreshments.

Career & Professional Development works closely with Alumni Engagement and Employer Connections to bring alumni and employers to campus to connect with students. Students are expected to be respectful of the panelists, speakers and guests attending the event for the benefit of our students. Cell phones are expected to be silenced and laptops packed away, unless being used for accommodation purposes. Students are to be respectful of the start and stop times set for the event as our guests are taking time out of their work day and time at home to attend. If the event is in the Burwell Center for Career Achievement, all individuals will be expected to leave when the building closes for the day or at the end of the event if it is past normal business hours.

Accepting Job Interviews:

To be respectful of recruiter time and their peers seeking employment, students will only accept an interview for positions they are genuinely interested in. If the student needs to practice, they can schedule a mock interview with their career advisor on Pioneer Careers Online.



Job Offers:

Students and recent alumni will consider all aspects of an internship or job offer prior to acceptance. If students or recent alumni have questions or concerns about the offer or evaluating multiple offers, they are encouraged to meet with their career advisor before accepting.

Please consider the following additional best practices for job offers:

- View a verbal acceptance of a job offer as binding as a written acceptance.
- When accepting a job offer, students and recent 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.
- Reneging or backing out on an accepted offer is a serious ethical offense as it damages relationships with the employer and reflects poorly on the student/recent alum and the University. Avoiding this situation is extremely important and we encourage you to contact the Career & Professional Development office for advice on how to navigate this situation if you find yourself in it.

Interactions with University of Denver Staff:

Students and recent alumni are expected to treat all University staff with courtesy, respect and professionalism while receiving Career & Professional Development services in-person, online or on the phone. Students and recent alumni can expect the same treatment in return. Harassment of staff in any form (physical, verbal or written including voice mails, texts and emails) will not be tolerated.

Career & Professional Development abides by DU's Harassment and Discrimination Policy with states:

The University is committed to creating and maintaining a community in which people are treated with dignity, decency and respect. The environment of the University should be characterized by mutual trust, freedom of inquiry and expression, and the absence of intimidation, oppression and exploitation. People in this community should be able to work and learn in a safe atmosphere. The accomplishment of this goal is essential to the academic mission of the University. Consistent with this commitment, the University will not tolerate any unlawful discrimination, harassment, or gender-based violence of any kind. When the University becomes aware that a member of the University community may have been subjected to or affected by discrimination, harassment, or gender-based violence, the University will take prompt, appropriate action to enforce this Policy. The University enforces this Policy pursuant to the University's Office of Equal Opportunity & Title IX Procedures.

Any violations of this policy and any actions deemed unprofessional or harassing may result in termination of services and reported to DU's Office of Equal Opportunity and Title IX.

Additionally, if a student or recent alumni experience harassment or discrimination as a result of an interaction with a CPD staff member as outlined in the above policy, they may report the incident to DU's Office of Equal Opportunity and Title IX [here](#). If a student or recent alumni experience harassment or discrimination because of an interaction with an alum, employer or any guest of CPD, please report the incident to DU's Office of Equal Opportunity and Title IX [here](#). In either situation, please also notify the Assistant Vice Chancellor, Career & Professional Development.



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Interactions with Employers and Alumni Volunteers:

Interactions with all employers and alumni will also include the above provisions regardless if those interactions are in person, virtual or in written correspondence. Conversations, interactions, emails and general correspondence with employers and alumni 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 & Professional Development 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 & Professional Development services.