

Code of Professionalism
Office of Post-Graduate Planning, Olin College of Engineering

Two fundamental elements of Olin's culture are trust and respect. As such, our Honor Code requires all members of the Olin community to conduct themselves with honor and integrity. Our code, drawn from a few of our core values, consists of a set of intentionally broad standards by which every action must be measured.

“As a member of the Olin College community, I will strive to embody the spirit of honor and integrity as defined by the five core personal values, and will take action to address any breach of that spirit.” [Olin College Honor Code]

Three of these values - integrity, respect for others, and passion for the welfare of the college – are critical to maintaining our individual and community reputations through interactions with corporate partners of Olin, as well as with graduate school programs and professional societies.

“In my interactions with the Office of Post Graduate Planning and the various companies and graduate schools that interact with and recruit Olin students, I will honor these values by conducting myself in the following ways.

- 1. Recognizing that I must always protect and enhance Olin’s reputation as well as my own, I will be respectful of all employers that I interact with:**
 - a. I will present a truthful, unembellished resume.**
 - b. If I accept an interview (on campus or at the company’s facility) I will attend it.**
 - c. I will be prepared for all interviews. I will dress professionally, research the background of the company, and conduct myself in a respectful manner. I will respond to all interview questions with integrity.**
 - d. I will send a thank you note after each interview (phone or in-person), to each person I speak with.**
 - e. I will not accept an offer of employment until I have considered the decision carefully. Once I have accepted an offer, either verbally or in writing, either for an internship or full time position, I will honor that commitment. After that time, I will not conduct interviews with other employers, speak with other employers about an imminent position, or accept another company’s offer of employment.**
 - f. When working with anyone who is assisting me in my job search, I will respond to all communication in a timely fashion. After I have secured a job or internship, I will follow up with all persons who have assisted me in my job search, convey my gratitude, and let them know what job I have found.**
 - g. Upon receiving an offer of employment (job or internship), I will keep the terms of the offer confidential.**

- 2. If I am in doubt as to how to proceed on any of the above points, I will solicit the advice of the Office of Post- Graduate Planning. “**

Student Signature _____ Date _____

Please Print Name _____