

STUDENT INTEGRITY AND SOCIAL RESPONSIBILITY AGREEMENT FOR ENGAGEMENT WITH THE BOSTON COLLEGE COMMUNITY

As a student at Boston College, I will conduct myself appropriately and ethically throughout all my professional interactions. I understand that my actions reflect upon Boston College, my fellow students, and me, and that the Career Center is committed to helping me develop the skills necessary to succeed in fostering professional connections and pursuing professional opportunities and goals.

To that end, the following policies and principles have been established to ensure my professionalism during the career development and job/internship search process throughout my time at Boston College. I understand that I am expected to adhere to these principles and standards in all of my interactions, both on and off campus, with BC alumni, parents, employers, community members, and any other Boston College student, faculty, or staff member. I also understand that the Career Center adheres to its own set of [shared values](#) and holds itself and its employer partners, alumni, and other community partners to the highest level of professional integrity and social responsibility as established by the [National Association of Colleges and Employers Principles for Ethical Professional Practice](#).

Honesty and Integrity

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

To that end, I will:

- Adhere to Boston College's [Academic Integrity and Regulations Policies](#)
- Follow the Boston College Career Center's best practices in [generative AI for Career Development](#)

Professional Conduct

I understand that communicating and presenting myself in a professional manner and being courteous and respectful in my dealings with others – whether such interactions are face-to-face, in writing, by phone, or virtually – is crucial in my career exploration and job/internship search as well as for my professional development.

To that end, I will:

- Not post unprofessional content publicly, and monitor available content about me (text, voice, and picture), including content and photos found on search engines, personal blogs, and social networking sites, and make reasonable efforts to remove material that professionals may deem inappropriate or unprofessional;
- Acknowledge calls, emails, and invitations for interviews, appointments, events, and informational discussions, and respond in a timely manner;
- Attend all one-on-one and group interactions with employers, alumni, Career Center staff, and other professionals that I have registered for, including -- but not limited to -- on and off-campus interviews, information sessions, employer site visits, coaching appointments, office hours/coffee chats, interview coaching nights, career fairs, and networking events;
- Provide at least 24 hours' notice for any cancellation, if possible, and notify the Career Center should any unforeseen circumstances occur that prevent my participation;
- Withdraw any pending applications and cancel any scheduled interviews for other roles that fall within the same timeframe, once I have accepted an internship or job offer.

The following policies apply to all Boston College students who are eligible to access Career Center services and resources:

Attendance

Professionalism involves honoring your commitments. If you register for a Career Center coaching appointment, workshop, event, or campus interview, we expect you to attend. Space is often limited, and not showing up can prevent other students from benefiting from these valuable opportunities.

In the event of a scheduling change, illness, or emergency, we ask that you proactively communicate a cancellation with us as follows:

- Career Center event -- cancel your registration via Handshake or by contacting the Career Center at career.center@bc.edu or 617-552-3430.
- Career Coaching appointment -- at least 24 hours in advance, cancel your appointment via Handshake or by contacting the Career Center at career.center@bc.edu or 617-552-3430.
- Campus Interviewing
 - On-campus interviewing is a privilege; you are expected to attend all scheduled interviews.
 - Once an employer accepts you for an interview (even as an alternate), you can't withdraw your application unless you've accepted another job offer.
 - Cancellations -- You can only cancel for extenuating circumstances, and you must provide at least 48 hours' notice. Email the employer CCing student.recruiting@bc.edu, explaining your reason for canceling.
 - Late Arrivals -- If you are late, it is up to the recruiter whether your interview will still happen.
 - No-Shows -- Missing an interview is a serious breach of courtesy. You must send an apology message with an explanation to the employer within 24 hours, CCing student.recruiting@bc.edu. The Associate Director will decide if you can continue in future recruiting programs. Invalid explanations or repeat no-shows will lead to suspension of your Handshake account and/or Career Center services.

NOTE: One student's behavior can reflect poorly on the entire BC community and eliminate opportunities for future students.

Accuracy of Information

All information submitted to the Career Center or an employer, directly or indirectly, must be accurate and truthful. In addition to concerns of ethics and integrity, accuracy of information such as GPA, major, degree status, etc., is crucial. Many employers verify information submitted by candidates for employment.

Please be aware that any falsified information on your resume, cover letters, Handshake profile, employer applications, or other job candidate documentation may result in actions described in the Consequences of Improper Behavior section of this document.

Students Studying Abroad

Students studying abroad and applying for positions (jobs or internships) posted in Handshake should indicate clearly on their resume and in their cover letter or other application materials that they are studying abroad, noting the semester and the exact dates when they will be off-campus. If the employer is conducting **ON-CAMPUS** interviews for the position while the student is abroad, it will be at the interviewer's discretion whether the student is selected and whether an interview will be conducted during the scheduled interview date via Zoom, or other virtual remote means, or if alternative arrangements will be made.

If you are invited for an on-campus interview while abroad, it is critical that you contact student.recruiting@bc.edu as soon as possible for help scheduling your virtual interview. Students are welcome to use the Handshake platform to contact the employer directly via email to inquire about possible interview arrangements while they are abroad.

Job Offer Policy

When you accept an offer, you are agreeing to work or intern for that specific organization. In this circumstance, all previously scheduled interviews must be canceled, and you are no longer eligible to continue to apply for other positions. If you receive an offer and are not ready to accept it, we suggest that you speak with a member of the Career Center staff about how to manage your decisions. The Career Center has an [Employer Recruiting Policy](#) in effect to which employers must adhere to participate in recruiting programs. One section in particular relates to the timeline for job offers. Please reference this document to support your decision-making process once you have been extended an internship or offer of employment.

Any candidate who has reneged on an accepted offer obtained through the Career Center may be suspended from all future services provided by the Career Center.

Consequences of Improper Behavior

Failure to adhere to the Student Integrity and Social Responsibility Agreement may result in:

- Revocation of access to Handshake;
- Removal from the Boston College Career Community on LinkedIn or Eagle Exchange;
- Suspension of all Career Center Services;
- Referral to the Office of Student Conduct for judicial action;
- Withdrawal of a job offer; and/or
- Termination of employment if the issue is discovered after employment has begun.