

Mathematical Finance Master's Program Code of Conduct Agreement

It is required that each full time MSMF student read, sign and follow this Code of Conduct.

- I will speak **English** during my classes and workshops and seminars out of respect for other students, professors and guests.
- If my **English is limited**, I will try to improve my skills through ESL classes and social activities and join organizations such as **Toastmasters**. I understand that **poor English skills** may negatively impact my job search.
- I will follow **Rutgers Academic Integrity Code**.
- If I am placed on **Academic Probation**, I will not be referred for internships or jobs.
- I **accept responsibility** for my career success. I will **proactively** use the job search tools provided to me. I will use the **templates** provided for resumes and cover letters. **I will always tell the truth in my resume.**
- For all corporate events, I will **dress in business attire**, wear my name tag and bring my portfolio and business cards. I will come 15 minutes early to register.
- I will **communicate with corporate speakers, ask questions and network with them** at events.
- I will have an **English email** with my first and last name. I will have a **professional message** on my voice mail.
- I will complete **placement surveys** and **exit interview survey**.
- **Second year students** must meet with the Director of Career Management Services at the beginning of the second semester to review their career plans (graduation requirement).
- I will complete and maintain **my student profile** on Quant Career Systems. I will regularly check my student profile on the Quant Career Systems for important career announcements.
- I will complete a **Report a Hire report** on my student profile providing complete information about employers, internships and jobs.
- I will follow job posting instructions as indicated in the jobs posted on the Quant Career System
- For Math 630, I will attend 2 semesters and fulfill the requirements listed on the syllabus in to ensure a satisfactory grade.
- If I accept a verbal or written offer, then I have made a commitment to an employer and I will stop looking for another job.
- I will allow enough time (14 days) for all paperwork for my internship and jobs
- I will give 48 hours advance notice when I have to cancel interviews

By signing below, I affirm that I have read and agree to follow the above Code of Conduct.

Student Name: _____ RUID# _____

Anticipated Graduation Date: _____

Signed @ MSMF Orientation on _____

