



Name: _____

Email: _____

Hart Career Center Contract and Guidelines for Professional Conduct

The Hart Career Center at Illinois Wesleyan University provides information, resources, and support as you explore opportunities to job shadow and apply for the internships and jobs. It is important that you conduct yourself in a professional, ethical, and socially responsible manner. These guidelines are to inform you and assist in this process.

Honesty and Integrity

You must provide accurate information about yourself, your skills, and your experiences as you pursue career opportunities. You may not inflate or exaggerate your abilities.

Professional Conduct

As you seek shadowing and internship experiences, you must dress, interact and communicate in a professional manner; be courteous and respectful in your interactions with others in writing, in person, via phone or email.

To that end, we ask that you read and sign the contract below:

I will be punctual and come prepared and dressed appropriately to events—practice interviews, job shadowing, etc.

I will avoid using my cell phone and take full advantage of the experience and opportunity to interact with professionals.

I will monitor my online social networking sites, online photos, and blogs to ensure that information that is publically available does not contain inappropriate or unprofessional information about me or my activities.

Consequences of Improper Behavior:

I acknowledge that the Pre-health Advisor and Hart Career Center staff work to build relationships with alums and other healthcare practitioners for my benefit and for the benefit of all Illinois Wesleyan students. The behavior of each IWU student is a direct reflection on Illinois Wesleyan and the Hart Career Center. I understand that the consequences of improper behavior and failure to adhere to this contract may result in the following:

- I will need to meet with the Pre-health Advisor and/or the Director of the Hart Career Center to discuss the situation.
- I may be removed from the Handshake/internship system.
- I may be suspended from using any services provided by the Pre-health Advisor or Hart Career Center.

I have read the above contract and my signature verifies my knowledge and agreement to abide by the above terms.

Signature

Date

For Advisor Use:

Pre-health interest

Shadowing/internship match