

Duke | SANFORD SCHOOL *of* PUBLIC POLICY

Sanford Career Services Standard of Professional Conduct

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

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. Cameras must be turned on during virtual events.
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.

GRADUATE STUDENTS ONLY: PubPol 800 Career and Professional Skills Development Course

While PubPol 800 is a no-credit course, attendance is required for all MIDP Fellows who are not returning to jobs held previously and for all international MPP students. For all other MPP students the course is optional. The topics covered allow students to share experiences with each other and the instructor in an interactive group setting. Students are expected to attend all mandatory classes, complete any tasks assigned before each class, and come to the session prepared. All students are expected to complete and submit all course assignments on Canvas.

If the student must miss a PubPol 800 class, they are expected to notify the Teaching Assistant (TA) and instructor for the section in advance in writing or they will be considered a "no-show." Students who miss a class are expected to submit a one-page reflection on the class topic missed.

If outside speakers are present, business or business casual dress is expected. If food and drink are served, proper etiquette is expected. If a student has any questions about professional behavior or proper dining etiquette, the Sanford Career Services team can provide proper guidance.

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 students' 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, 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. A student may not begin their internship until they have submitted their internship experience form via Handshake, their supervisor has submitted their internship experience form via Handshake, and both forms have been reviewed and approved by the Sanford Career Services team.
4. If a student is offered an internship or a job, 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 other 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.
5. If a student accepts an internship or a job verbally or in writing and subsequently reneges on that offer (declines it for another opportunity), that behavior is unethical and 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 of 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.
6. A job or internship posting in Handshake or in Duke Box does not reflect the endorsement of the organization or role by Duke University. It is the responsibility of students to perform due diligence in researching employers when applying for internships/jobs and to thoroughly research the facts and reputation of the organization to which they are applying. Students should be prudent and use common sense and caution when applying for or accepting any position. If a student is concerned about the validity of an organization or a role, they should reach out to Sanford Career Services. Organizations and individuals may present themselves as legitimate employers as part of a scam to elicit personal information and defraud their victims. Students are advised to use the National Association of Colleges and Employers' guidance on [some of the red flags to consider](#) during their search, and contact Sanford Career Services if they think they have come across a fraudulent employer.

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 a student questions regarding these categories.
2. Employers should not provide undue pressure or intimidation to encourage a 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.

Signature _____

Date _____

Print Name _____

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