

SPS Career & Experiential Learning No-Show Policy

The SPS Career Development and Experiential Learning team is committed to fostering meaningful connections between students, industry partners, and career development and experiential learning team members. When reserving spots for events, appointments, or sessions, you are committing to honoring that reservation and attending as scheduled. No-shows not only disrupt the engagement process, but also impact the opportunities available to other students.

Policy Overview:

Expectations: Students who reserve spots for any career center events, workshops, networking sessions, appointments, or other engagements are expected to attend as scheduled.

Consequences of No-Shows: Failure to attend without prior cancellation or rescheduling will result in the recording of a no-show incident.

Recording of Incidents: The SPS Career Development and Experiential Learning team will track and monitor instances of no-shows for on-campus events, industry engagements, and appointments.

Impact of No-Shows: No-shows not only reflect poorly on your reliability, but they damage the relationship with our industry partners, and deprive other students of valuable opportunities.

Three-Strike Policy: After three recorded instances of no-shows, students may face limitations in accessing certain career center services including access to Handshake or participating in specific events for a designated period.

No-Show Procedure:

Notification: Upon missing a scheduled engagement, the SPS Career Development and Experiential Learning team will notify the student of the recorded no-show.

Documentation: The incident will be documented in the student's career center file.

Exceptions:

Valid Reasons: Recognizing unforeseen emergencies, you can avoid consequences by promptly notifying your career coach or a career team member before the scheduled engagement.

Career Center Cancellation: In the event of a career center-initiated cancellation or rescheduling, no-show penalties will not apply.

Reinstatement of Services:

Students who face restrictions due to multiple no-show incidents can regain full access to career center services after a review or completion of specific remedial actions outlined by the Director of Experiential Learning.

This policy aims to uphold the integrity of commitments made to industry partners, maximize opportunities for all students, and maintain a professional standard of behavior expected in career-related engagements.

Adherence to this policy not only fosters a respectful engagement with industry partners and career and experiential learning team members but also cultivates essential professional skills in commitment, responsibility, and effective communication, contributing to your overall career readiness and success.

Note: This policy is subject to change and is at the discretion of the SPS Career & Experiential Learning team.