

COLLEGE of CHARLESTON Alumni & Student Career Network Contract

CAREER CENTER

As a student at the College of Charleston, I am preparing to conduct professional interaction in which I will be held to high ethical standards and responsibility. My actions reflect upon me, my fellow students, and CofC. The College of Charleston Alumni & Student Career Network group on LinkedIn.com is a forum for CofC alumni and current students to share career-related knowledge, information, referrals, and advice across industries and geographic locations. In order to participate in the Career Network group, I understand that I am expected to adhere to the following principles and standards in all of my interactions with alumni and students while an active member of the group.

Honesty and Integrity

I understand that honesty and integrity throughout the career development and job search process reflect upon my character. Therefore, I will provide accurate information in all materials and actions in the pursuit of securing a meaningful professional future.

Professional Conduct

I understand that communicating and presenting myself in a professional manner, as well as being courteous and respectful in my dealings with others, whether such interactions are in-person, in writing, by phone, email, or social networking site, is critical in my career development and job search.

Networking Policies

I will stay informed about professional networking by reading and following the Career Center's networking guidelines and the LinkedIn introduction videos, all available on the Career Center's website. I will also:

- Follow-up with a brief thank you letter after networking with an individual.
- Ask for advice, information, and other contacts, not a job or internship.
- Not spam a contact with multiple email or stalk with multiple phone calls.
- Not ask a networking contact to mass distribute my resume.
- Not share networking contacts' information without his/her permission.

Consequences of Improper Behavior

Failure to adhere to the Alumni & Student Career Network Contract may result in:

- Removal from the College of Charleston Alumni & Student Career Network group.
- Revocation of access to CISTERNonline.
- Suspension of all Career Center services.
- Referral to the Dean of Students Office.

By signing this document, I agree to adhere to the Career Center's guidelines and policies required to conduct myself with integrity in a professional and socially responsible manner. I also acknowledge that I have read and understand the consequences of inappropriate behavior.

Student's Signature _____ Date _____

Printed Name _____ CWID _____

Career Center Staff Signature _____ Date _____