

SANFORD CAREER SERVICES UNDERGRADUATE STUDENT STANDARD OF PROFESSIONAL CONDUCT

Undergraduate students are expected to complete the Sanford Career Services Standard of Professional Conduct agreement by filling out [this form](#).

Sanford Career Services provides advising, networking, training, and internship events for the undergraduate Public Policy students. The following standard of professional conduct describes expected behaviors regarding communication, events, interviewing, and accepting positions. The Sanford Career Services team is available and willing to help students manage behaviors and evaluate decisions during their internship search. Students taking advantage of Sanford Career Services programs are expected to agree to these policies.

Email Communication with Sanford Faculty and Staff

1. Students are expected to indicate their names in the subject line of every message when contacting Sanford Undergraduate Internship Advisors and Teaching Assistants (TA's) via email.
2. Students are expected to address Duke and Sanford faculty and staff as Dear Ms. (not Mrs.), Mr., or exact title (ex. Dean), unless they specifically instruct students otherwise.
3. Students are expected to respond to email messages from Sanford Career Undergraduate Internship Services Advisors within 24 hours.
4. Students are expected to utilize their duke.edu email address for all official Sanford correspondence. Students are responsible for reviewing internship materials and information that arrive at their duke.edu addresses.

Attendance at Sanford Career Services Events

1. Students who register for employer information sessions, interviews (both formal and informational), and workshops in the Duke Handshake platform are expected to honor those commitments by being on time and prepared. If a student must cancel any commitment for which they have registered, they are expected to:
 - cancel no less than 48 hours in advance of an interview;
 - cancel no less than 24 hours in advance of an appointment or any other commitment in Handshake.
2. Students are expected to arrive on time for all events and appointments and plan to stay until the end. If a student must arrive late or leave early due to class conflicts, they are expected to notify Sanford Career Services in advance in writing.
3. Students are expected to turn off, silence, and put away phones during any event, and pay attention to the presenters. Laptops may be utilized for note-taking purposes only.
4. Business or business casual dress is expected from students. If food and drink are served, proper dining etiquette is expected:
 - if a student has any questions about professional behavior or proper dining etiquette, the Career Services team can provide proper guidance.

Sanford Career Services team may require a written apology to presenter/employer if any of the above is violated.

Sanford Career Advising Appointments

If a student schedules a career advising appointment with a member of the Career Services team, they are expected to attend, arrive on time, and prepare for the meeting. Appointment times are limited, so if a student skips an appointment, another classmate will miss the opportunity to schedule an appointment for that time slot.

If cancellation is necessary, a student is expected to cancel via the Duke Handshake platform 24 hours in advance. If a student must cancel less than 24 hours in advance, they are expected to email a Career Services team member with an explanation.

PubPol 120 Internship Course

While PubPol 120 is a no-credit course, completion of all materials is expected by the deadlines as set in the syllabus.

Use of Artificial Intelligence (AI) Tools

AI is any technology that attempts to solve problems and complete tasks that would usually require human intelligence. AI language models may be able to support our work but should not be viewed as a substitute for doing the work. Students are expected to abide by Sanford Career Services AI Guidance.

Applications, Offers and Acceptances

1. Falsifying data, including GPA, date of graduation, degrees obtained, institutions attended, prior work experience, and eligibility to work in the United States, and any other information relevant to employment, is unethical and will result in permanent suspension of a student's Duke Handshake account. This behavior is also grounds for immediate dismissal with most employing organizations.
2. If a student is offered an interview, they are expected to accept the invitation only if they are genuinely interested in the advertised position and are still seeking employment.
3. If a student is offered an internship or a full-time position, they are expected to accept the offer only if they have every intention of honoring that commitment. Once a student accepts an offer, they are expected to withdraw from the recruiting process with other organizations immediately and refrain from applying for any future positions.
 - + An exception to this policy can be made if the offer is contingent or conditional upon a future action, such as obtaining a security clearance. However, if a student accepts a contingent offer and intends to continue applying to other positions, they are expected to notify their employer.
4. If a student accepts a position (verbally or in writing) and subsequently reneges on that offer (declines for another opportunity), their behavior reflects very poorly on both the student's professional reputation and Sanford's. Such behavior may cause the employer to suspend recruiting at Sanford. Students are expected to evaluate offers carefully and ask the Sanford Career Services team for assistance if needed. If a student reneges on an accepted offer, their Duke Handshake account will be suspended until they meet with the Assistant Dean for Career and Professional Development. Reinstatement may

involve a written apology to the employer, along with an explanation of the reason why the students did not uphold their obligation.

Reasonable Expectations of Employers

1. Federal laws under Title VII of the Civil Rights Act of 1964 and later amendments, as well as state laws, make discrimination based on certain protected categories illegal, including race, color, national origin, sex, gender identity, sexual orientation, age, disability, religion, political views, and family status. An employer may not ask the student questions regarding these categories.
2. Employers should not provide undue pressure or intimidation to encourage the student to accept a position without time to consider the offer.
3. If a student has any concerns regarding an employer's conduct at any point in the recruiting process, they can reach out to the Sanford Career Services team. Confidentiality will be assured unless a law has been violated.

I have read and understand this Sanford Career Services Standard of Professional Conduct and agree to abide by it for the duration of my Sanford academic career.

Updated 11/23