



Office of Career and Professional Development
**STUDENT
PROFESSIONALISM
CONTRACT**

The Office of Career and Professional Development (OCPD) is committed to each student's ethical and professional growth during law school and into future careers. As such, each student is expected to adhere to certain policies and responsibilities that promote ethics and professionalism in the recruiting and job search process. Your honesty and integrity throughout the recruiting process reflects on your character and professionalism as well as the reputation of Wake Forest University School of Law. (Please see the WFU School of Law Student Handbook: Chapter 6: Honor Code, Article III: Prohibited Conduct, Section 1.).

Please review the following policies carefully and indicate your agreement to follow these policies by initialing next to each. Print and sign your name at the bottom.

Student Responsibility: I agree to accept responsibility for my professional development and job search. **I will check my email regularly to stay informed about new developments, opportunities, and events offered by OCPD.** I also understand that job opportunities exist beyond those advertised by OCPD and I will take responsibility to seek those opportunities. **I will keep OCPD apprised of my employment status each year and will provide OCPD with information requested in surveys or otherwise so that OCPD can comply with its reporting requirements** to the Law School, the American Bar Association, the National Association for Law Placement (NALP), and other agencies and organizations, as well as provide useful information for the students at Wake Forest Law. (*Note: Information is compiled in aggregate form and kept confidential.*)

Professional Conduct: I will uphold high ethical standards and integrity in my job search process. I will act in a professional manner and will be courteous and respectful in my communication with employers, alumni, networking contacts, classmates, OCPD and other Wake Forest Law personnel, whether such interactions are in person, in writing, by phone, or by email. **Once I have accepted an offer of employment from an employer(s) for either a full summer or both summer terms, I agree that I will not renege on my commitment. Once I have accepted an offer I will withdraw all pending applications and cease seeking employment or entertaining other offers.**

Career Counseling Appointments: I understand that all formal, one-on-one counseling sessions are by appointment only, and that appointments must be scheduled one business day, at least 24 hours, in advance. Monday appointments must be made by 12:00 noon on the preceding Friday. If I need to cancel my appointment, I will notify my career advisor at least 24 hours in advance by email.

Programs and Events: I understand that OCPD programs and events require significant resources and advance planning by OCPD, alumni, and other participants. When requested, I will register in advance for programs and will attend (barring illness or other emergency situations). If I must withdraw my registration, I will do so in Symplicity no later than 5pm before the day of the event.

Interview Obligation: I agree to attend all interviews I obtain through the efforts of Wake Forest Law OCPD recruiting programs (*Note: This includes all on- and off-campus interview programs, resume collects, & job fairs*). Once I have placed a bid on/applied for an employer and have been selected to interview with that employer, I understand that I am committed to the interview and cannot cancel unless I accept or am planning to accept another job offer prior to the interview. In that case, I will notify OCPD, not the employer, to remove me from all future interview schedules. Once I have accepted a job offer for the full summer or both summer terms, I am not eligible to interview in any Wake Forest Law recruiting programs.

- Cancelled Interviews - I understand that if I cancel an interview for which I am selected, OCPD has the right to prohibit my participation in any current and future recruiting programs sponsored by OCPD for the period of one academic semester.
- Emergency Cancellation - If an unavoidable and unforeseen emergency prevents me from attending an interview, I will notify OCPD, not the employer, immediately **by phone** and follow up by email.
- Missed Interviews - If, for any reason, I miss an interview and I have not notified OCPD in advance, I understand that I must **within two working days** following the interview date, email an apology to the interviewer(s) and copy the Assistant Dean for Career and Professional Development, Francie Scott (scottfs@wfu.edu), on my email. If I do not contact the employer within two working days, I understand that I will not be permitted to participate in recruiting programs or utilize job listings in Symplicity until I send the apology. **Following a second no-show**, I understand that I may lose all privileges to participate in all Wake Forest Law recruiting programs for the remainder of the academic year.

Off-Campus Interview Programs: I acknowledge that I am aware that these programs take place in various cities across the country, and **I will be responsible for my own travel expenses to the program**. I agree that prior to bidding on/applying for any employer(s) in the off-campus interview program(s) I will research the employers, check my schedule for availability on the day of the interview program, and review my personal finances for traveling to these location(s). **I am also aware that I must attend any off-campus interview program(s) for which I have been selected EVEN IF I RECEIVE ONLY ONE INTERVIEW in the program(s).**

NALP Guidelines: I agree that I will abide by NALP Principles and Standards for Law Placement and Recruiting Activities in their entirety including the General Standards governing affirming, accepting, and holding open offers, in addition to the Ethical Standards for Candidates. (See NALP web site, www.nalp.org, for more detailed information.)

Symplicity: I agree to keep my profile on Symplicity updated and accurate, including my e-mail address, resume, and geographic preferences so that I can receive important information disseminated by OCPD. I authorize my credentials (that have been uploaded into Symplicity or collected by OCPD for a specific employer) to be forwarded to the employers that I have applied to or bid on in Symplicity by OCPD.

PLEASE PRINT NAME: _____

Signed: _____ Date: _____