

CAREER & PROFESSIONAL DEVELOPMENT PROFESSIONAL ETIQUETTE POLICY

Shenandoah University Career & Professional Development offers many opportunities for students to take advantage of professional events and services.

Please note, that when a participant's no-shows for events that require an RSVP, it limits another Shenandoah student's ability to attend. It also makes it difficult to determine food counts and other event planning details. In addition, for some events we host employers and alumni who are dedicating their time to work with Shenandoah students. Having no-shows for RSVP events reflects poorly on the individual, and Shenandoah University as a whole.

*Please note, for all repercussions below each 'No-Show' is reset at the beginning of a new academic semester.

Missed Appointments

A no-show for an appointment is anyone who fails to call or e-mail prior to the start time of the appointment to inform career services that they will not be in attendance, or is more than 15 minutes late without notice.

First No Show: You will receive a warning from Career & Professional Development reminding you of our policy

Second No Show: You will be unable to make appointments until you write an apology letter to the Career & Professional Development staff member whose appointment was missed

Third No Show: Your ability to schedule appointments is suspended. You must meet with the director of career and professional development to request that your ability to schedule appointments should be reinstated

On & Off Campus Events

A no-show for an on or off campus event is anyone who fails to give 48 hours' notice to Career & Professional Development prior to an on or off campus event that requires an RSVP. Please note the following:

First No Show: You will receive a warning from Career & Professional Development reminding you of our policy

Second No Show: You will be unable to attend Career & Professional Development events until you write an apology letter to related parties (career services, employer, alumni, etc.)

Third No Show: You will be notified by Career & Professional Development that your privilege to attend RSVP events will be suspended until the semesters end