

PROFESSIONALISM AND NO SHOW POLICY

The Office of Career & Professional Development (OCPD) created this policy to promote the best interests of AUWCL students and the entire AUWCL community. Failure to adhere to these directives may also constitute a violation of Article 1 of the AUWCL Honor Code which requires students to maintain the highest ethical and professional standards in all professional and educational relations with, among others, courts, agencies, nonprofit entities, corporations, and law firms.

I. CAREER COUNSELING APPOINTMENTS

All formal counseling sessions are by appointment only. Appointments must be scheduled one business day, at least 24 hours in advance. Students must submit via email a resume along with any other documents they want to be reviewed one business day, at least 24 hours in advance of the appointment. Monday appointments must be made by 12 noon on the preceding Friday. Regardless of the purpose of the counseling appointment, the opportunity to review a student's resume prior to the appointment enables the counselor to learn more about the student's background and interest, catch errors and typos, and make suggestions to enhance the resume and job search strategy. Therefore, resumes are required in advance of all counseling appointments.

Cancellations must occur one business day, at least 24 hours in advance of the scheduled date/time by contacting the OCPD front desk at 202-274-4090 or by contacting the career counselor directly. A new appointment may be scheduled at that time.

If a student fails to give adequate cancellation notice or is a No Show for a counseling appointment, he/she will be subject to a **two week waiting period** before a new appointment can be scheduled with the first available counselor. If a student arrives for a counseling appointment more than 15 minutes late, the appointment may be forfeited, and the student may be counted as a No Show at the discretion of the counselor.

Habitual No Show students (two missed appointments within a two month period) will be subject to a **three week waiting period** before a new appointment may be scheduled with the first available counselor.

Job Application Document Review Requests. Counselors can review documents (i.e. cover letters, resumes, statements of interest) without a formal counseling appointment. Students may send their documents for review to the last counselor with whom they met. When requesting a document review, allow for at least two business days for the counselor to review and provide feedback on the submission. Same day requests can only be accommodated during drop-in hours.

II. PROGRAMS AND EVENTS

Students who register to attend internal or external OCPD or employer programs are fully expected to attend (barring illness or other emergency situations). Students who register, but fail to attend, these events jeopardize AUWCL/employer relationships and add significant

administrative costs to programming initiatives. **Students may withdraw their RSVPs from CareerLink no later than 5pm the day before the scheduled event unless otherwise noted.** Students are otherwise required to alert OCPD or the listed contact of their absence by email.

If a student is no longer able to attend an external, employer-sponsored event, he/she must withdraw the RSVP by contacting the event organizer directly no later than 5pm on the day before the scheduled event.

Students who RSVP and fail to adhere to the cancellation policy for OCPD-sponsored programs will be considered a No Show and may be charged a \$10.00 fine. This fine is intended to be a disincentive for unprofessional conduct and to offset any administrative expenses. Failure to pay may affect the student's ability to attend future events.

If a student is a No Show for an internal/external employer-sponsored event, the student must submit a letter of explanation and apology to the Assistant Dean of OCPD and the employer within 24 hours of the No Show. The student may also be subject to the \$10.00 fine.

III. THE INTERVIEW PROCESS

When participating in any OCPD recruitment program, a student is expected to meet with ALL employers that extend an interview. Students should only apply to employers they are genuinely interested in. OCPD will excuse students from scheduling/attending an interview only if he/she has already accepted a job offer with another employer or has a documented medical emergency.

If one of these circumstances arises, the student must notify the appropriate OCPD contact as soon as possible but no later than 24 hours prior to the interview. Students should notify the OCPD recruitment program contact directly to cancel an interview, **NOT** the employer.

If a student declines or fails to appear at an interview granted through an OCPD recruitment program, this will constitute a "No Show." The student must submit a letter of explanation and apology to the Assistant Dean of OCPD and the employer within 24 hours of the No Show. The Assistant Dean will determine the student's eligibility to participate in future OCPD interview programs.

IV. ACCEPTING AND REJECTING JOB OFFERS

A student must accept or decline an offer of employment within a reasonable period of time according to industry standards and guidelines, or as articulated by the employer. When accepting an offer, a student is expected to immediately withdraw his/her name from consideration for all other outstanding applications or open offers. Students should communicate the decision to decline an offer in a professional manner. **A student is expected to honor his/her acceptance of employment.** If circumstances arise such that a student may be unable to honor an acceptance of employment, the student must discuss the situation by emailing their OCPD counselor and copying the Assistant Dean of OCPD prior to taking any action. Absent any extenuating circumstances, renegeing acceptance of an offer is highly unprofessional and strongly discouraged. Students should recognize that such conduct negatively impacts not only their own reputation in the legal community, but also that of AUWCL.

V. COMMUNICATION AND PROFESSIONALISM

All OCPD email communications will be sent to each student's AU email address. Students are expected to separately maintain their student email accounts reserved for communications with employers, professional contacts, and AUWCL faculty and staff. Students should not merge their AU email accounts with their personal email accounts.

**IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING THE
PROFESSIONALISM AND NO SHOW POLICY, PLEASE CONTACT THE OFFICE OF
CAREER & PROFESSIONAL DEVELOPMENT AT
CAREERDEVELOPMENT@WCL.AMERICAN.EDU OR 202-274-4090.**