

Business Career Services

Student Policies

Email Policies



Professional Communication:

Students are expected to send concise, error free emails written in a professional tone which include a clear subject, appropriate greeting, detailed body, and closing.

Response Time:

When contacting Business Career Services, students can expect a response within two business days. If a response is not received, please call (515) 294-2542 or email bcsc@iastate.edu.

Professional Engagement and Scheduling



When planning to attend career events or scheduling interviews, students should make every attempt to schedule at times that do not conflict with classes. If a conflict is unavoidable, students should communicate with the instructor in advance.

Interview Cancellation and No-Show Policy



Students are asked to provide notice of two business days or more if they need to cancel an interview. If illness or an emergency occurs, students should call Business Career Services, (515) 294-2542. If notice is not received, the missed interview is considered a no-show. When a no show occurs, the student's CyHire account is blocked until an apology email is sent to the employer. Contact information is available in 1320 Gerdin Business Building. Students should Cc bcsc@iastate.edu to the apology email.

(Applies to on-campus interviews, Interview Day, and mock interviews)

Use of Artificial Intelligence (AI)



Generative AI be may used to explore careers, research organizations, strengthen applications, prepare for interviews, and more. However, it is not a replacement for students' writing and should be used only as a tool. Students are expected to submit materials using their own voice and perspective.

Internship Credit



Zero and one credit options are available to students who have completed a minimum of one semester. The duration of the internship must be at least eight weeks. Students need to sign up for credit prior to the start of the internship and academic term. To begin the registration process, students must meet with their Career Coordinator.

Offer Acceptance Policy



Acceptance of an offer constitutes ceasing all job searching activities. If a student is not prepared to go to work for the employer that made the job offer, they should request more time to decide or respectfully decline.



Questions regarding any of these policies can be directed to your Career Coordinator.