Code of Conduct for Accepting Internship and Full-Time Job Offers

The Marriott School Masters of Business Administration (MBA) program strives to provide students with outstanding placement opportunities. Many of these opportunities come from the reputation built by former students, alumni relations, and the administration. From the program’s perspective, when a student accepts an offer for an internship, or for full-time employment that will begin after graduation, the student has made a binding commitment. Breaking this binding commitment not only reflects poorly on the student, but also damages the BYU MBA reputation and brand. Therefore, MBA students should not accept an employment offer casually, and should not continue to participate in recruiting activities, either on or off campus, after accepting an offer for full-time employment.

Guidelines for Recruiters

Although BYU cannot dictate hiring cycles, Career Services will request that companies recruiting on campus adhere to the following timeframes whenever possible:

- Full-time offers coming from internships should not expire until November 15, or 4 weeks after the offer is given, whichever is later.
- Full-time offers not coming from internship experiences should have a deadline of December 15, or 4 weeks after the offer is given, whichever is later.
- First-year internship offers should remain open until December 15, or 4 weeks after the offer is given, whichever is later.

In the event of an offer that violates these guidelines, Career Services will communicate with recruiters to advocate adherence.

Student Process for Accepting Offers

- Students are advised to avoid accepting a verbal offer until receiving the details in writing.
- However, if students choose to accept a verbal offer, their commitment is considered binding, and they are expected to take the offer.
- Students should not continue to search for other opportunities after accepting an offer (either verbally or in writing).
- To protect student interests, in the rare event that a firm must withdraw an offer to a student, Career Services should be notified and all students will be informed.

If, in rare circumstances a student feels he or she needs to renege on an accepted offer, the student should follow the steps indicated below:

- Notify MBA Career Services immediately, who will help the student understand all aspects of the decision and can act as a liaison when necessary. Career Services will work to maintain a relationship with the company.
- Notify the MBA Director in person.
- Meet with the MBA Director and Career Services, jointly, to discuss an appropriate plan of action.

If students do not follow the outlined process, the situation will be evaluated by the MBA Director and Career Services to determine if consequences are warranted. Consequences may include the following:

- Loss of access to the Alumni Network, Alumni Career Services (including job postings), and the BYU MBA Network.
- Academic probation: The student may be placed on probation, and a second infraction may lead to dismissal from the program.
- Degree withheld: The student may have his or her MBA degree withheld—either temporarily or permanently.