

CLIENT POLICY

APPOINTMENTS, MEETUPS, & EVENTS

The Career Center at Stony Brook University serves matriculated undergraduate and graduate students, and alumni. We understand that academic commitments, work obligations, or personal matters may cause a conflict with your appointment. If you have a conflict with an appointment or event reservation, contact the Career Center as soon as possible to ensure that another client can take advantage of the opening. Failure to cancel may result in deactivation of your Handshake account or other sanctions.

Cancelling Appointments & Event Reservations

Appointments & Event Reservations must be canceled not less than 24 hours before your appointment.

- **How to Cancel:**
 1. Log into [Handshake](#)
 2. Select [Events](#) on the toolbar.
 3. Select appointment you wish to cancel and select the 'Cancel Appointment' button.
 4. Select the [Events](#) you joined; in the top right corner hover over the green 'Registered' button. It will turn red and say 'Leave Event.' Click "Leave Event" button to cancel.

Late Arrival Policy for Appointments with Career Center Staff

Plan to arrive 10 minutes before your appointment to check in. Most appointments are 30 minutes long, so if you arrive later than 5 minutes after your appointment time, you may be rescheduled.

No-Show Policy for Appointments with Career Center Staff

A "no-show occurs when a client fails to appear for a scheduled appointment without canceling. **Two or more no-shows in a semester will result in suspension from pre-scheduled appointments for the remainder of the semester.**

Note: "No shows" will be cleared at the start of each semester and will not carry over from one semester to the next.

ESPECIALLY FOR ALUMNI

SBU alumni may use most Career Center services: programs and events, employer information sessions, meet ups, job fairs, career coaching and counseling appointments, career assessments, and Handshake. On-Campus Recruiting (OCR), however, is typically limited to students, but at employers' discretion may be open to new graduates up to one year after graduation.

- Individual career consultations for alumni are limited to 3 visits/phone per semester.
- [Business casual dress](#) is required for appointments and programs.

IMPORTANT FOR ALL CLIENTS: Students/Alumni may be excused from the privilege of any workshop, event or consultation if they are not behaving in accordance to [The Rules of Public Order](#).

JOB/INTERNSHIP SEARCH PRINCIPLES FOR PROFESSIONAL CONDUCT

To participate in any recruiting-related events/programs through the Stony Brook University Career Center, you must adhere to the ethical standards established by the Career Center and agree to abide by the policies listed below. Failure to conduct your searches in accordance with these principles may negatively affect your future employment opportunities, your access to Career Center services, and the relationship between the University and its employers.

Job/Internship Search Integrity

- I agree not to falsify information in my Handshake account, on my resume or any other supporting documents. In accordance with Stony Brook University policy, students who falsify information will be referred to the Office of University Community Standards.
- I understand that if I submit a resume for a position through Handshake, at a Job/Internship Fair, or at a Career Center-related event, I acknowledge a sincere interest in the company, and agree to attend the interview if I am selected by the employer.
- I understand that scheduling an interview is a commitment. Unless a legitimate reason arises such as personal illness, death in the family, or the acceptance of another offer, I will fulfill my commitment and show up to a scheduled interview. If I cannot attend a scheduled interview, I agree to send proper notice to the employer and Career Center to cancel at least 48 hours prior to the interview.

Consequences of cancelling or not showing for a scheduled interview are as follows:

- My first “no show” will result in temporary deactivation from Handshake/recruiting events, until I write a letter of apology to the employer; the letter may be sent by email and must be copied to a designated Career Center contact.
- After a second interview **cancellation**, I will be deactivated from Handshake until I meet with a Career Center staff member to discuss possible (but not guaranteed) reactivation.
- I agree that I am held accountable to all above policies **regardless of the source from which I found my job/internship** (Handshake or ANY external resources including but not limited to: job listing sites, employer websites, personal/professional referrals).

Accepting Offers

I understand that if I receive an offer, I may continue interviewing with other employers **before verbal or written acceptance** of another offer.

- I acknowledge that once I **accept** an offer **verbally or in writing**, I am making a formal commitment to uphold my hiring obligation to that employer. There are virtually no circumstances (with the exception of a personal or family

tragedy) that would legitimize renegeing on an offer.

