**Student Professionalism Agreement**

 \*Students also should review the Law Student’s Oath of Professionalism and the Professional Obligations handout.

The Office of Student Affairs (OSA) and The Office of Career Development (CDO) are committed to each student’s ethical and professional growth during law school. As such, each student is expected to adhere to certain policies and responsibilities that promote ethics and professionalism in law school, school-related events, and the recruiting and job search processes. Your behavior and demeanor reflect on your character and professionalism as well as the reputation of Atlanta’s John Marshall Law School.

Please review the following policies and indicate your agreement to follow these policies by printing and signing your name at the end of this agreement.

**Student Responsibility:**

I agree to abide by the Law Student’s Oath of Professionalism. I agree to accept responsibility for my professional development and job search. I will check my AJMLS email regularly and stay informed about new developments, opportunities, and events offered by OSA and CDO. I also understand that opportunities exist beyond those advertised by OSA and CDO and I will take responsibility to seek those opportunities. I will keep CDO apprised of my employment status each year and will provide CDO and OSA with information requested in surveys or otherwise so CDO and OSA can comply with reporting requirements to the Law School, American Bar Association, the National Association for Law Placement (NALP) and other agencies and organizations as well as provide useful information for my fellow students.

**Professional Conduct:**

I will uphold high ethical standards and integrity during law school. I will act in a professional manner and will be courteous and respectful in any communication with professors, administrators, employers, alumni, networking contacts, classmates, OSA, CDO and Atlanta’s John Marshall Law School personnel, whether such interactions be in person, in writing, by phone, or by AJMLS email. Upon receipt of negative feedback regarding my professional conduct, I am to meet with a member of OSA and/or CDO to address pertinent issues and concerns. Once I have accepted an offer of employment from an employer for a summer employment, I will not renege on my commitment. Once I have accepted an offer, I will withdraw all pending applications for summer employment and cease seeking employment and entertaining other offers for that time period.

**Career and Academic Counseling Appointments:**

If I need to cancel an appointment, I will notify my career or academic advisor at least 24 hours in advance by AJMLS email.

**Programs and Events:**

I understand that all OSA and CDO programs and events require significant resources and advance planning by OSA, CDO, alumni, employers, Atlanta’s John Marshall Law School personnel and/or other participants. I will attend all mandatory Professionalism programs and all other programs and events that are mandatory. When requested, I will register in advance for programs and will attend (barring illness or other emergency situations). I will always provide proper notice if I am unable to attend a mandatory event.

**Interview Obligations:**

I agree to attend all interviews I obtain through all efforts of CDO recruiting programs. This includes all on-and off-campus interview programs, resume collects, and job fairs. Once I have been selected to interview with an 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 CDO, not the employer, to remove me from all future interview schedules. Once I have accepted a job offer for summer, I am not eligible to interview in any Atlanta’s John Marshall Law School recruiting programs for that time period. Prior to all interviews, I will research the employer, print copies of my resume, and undergo interview skills counseling, if required by CDO, and prepare my interview outfit (proper business attire).

**Cancelled Interviews:**

I understand that if I cancel an interview for which I am selected, CDO has the right to prohibit my participation in any current and future recruiting programs for the period of one academic semester.

**Emergency Cancellation:**

If an unavoidable and unforeseen emergency prevents me from attending an interview, I will notify CDO, 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 CDO in advance, I understand that I must within two working days following the interview date, email an apology to the interviewers and copy the Executive Director of Career Development 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 any recruiting programs or utilize job listings in 12Twenty until I send the apology. Following a second no-show, I understand that I may lose all privileges to participate in Atlanta’s John Marshall Law School 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 state and country, and I will be responsible for my own travel expenses to the program. I agree that prior to bidding/applying for any employment opportunities in the off-campus interview program(s), I will review my personal finances and check my availability.

**12Twenty:**

I understand that the information contained on 12Twenty is not my official Law School record; official Law School records are maintained by the Registrar. I agree to keep my profile on 12Twenty updated and accurate, including my AJMLS email address, resume, and geographic preferences so that I can receive important information disseminated by CDO and OSA. I will enter my community service hours and pro bono hours into 12Twenty in the semester in which they are completed for review and approval. I authorize CDO to forward my credentials (that have been uploaded into 12Twenty or collected by CDO for a specific employer) to the employers that I have applied to or bid in 12Twenty by CDO.

**Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**