

College of Technology Policies for Student Use of TechConnect

TechConnect User Policy

Access to TechConnect is provided to enrolled, degree-seeking students, capstone students, and degreed alumni of the UH-College of Technology (UH-COT). By using TechConnect, students and alumni agree to the following responsibilities and policies. Any violations of the following may result in the loss of TechConnect account privileges.

Exclusive TechConnect Account: Each TechConnect account is for use by UH-COT enrolled students and alumni within six months of graduation only and should be used exclusively for their personal career management. Students and alumni should not share their login information or allow other individuals to submit documents under their account. If access to an account is granted to and/or used by someone other than the account owner to apply for positions, the account owner may be permanently barred from accessing TechConnect.

Accurate Information

All information students and alumni submit through their TechConnect account, or directly to an employer, must be accurate, including, but not limited to:

- Profile Information (including GPA, major, school year, and graduation date)
- Job Search documents (including resumes, cover letters, transcripts, test scores, and any other documentation requested by the employer)
- Correspondence (written or verbal) throughout the recruitment process
- Interviewing only during times in which they are available for hire

If a student or alumni falsifies a document, or misrepresents him/herself to any employer, whether via on-campus programs or in an independent job search, the student may be subject to UH disciplinary action as detailed in the [University of Houston Student Code of Conduct](#) and result in loss of TechConnect account privileges. In addition, students are required to provide current and reliable contact information to their career center and employers within all of their documents and correspondence. This includes updating phone numbers and email addresses while living or studying abroad.

Interview Cancellation

Students and alumni will treat each scheduled interview as a commitment and will prepare for and complete each interview appointment. If necessary, students may cancel an interview by the required deadline by contacting a staff member in the career center that has coordinated the interview schedule and the interviewing organization's point of contact. Failure to follow this cancellation policy or to report for a scheduled interview may result in the loss of account privileges.

until meeting with a member of the appropriate career center and sending a formal apology to the employer.

Job, Internship, and-Op Acceptance

When students and alumni accept an offer, students and alumni will honor that acceptance and will not rescind. Students and alumni will cancel or refuse further interviews or decline other job offers in a timely fashion after they have accepted a position. Co-op and internship students will honor an agreed upon duration of their assignment.

Report Job, Internship, and Co-Op Offers/Acceptances

Students and alumni will report all job and internship offers and acceptances as well as provide post-graduation information to their career center.