- I understand that **continuing to interview after the acceptance of an offer** is unethical, and that I will discontinue my job search and interviewing once a decision has been made.
- I understand that renegeing on an offer will result in **permanent termination** from Handshake and that I will be required to meet with a Career Center staff member. My academic department will be notified.
- I agree to report my hiring status by reporting my new position through Handshake or survey distributed by the Career Center.
- I agree that I am accountable to all above policies **regardless of the source from which I found my job/internship** (Handshake or ANY external resources including but not limited to: job listing sites, employer websites, personal/professional referrals).

Employment Offers and Acceptance Policy

The SB Career Center believes that it is in the best interests of both students and employers to allow adequate time for a candidate to make an informed decision about whether to accept or decline an offer. Employers must give students **at least 2 weeks** to decide once a written offer is extended. Students should not be subjected to exploding offers, which push students to accept a job offer within a very short time or face having the offer rescinded. To provide students with sufficient time to make informed decisions, we expect employers to abide by these deadlines:

- For offers made by employers who did not recruit via our On-Campus Recruitment program, students have **2 weeks** from offer date to decide.
- For offers extended by employers using our On-Campus Recruitment program, students have two weeks from offer date or until the appropriate deadline below, **whichever is later**.
 - For full-time offers extended to previous summer interns, or for summer internship offers extended to previous summer interns, students have until **the end of October** to decide.
 - Students interviewed during the fall semester for full-time positions or summer internship opportunities have until **mid-November** to decide.
 - Students interviewed during the spring semester for full-time positions or summer internship opportunities have until **mid-March**.

Please note that the time periods above start upon receipt of a written offer for employment.

Dress Code Policy

Business professional or business casual attire may be required for participation in certain events hosted by the Career Center. Attendees who are not dressed appropriately, may be asked to leave.

Non-discrimination (P102R)

Consistent with federal and state guidelines, Stony Brook University does not discriminate on the basis of any protected class including race, religion, sex, sexual orientation, gender identity, color, national origin, age, disability, marital status or status as a veteran or disabled veteran in its educational programs or in employment. Title IX also prohibits other forms of sex discrimination such as harassment or sexual violence. Complaints of suspected violations of these policies should be made to the Office of Diversity and Affirmative Action, Marjolie Leonard, Director for Title IX and Risk Management, 201 Administration Building, 631-632-6280 or to one of the Title IX sub-coordinators (www.stonybrook.edu/titleix).

INTERNSHIP GUIDELINES**Acknowledgment of Responsibilities and Waiver of Liability Student Acknowledgments**

I understand that my participation in unpaid and non-credit internships (limited to a maximum of 20 hours/week) is elective and voluntary, and that it may involve risks not associated with study on the University's campus, including, but not limited to, risks associated with traveling to, from and/or at the internship destination, whether by train, bus, private auto, airplane, etc. I recognize and voluntarily assume all such risks. I agree to conduct myself in accordance with University policies and procedures. I certify that I am in good health and have no physical condition that would prevent participation in this internship. I further agree to use my personal medical insurance as a primary medical coverage payment if accident or injury occurs. I consent to emergency medical treatment if such care is required. Stony Brook University's Career Center recommends that you carefully review the U.S. Department of Labor's Fair Labor Standards Act on Unpaid Internships: <https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>
For additional information, visit the Wage and Hour Division Website: <http://www.wagehour.dol.gov>.

Release of Liability and Indemnification

In consideration of my participation in unpaid and non-credit internships, I, individually, and also on behalf of my parents or guardians, heirs, successors, assigns and personal representatives, hereby release and forever discharge the University and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all injuries, illnesses, damages, losses (including death) I sustain to my person or property or both, including but not limited to any claims, actions, damages, expenses and costs, including attorney fees, which arise out of, result from, occur during or are connected in any manner with my participation in the above-mentioned internship. I understand that this release is intended to be and is as broad and inclusive as permitted by the laws of New York.

Questions?

Feel free to visit or call the Career Center at 631-632-6810 to discuss your concerns.