

The University of Akron School of Law

Career Planning & Placement Office

Statement of Student Professionalism

By providing opportunities for you to learn to conduct an effective job search, to become familiar with career options, and to gain practical experience, The University of Akron School of Law's (Akron Law) Career Planning & Placement Office (CPPO) welcomes its role in establishing a professional development partnership with you. We take our responsibilities seriously; it is important that you, too, take seriously your role in this partnership.

Attorneys are expected to abide by a shared code of conduct governing ethics, courtesy, and personal and professional responsibility. They also must keep track of and attend client meetings, business appointments, and court dates. This expectation extends to you, as law students, and future lawyers.

Accordingly, all first year students are required to read the below document, sign and date it, and return the form to the CPPO. Signing this document is a prerequisite for: (1) receiving your AkronLawJobs ID and password; (2) receiving a CPPO Handbook; (3) receiving services from the CPPO; and (4) applying for Public Interest Law Program Fellowships.

This Statement of Student Professionalism does not supplant or alter the Honor Code or any other provisions of the Student Handbook.

I agree to:

- Assure that any email address I use for job search and employment purposes, as well as the email that I transmit, will be professional. I further assure that I will seek assistance from CPPO with questions concerning this paragraph.
- Assure that my voicemail greetings and the messages I leave for others regarding job searching and employment purposes will be professional. I further assure that I will seek assistance from CPPO with questions concerning this paragraph.
- Monitor and take responsibility for content pertaining to me on social networking and other websites. I understand that I am a representative of Akron Law, a future professional, and a future member of the Ohio Bar. As a result, I will be expected to adhere to high standards of professional and ethical conduct. Further, I understand that anything I post on social media is a reflection of me and my professionalism, as well as Akron Law and will be considered by potential future employers. Accordingly, I will not post or aid in posting (i.e. "retweets", "liking" or external links) inappropriate or unprofessional material to the Internet, including social networking and other websites. I understand that what constitutes inappropriate or unprofessional content may be subjective and assure that I will seek assistance from CPPO with questions concerning this paragraph.
- Take responsibility for written statements I make, including but not limited to: print publications, blog posts, Facebook, and Twitter. I understand the potential adverse effects those statements may have not only on my job search and admission to the bar, but Akron Law's reputation and if employed, the reputation of my employer.
- Accept responsibility for staying informed about CPPO policies, procedures, programs, resources, and employment opportunities by fully reading the CPPO Handbook, The Career Connection, Administrative Briefs, email and blog posts from CPPO and the administration, Symplicity announcements, and flyers posted by CPPO throughout the law school.

- Make reasonable efforts to attend and participate in CPPO programming, including workshops, presentations and other career-related events sponsored by and suggested by the CPPO.
- Adhere to all instructions and deadlines in my dealings with CPPO and employers.
- Provide, to the best of my knowledge, accurate information in all resumes, cover letters, transcripts, writing samples, and other materials provided for purposes of securing employment and during the interview process. If I am unsure about how to characterize an item in any document, or how to handle a matter in an interview, I will consult with CPPO before submitting materials or interviewing.
- Timely complete all required action under CPPO programs which require affirmative action for participation, including but not limited to: the Law Clerk for Hire Database, On Campus Interview Program, Minority Clerkship Program, and Akron Bar Mentorship Program.
- Keep appointments, whether for an advising session with CPPO staff or a CPPO program requiring an RSVP. If unusual circumstances prevent my doing so, I will provide a timely explanation to CPPO.
- Exhibit courtesy, respect, and professionalism in dealing with all people, including my classmates, alumni, networking contacts, law school personnel, the community, the judiciary, and employers, their staff members, and their clients.
- Conduct reasonable due diligence and carefully consider the prospect of working at a particular employer prior to bidding on Symplicity, applying for jobs listed through CPPO, applying directly to employers, or interviewing with employers.
- Always be as prepared as possible for on-campus, job fair, in-office, and call back interviews. I further agree to be prepared for CPPO advising sessions, including mock interviews, resume reviews, and programming. I further assure that I will seek assistance from CPPO with questions concerning this paragraph.
- Timely respond to any employer communication. I further assure that I will seek assistance from CPPO with questions concerning this paragraph.
- Attend all initial and callback interviews, whether obtained through on-campus interviews, job fairs, or resulting from resume collections, job listings, or my own direct applications. If I decide to decline an interview or to cancel an interview already scheduled because I have changed my plans, I will provide advance and timely notice to the employer and the CPPO. If unavoidable and unforeseen circumstances prevent my attending an interview and providing advance and timely notice, I will promptly notify the employer and the CPPO. In all cases, I will draft a letter of apology to the employer and may be subject to a meeting with the Director of Career Planning and/or the Dean.
- Read and abide by the Principles and Standards for Law Placement and Recruitment Activities of NALP, The Association for Legal Career Professionals, at www.nalp.org/principles, also available online at the CPPO Resource Library.
- Honor my commitment once I have accepted an offer of employment. I will promptly withdraw all pending applications and cease seeking employment or entertaining other offers once I have accepted an offer. If extraordinary and unforeseen circumstances require that I modify or be released from my acceptance, I will promptly consult the CPPO and the employer.

PLEASE KEEP A COPY OF THIS STATEMENT OF STUDENT PROFESSIONALISM FOR FUTURE REFERENCE.

- Keep the CPPO apprised of my employment status by completing annual surveys about my summer and post-graduate employment, and updating them as circumstances dictate, so that CPPO can fulfill its reporting obligations to Akron Law, the American Bar Association, and NALP.
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I acknowledge that I have read and will abide by the guidelines in this STATEMENT OF STUDENT PROFESSIONALISM.

STUDENT:

Signed: _____

Print Name: _____

Date: _____

FOR OFFICE USE:

Received in CPPO (date): _____

Received by: _____

Print Name: _____