

# **Rutgers School of Law- Camden Office of Career Planning (OCP)**

## **Principles of Professional Conduct**

Principles of Professional Conduct are standards developed to reflect the professionalism expectations of employers and the legal community.

The professional conduct of each Rutgers-Camden law student has an impact on all Rutgers-Camden law students and alumni and as well as the value of a Rutgers-Camden law degree. You are the beneficiaries of the ethical conduct of the previous classes.

Because adherence to the Principles of Professional Conduct has a positive effect on all Rutgers-Camden Law students and alumni, your agreement to abide by these principles is therefore **required**. Conduct that is in direct violation of these principles may result in Law School imposed penalties, including, but not limited to a letter placed in your permanent school file, which may be considered by the Law School in the process of certifying you for fitness for state bar membership, and a referral to the Associate Dean of Students for further sanctions. Non-compliance may also result in exclusion from participation in any and all OCP programs including on campus recruiting programs and the Spring and Fall Symposiums.

**I. Professional Conduct.** Throughout the employment search process, students should conduct themselves professionally.

I agree to act ethically and with integrity and, specifically, to:

- a. Accept responsibility for my job search as well as my career and professional development.
- b. Recognize that the most effective job search is one in which I am proactive and engaged.
- c. Stay informed about deadlines, new developments, opportunities and events offered by the OCP by checking my Symplicity account and my Rutgers email account regularly and carefully reading emails from the OCP.
- d. Represent qualifications and interests completely and accurately to employers and OCP representatives. OCP may correct any misstatements or misleading information provided to any representative of OCP or any employers.
- e. Submit applications to, and interview with, only those employers in whom I have a genuine interest.
- f. Honor all scheduling commitments with prospective employers.

- i. Cancellations should occur only for good cause and should be communicated as soon as possible via telephone or e-mail to both the employer and OCP, preferably at least 48 hours prior to the scheduled appointment. If an interview is missed without notice or cancelled less than 48 hours prior to the appointment, the student must immediately e-mail or fax a letter of apology to the employer, with a copy to OCP. Invitations for in-office interviews should be acknowledged within two (2) business days and accepted only if the student has a genuine interest in the employer.
  - ii. Employer-hosted events are considered to be part of the employment search process and should be treated with the same level of professionalism. Students should sign-up only for employer events for which they genuinely intend to attend. Cancellations should occur only for good cause and should be communicated as soon as possible via telephone or e-mail to both the employer and OCP preferably at least 48 hours prior to the scheduled event. If an employer event is missed without notice or cancelled less than 48 hours prior to the event, the student must immediately e-mail or fax a letter of apology to the employer, with a copy to OCP.
- g. Honor all employment commitments.
- i. Upon acceptance of an offer of employment, students should cease pursuing additional employment opportunities. Students should, upon acceptance of an offer of employment, notify OCP and notify all other employers who consider them to be active candidates that they have accepted a position.
  - ii. If, because of extraordinary and unforeseen circumstances, it becomes necessary for a student to be released from his or her acceptance, both the employer and OCP should immediately be notified.

## **II. NALP Principles and Standards for Law Placement and Recruiting**

Rutgers School of Law Camden is a member school of The National Association for Law Placement (NALP). Therefore, every student must abide by NALP Principles and Standards for Law Placement and Recruiting in their entirety, which is available at <http://nalp.org/principles/index.php?pid=16>

## **III. Reporting Employment Results.**

Students must respond to all OCP requests to gather employment information promptly and accurately in order for Rutgers School of Law- Camden to comply with institutional, American Bar Association, and National Association for Legal Professionals reporting requirements.