CAREER DEVELOPMENT CENTER STUDENT POLICIES

Molloy College Career Development Center encourages students who utilize our services to adhere to the following:

**Fraudulent Postings/Scams**

When searching for job and internship opportunities you should be aware of a series of red flags that indicate that the posting can be fraudulent and the opportunity might be a scam!

- Requires the candidate to pay a fee in order to apply: “Initial Registration Fee” or “Initial Investment”
- Hires you via email without an interview
- Asks you to “wire money” or provide your own personal bank account information (excluding for direct deposit reasons)

Keep in mind if the posting or situation seems “too good to be true” or the “employer” is asking you to do something that makes you “uncomfortable” or you are “questioning” the opportunity, you should immediately seek assistance from the Career Development Center.

**Integrity:**

Students will not falsify information on their Lion’s Lair account, on their resume or any other supporting documentation. Students will make every effort to attend their scheduled interview since Molloy College students practice professionalism and understand that they not only represent themselves but Molloy College when applying to jobs and networking.

**Internships**

According to the Department of Labor, Internships should be a learning experience relevant to your field of study. If you are applying to an unpaid internship, this experience should be directly related to your major; you should register for the Molloy College Internship Course and should not be engaged in mostly administrative work. If you have questions about this, contact the Career Development Center before accepting the internship.

**Harassment**

Students and employers will not engage in harassment as defined in this policy. Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, citizenship or any other characteristic protected by law that has the purpose or effect of creating an intimidating, hostile, or offensive work/academic environment and/or has the purpose or effect of unreasonably interfering with an individual’s work/academic performance; or, otherwise adversely affects an individual’s employment/academic work. Harassing conduct includes, but is not limited to: epithets, slurs, negative stereotyping; threatening, intimidating or hostile acts; and the circulation of written or graphic material either in person or through social media or other electronic medium that denigrates or shows hostility or aversion toward an individual or group.

**Sexual Harassment:** is defined as unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, denying or limiting someone’s ability to participate in or benefit from the College’s educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Types of Sexual Harassment include:

- **Hostile Environment** includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive.
- **Quid pro quo sexual harassment** exists when there are:
• unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and when
• the submission to or rejection of such conduct could result in adverse educational or employment action(s).

Retaliatory harassment is any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or sexual misconduct.

**Discriminatory Practices**
Molloy College follows federal and state guidelines and does not discriminate on the basis of race, color, religion, national origin, gender, age, disability, marital status, creed, sexual orientation, ancestry, veteran status, or any other basis except where such conditions are bona fide occupational qualifications permitted by law. The Career Development Center will not post positions that do not adhere to any of these guidelines.

**Safe Work Environment**
Molloy College requires that all job sites provide a safe and appropriate work environment. Molloy College interns are not permitted to participate in a home office/home training setting and must obtain suitable supervision and training during their internship in order to support their learning experience.

**Disclaimer**
The Molloy College Career Development Center reserves the right to remove any student from Lion’s Lair that does not comply with the terms listed above. We also reserve the right to exclude any student from participating in career activities who has violated any of these terms.