

**JENKINS CMC VIRTUAL ENGAGEMENT POLICY FOR 2021-22**

The Jenkins Career Management Center (CMC) in the Poole College of Management is committed to providing our students with engaging employer and professional development opportunities to assist with the networking component of your job and internship search. To guarantee a positive experience for all parties in the virtual environment, we ask you to review the virtual engagement addendum and the associated terms below. Once you have completed reading the below terms, please sign, date and return to your designated career coach in the CMC.

1. Continue to sign up for all events, corporate presentations and professional development sessions utilizing the 12Twenty system. With the virtual environment, we are aware that a last minute change to your schedule could allow you to participate in an event that previously conflicted with something in your schedule. Therefore, students must sign up in 12Twenty to attend any upcoming virtual CMC associated event. Students will be allowed to register within 24 hours of the virtual event. However, any cancellation within the 24 hours of the start of a virtual event will be deemed as a “No Show” and result in the associated consequences stated on the [Career Management Center “No Show” Policy](#).
  
2. The virtual presence is critical to the Jenkins Brand and ensuring basic requirements for all students will guarantee continued success with our employers, corporate partners, visitors, etc. Below is a list of virtual terms required from your attendance:
  - Business professional attire is required for all CMC virtual events – no exceptions, unless stated in the event details and confirmed by the CMC.
  - Name recognition is a necessary connection in the virtual space. Therefore, students must have their full name displayed and video on at all times. Students are also expected to mute themselves in any event when they are not speaking.
  - Jenkins background banners with the student’s name and class year must be displayed for clarity and consistency for employers to identify students.

**I have read and agree to honor the Jenkins CMC Virtual Engagement Policy for 2021-22.**

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Printed name

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Signature

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Date