CS|Source

POLICIES

MEMBERSHIP

This document establishes the policies for CS-Source, Virginia Tech, Department of Computer Science tech-talent community. CS|Source strives to partner with companies to develop connections with computer science (CS) students, faculty and the department. Goals for membership include, but are not limited to:

- Company brand recognition.
- Student engagement.
- Investment toward student scholarships, groups and activities.
- Talent access for internships, coops and part- and full-time employment.
- Research collaboration.

Benefits and Fees

The Membership Fees and Benefits document details membership tiers with specific membership length, fees and benefits. Members will be notified by email when any changes are made. If changes are made, existing members continue the length of their membership period without any additional charges and receive use of the updated benefits.

Local Affiliate membership does require certain qualifications and all three must be met to obtain membership for this tier:

- A local company of no more than 50 employees.
- A company within a 50-mile radius of Blacksburg.
- A single office based in the area without offices in another area (i.e., greater Washington, D.C. metro area, Richmond) or another state.

Third Party Employers

CS|Source reserves the right to approve a company for inclusion in CS|Source membership. Third party employers such as recruiting and staffing firms are permitted to enroll as CS|Source members and to attend CS|Source career fairs. Access to resumes are allowed, but third party employers are not permitted to download, sell or provide resumes with student information to other entities. Third party employers should disclose those companies for whom they are recruiting student candidates when applying for membership.

Enrollment and Renewal

Enrollment and renewal begins 60 days prior to the start of the two CS|Source membership periods.

- Academic Year – July 1
- Calendar Year – January 1

Renewal or enrollment for membership is accomplished through the CS|Source portal (see "Portal" below). Contact CS|Source staff at cs-source@cs.vt.edu for more information on renewal and enrollment processes.

Invoice and Payment

Renewing Members. Renewal notices will be emailed 60 days before the end of the current membership term in November and May. Members may renew at any time. After renewal approval, an invoice will be forwarded.

New Members. After membership approval, an invoice will be forwarded.

Membership invoices are available and stored in the CS|Source portal and may be accessed at any time.

Payment deadlines for Associate, Partner, Stakeholder membership:
- Academic Year – Due by September 1
- Calendar Year – Due by February 1

Payment deadlines for Local Affiliate membership:
- Academic Year – Due by August 1
- Calendar Year – Due by February 1

The method of payment is via a company check as requested by the Department of Computer Science. Please contact CS|Source staff at cs-source@cs.vt.edu if your company is unable to provide a check.

Company checks should be made payable to: **Treasurer, Virginia Tech Foundation**.

Mail check to: CS|Source, Department of Computer Science, 2202 Kraft Drive, Blacksburg, VA 24060.

Late Payment. CS|Source reserves the right to charge an additional $100 fee for a 30-day overdue invoice. After 60 days, 5% of the full membership fee will be charged. If full payment is not received, the company will be placed on suspension and not allowed to remain a member of CS|Source or attend a career fair. Delinquent invoices must be paid before membership is reinstated. If delinquent invoices are paid and a new membership is requested, payment of the membership must be made before the new membership is secured.

Cancellation/Refunds. The cost of a CS|Source membership once paid is nonrefundable.

Portal

Membership registration, company profile and contact information are accomplished through the CS|Source portal.

A company representative should be marked as the primary point of contact (POC) to receive any communications. These POCs are the only company representatives to receive emails and notices.

Company representatives should update their company's profile with current information in January and August prior to CS|Source career fairs for student review.

Business Meeting

The annual business meeting is held at the fall CS|Source career fair event where Department and CS|Source updates will be provided. Updates will be emailed to all member tiers following the career fair.

Sponsorship Opportunities

Additional opportunities for sponsorship are available to companies beyond CS|Source membership. A list of sponsored items is located on the [CS|Source website](#).

Privacy

Any company information collected by CS|Source may be used to process CS|Source membership and/or event transactions. Company information, whether public or private, will not be sold, exchanged, transferred or given to any other company for any reason whatsoever, without your consent. CS|Source does reserve the right to forward company information internally to other Virginia Tech university departments, including, but not limited to Virginia Tech Advancement and LINK + LICENSE + LAUNCH (Center for Advancing Industry Partnerships).

EVENTS

Student Engagement

Throughout the year, depending on membership tier, CS|Source staff will assist members to connect with students through activities such as student groups, as well as information or tech sessions. Members are also invited to attend various department or CS|Source functions including career fairs, student research poster sessions and receptions. See event benefits in [Membership Benefits and Fees](#).

Career Fairs

Career fairs are open to Associate, Partner and Stakeholder membership tiers only. Fairs are held in September and February.

[Career fair FAQs](#) are listed and updated prior to each career fair.

Registration. Renewal of or enrollment in CS|Source membership and approval is the first step. The second step is to register on the CS|Portal. The company POC will be emailed with instructions.

Cancellations. CS|Source career fairs are university-sanctioned events. If Virginia Tech is closed on the day of the CS|Source career fair, for any reason including weather, the CS|Source career fair will be rescheduled. Refunds will not be issued to CS|Source members who cannot or do not participate in the rescheduled CS|Source career fair.

Refunds. In the unlikely circumstance that an event is cancelled or postponed due to insufficient enrollments or unforeseen circumstances, CS|Source will determine if a refund will be issued. The Department of Computer Science and CS|Source will not be held responsible for any company incurred expenses, including cancellation or change charges assessed by airlines, hotels, travel agencies or other organizations.

- If the university is closed, the event will be rescheduled.
- If the CS|Source career fair is held, and interview day is cancelled, no refunds will be issued.
- If the CS|Source career fair is rescheduled due to weather, no refunds will be issued to a company that cannot attend the rescheduled date.

No-Shows. If a company cannot attend the CS|Source career fair, for whatever reason, no refund will be issued.

RECRUITMENT

The Department of Computer Science and CS|Source follow the same guidelines for student recruitment as Virginia Tech's Career and Professional Development. Please view the Principles for Ethical Professional Practice established by the National Association of Colleges and Employers (NACE).