



College of Business Administration
Business Career Center Student Code of Professionalism

The mission of the Business Career Center (BCC) is to provide students with a well-rounded, competitive skill set that includes career coaching and applied learning experiences needed to secure a position at an employer of choice upon graduation. The BCC also strives to develop strategic partnerships with employers to provide shadowing, internship, and permanent employment opportunities for undergraduate and graduate students. To ensure the excellent reputation of Marquette University and the College of Business Administration, just as they do by following the Marquette University Honor Code, students involved in the programs and services offered and/or supported by the BCC are expected to conduct themselves in a professional manner, and are expected to adhere to the following Student Code of Professionalism.

INTEGRITY & HONESTY

STUDENTS ARE EXPECTED TO:

- **PROVIDE ACCURATE INFORMATION AND MAINTAIN CONFIDENTIALITY**

I will represent myself to company representatives or academic or professional institutions with truthful and accurate data regarding degree, graduation date, GPA, employment, citizenship/visa, or any other information requested.

I will keep my Handshake log-in and employer information confidential.

- **PRACTICE PROFESSIONALISM**

I will respond in a timely manner to employer and BCC communications including, but not limited to: email, telephone and in-person interactions.

I will dress in appropriate attire for all career development related events which may include, interviews, information sessions, Career Awareness Night, networking events, Mentor Program and shadow events.

I will arrive on time and will turn off cell phones, laptops and other devices (unless instructed or permitted at the event).

I will conduct myself in a professional manner.

- **HONOR PARTICIPATION IN PROGRAMS (INCLUDING HONORING RSVP'S)**

I agree to follow the rules and guidelines of the program(s) offered and supported by the BCC as discussed and listed in the program orientation and description. If an RSVP is required to attend the program (or one event that is part of a program), I will send my reply as directed in a timely manner and honor the RSVP that I have sent for that program and/or event. I will notify the BCC directly as soon as possible if I need to withdraw from the program(s) and follow the direction of the staff in communication with the employer or mentor.

RECRUITING & INTERVIEW PROCESS

- **ON-CAMPUS INTERVIEW ATTENDANCE POLICY**

Cancelling an interview less than 24 hours before the interview date or being absent for the interview with no notice will be considered a no show. Two no shows in one academic school year will disqualify you from further interviewing on campus.

If you must cancel an interview, you may remove yourself from the interview in Handshake no less than two days prior to the interview. If you are unable to cancel the interview in Handshake, you are required to contact the Career Services Center directly at 414-288-7423 or recruiting@marquette.edu.

- **NOTIFY EMPLOYERS OF ACCEPTANCE OR REJECTION OF OFFERS BY THE MUTUALLY AGREED UPON DATE/TIME; DEALING WITH ACCEPTING AND RESCINDING JOB OFFERS**

I understand accepting an offer and later withdrawing my acceptance is a serious matter that can have negative consequences not only for me but also for other students and the reputation of Marquette University and the College of Business Administration. Withdrawing an acceptance for insufficient reasons is inconsistent with this Student Code of Professionalism. Therefore, in advance to communicating with the employer, I will contact the BCC staff to discuss the circumstances and reasons requiring withdrawal of any job offer acceptance. If other offers are anticipated, a good practice to follow is to ask an employer for an extension of time to consider an offer, rather than accepting an offer and later withdrawing an acceptance. I understand the BCC staff is available to assist me in evaluating any offers I may receive. To comply with this Student Code of Professionalism, after accepting an offer, students should cancel upcoming interviews by contacting the CSC and the affected companies.

CONSEQUENCES OF FAILURE TO ABIDE BY THE STUDENT CODE OF PROFESSIONALISM

Students who use the services of the Business Career Center or who are part of any of the programs supported by the Business Career Center are expected to adhere to this Student Code of Professionalism. Any student who has multiple violations of the Student Code, upon the recommendation of BCC staff after notice to the student of the reasons and proposed action, and approval by the Dean of the College of Business Administration, will not be permitted to access the services of and/or programs supported by the Business Career Center for the period set forth in the notice.