

PROFESSIONAL PARTNERSHIP AGREEMENT

The professional partnership agreement, in tandem with the RSPH Student Honor and Conduct Code, provides professional development guidelines for graduate students of the Rollins School of Public Health. The Office of Career Development (OCD) is committed to increasing the skills and preparedness of Rollins students for their professional engagement, both while enrolled and then after. This agreement reflects the input of the RSPH Community, including alumni, faculty, staff, and external partners, and demonstrates the expectations of OCD. Adhering to these guidelines protects the integrity and sustainability of Rollins’ resources for you and your fellow classmates. Failure to adhere to the outlined agreement may result in the termination of the opportunity to utilize such provisions while enrolled and post-graduation. By entering this partnership, you are agreeing to cooperate with us in ensuring your professional success during your Rollins experience and beyond.

___ I will review and sign the Professionalism Partnership Agreement before utilizing OCD services.

___ I will utilize the VMock – SMART Resume Platform (upload resume, review, and apply suggested corrections until green status) before scheduling consultations with an OCD Career Coach.

___ I will protect and keep confidential contact information I have obtained by OCD or an RSPH partners (employers, faculty and staff) unless permitted otherwise by the RSPH partner.

___ I will engage in timely attendance, appointment cancellation etiquette, and considerate meeting suggestions for professional networking. Note: Do not assume campus meetings are ideal for alumni and potential employers.

___ I will adhere to the specified dress code for events and workshops in **Business Professional** attire and attend all other professional development activities in **Business Casual** attire. Refer to [A Quick Guide to Professional Dress for Men & Women](#) for additional guidance on the OCD Professionalism Page (www.sph.emory.edu/careers/current-students/job-search-tools).

___ I will maintain professional phone/email communication with RSPH partners and social media etiquette at ALL times (including, appropriate email/phone greetings, professional tone and content, grammatically correct communication, and proper follow-up practices).

___ I will respect and adhere to the appointment and event attendance cancellation policy of the Office of Career Development:

“If a student cannot attend, we request that he/she un-RSVP from the event in ROL **at least 24 hours** in advance. *Please note:* students are *not* allowed to un-RSVP within the 24-hour period through ROL. In the event of an emergency **within 24 hours** of the event, students must provide notice of the cancellation to our office via 404-727-9957 or email rsphcareerdev@emory.edu.

Students who **fail to make a proper cancellation** for 2 or more appointments or events will receive notice via email that they have been **locked out of the Rollins Opportunity Link (ROL) and suspended from scheduling one-on-one appointments and attending events.**

To regain access to our services, students will need to request an appointment with the Associate Director of Career Development to discuss the no-show events.”

I understand that signing this agreement demonstrates my cooperation in the professional practices outlined above and offers the Office of Career Development team and me the opportunity to collaborate on my professional growth.

Student Signature:

Date:

Printed Student Name:

Student ID:
