



***Bachelor of Management
Student Handbook***

2015/2016

Important Notices

Recent changes or updates to policies will be shown on the website version.

Students are advised that the matters dealt with in this handbook are subject to continuing review and revision. This handbook is not an all-inclusive set of rules and regulations but represents only a portion of the rules and regulations that will govern a student's relationship with the university. Further rules and regulations are outlined in the Undergraduate Calendar and publications available to the student from the Registrar's Office and/or other relevant faculty, department or schools. Where differences appear between this handbook and the University Regulations, the University Regulations prevail.

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Welcome to the Bachelor of Management Program!

Whether it is your first year or your fourth, this Student Handbook is an excellent resource as you move through your University career.

There are a three points we wanted to make before we proceeded with the handbook.

First, would be the importance of coming in to familiarize yourself with the Undergraduate Advising Office (UAO). The UAO is your one-stop shop at Dalhousie to help answer your questions or point you in the right direction. We have laid out the contact information and a brief bio of what our office does on the next page.

Second, we wanted to make you aware of is the importance of your Dalhousie Email. Your Dal email will be our principle means of communicating with you while you are at Dalhousie. One of the most important responsibilities of our students is to regularly check their Dal email and read notices carefully. Emails are the best way to stay informed about scholarships/bursary applications, study workshops, policy changes, important academic information, etc. if you are having difficulty using or accessing your Dal email account, contact the Help Desk at 902.494.2376 or helpdesk@dal.ca.

Third, the handbook has been laid out in a way to make the information accessible and clear. However, upon finishing this, you still feel like you have questions - please feel free to contact the Undergraduate Advising Office for further information.

We are looking forward to working with you!

Sincerely,

The Undergraduate Advising Team

Undergraduate Advising Office

Location

Kenneth C. Rowe Management Building
Suite 2086, 6100 University Avenue
PO Box 15000
Halifax, NS B3H 4R2
Tel: 902.494.3710
Email: uao@dal.ca

Fax: 902.494.3480
Website: <http://bmgmt.management.dal.ca>

Facebook: Dalhousie U – Faculty of Management’s Undergrad Advising Office

Academic Staff

Director	Florence Tarrant	902.494.3794	Florence.Tarrant@dal.ca
Program Administrator	Margie Muise	902.494.2569	Margie.Muise@dal.ca
Academic Advisor (Surnames A-G)		902.494.7456	
Academic Advisor (Surnames H-O)	Julie Tarry	902.494.1556	Julie.Tarry@dal.ca
Academic Advisor (Surnames P-Z)	Katie Haigh	902.494.2871	Katie.Haigh@dal.ca
Program Assistant	Kim Jones	902.494.3710	uao@dal.ca

Who to see & When

Program Assistant- Kim Jones

Kim is your first point of contact when you visit the Undergraduate Advising Office. If you have general questions about the Program; need to set up a meeting with an Academic Advisor, Program Administrator or Director; are not sure where to go on campus for a service or if you need to request a letter for the purpose of a visa or graduation; Kim is who you want to speak to.

Academic Advisor- Julie Tarry and Katie Haigh

Julie and Katie are here to help you navigate the Management Program; understand the University’s policies and procedures; arrange a class schedule that works in your best interest; provide class overrides, equivalency approvals and letters of permissions; acts as your advocate with academic problems that may occur; can refer you to the appropriate service or department around campus; works with you if you need to miss classes/exams/assignments due to medical or compassionate reasons; or would like to discuss future career paths and goals.

Program Administrator- Margie Muise

Margie is available to meet with you if you experience academic problems which result in dismissals, problems with professors or other staff on campus; or want to discuss exceptions to the program structure. She will refer you to the Director when appropriate; Margie is also involved in numerous committees and works closely with the Management Society.

Management Program Worksheet

Name: _____

Student Number: _____

Date Enrolled: _____

Major: _____

Minor: _____

Fall (F) September - December		Winter (W) January –April	
Year 1	ECON 1101.03: Intro to Micro Economics	ECON 1102.03: Intro to Macro Economics	
	MGMT 1000.03: Intro to Management Issues 1	MGMT 1001.03: Intro to Management Issues 2	
	MGMT 1601.03: Electronic Information Mgmt	MGMT 1501.03: Stats for Managers 1	
	Writing Requirement.03	MGMT 1702.03: Ecosystem Goods and Services	
	Open Elective .03	Writing Requirement.03	
Year 2	MGMT 2101.03: Financial Accounting	Open Elective .03	
	MGMT 2303.03: Pple, wk & org: Micro Org. Behaviour	MGMT 2304.03: Pple, wk & org: Macro Org. Behaviour	
	MGMT 2401.03: Intro to Marketing	MGMT 2402.03: Marketing Apps for Not-for-Profit Sectors	
	MGMT 2601.03: Knowledge Management	MGMT 2803.03: Management in the Public Sector	
	MGMT 2801.03: Government Structure	MGMT 2702.03: Resource and Environmental Management	
Year 3	MGMT 3201.03: Financial Management	MGMT 3501.03: Operations Management	
	MGMT 3602.03: Prof. Communication Skills	MGMT Elective.03	
	Open Elective .03	MGMT Elective.03	
	Open Elective .03	Open Elective .03	
	Open Elective .03	Open Elective .03	
Optional Internship		Optional Internship	
Final Year	MGMT 4001.03: Strategy Formulation	MGMT 4002.03: Strategy Implementation	
	MGMT Elective.03	Open Elective .03	
	Open Elective .03	Open Elective .03	
	Open Elective .03	Open Elective .03	
	Open Elective .03	Open Elective .03	

_____ **MGMT 2104.01:** Public Sector Financial & Managerial Accounting

Writing Requirement

- In the first year of the program, 1 full credit **must** be selected from a list of classes in which written work is considered frequent and detailed. These classes are approved by the Writing Across the Curriculum committee. Please see page 8 for the list of approved writing requirements.

Required Open Electives

- 3 half credit classes in Management (MGMT) Electives are required

Open Electives

- 7 full credits (14 half credits), classes offered in the University
- Of the 7 full credits a maximum of 3 full credits (6 half credits) classes at the 1000 level are permitted
- Of the 7 full credits a maximum of 3 full credits (6 half credits) classes in Commerce are permitted
- Students are strongly advised to choose more Math course and a course in Business Ethics

Management Majors Summary

The following are the required electives for each management major.

Major in Entrepreneurship and Innovation

Focus on the principles and skills you need to create or support new ventures, either independently or in organizations

Students must complete the following 5 classes:	MGMT 3907.03 New Venture Creation
	MGMT 4901.03 Managing the Venturing Process
	MGMT 3308.03 Managing the Family Enterprise or MGMT 3902.03 Starting Lean
	MGMT 4333.03 Project Management
	MGMT 3511.03 Management Information Systems
Total 8: Required 5, Elective choice 3	
Please refer to the Bachelor of Management Website for a list of elective choices- http://bmgmt.management.dal.ca/Program_Details/ei/	

Major in Knowledge Management

Learn key techniques to identify, capture, process and distribute information to support decision-making and strategic planning in any organizational setting

Students must complete the following 4 classes:	MGMT 3601.03 Information in a Networked World
	MGMT 3603.03 Beyond Google
	INFO 6400.03 Knowledge Management
	MGMT 4540.03/INFO 6540.03 Database Management Systems OR CSCI 2141.03 Intro to Database systems
Total 8: Required 4, Elective Choice 4	
Please refer to the Bachelor of Management Website for a list of elective choices- http://bmgmt.management.dal.ca/Program_Details/km/	

Major in Leadership and Organizations

Focus on the theory and practice of leadership in the management of organizations

Students must complete one of the following:	SOSA 1002.03 People & Culture & SOSA 1003.03 People & Society
	SOSA 1100.06 Introduction to Anthropology OR
	SOSA 1200.06 Introduction to Sociology OR
	PSYO 1011.03/1012.03 Introduction to Psychology and Neuroscience I and II OR
	PSYO 1021.03/1022.03 Introduction to Psychology and Neuroscience I and II
Students must complete the following 4 classes:	COMM 3304.03 Labour Management Relations
	COMM/MGMT 3309.03 Management Skills Development
	COMM 3310.03 Reflections on Leadership
	MGMT 3320.03 Organization Theory or COMM 3303.03 Human Resource Management
Total 10: Required 6, Elective Choice 4	
Please refer to the Bachelor of Management Website for a list of elective choices- http://bmgmt.management.dal.ca/Program_Details/lo/	

Major in Management and Globalization

Pursue your interest in an international development focus or an international business development focus

Students must complete the following 3:	One full credit from second-year Political Science or Two half credits from second-year Political Science
	COMM 4315.03 International/Intercultural Management
	COMM 4701.03 International Management Strategy
Total 8: Required 4, Elective Choice 4	
Please refer to the Bachelor of Management Website for a list of elective choices- http://bmgmt.management.dal.ca/Program_Details/mg/	

Major in Public Sector Management

Explore how to create a good society and how to balance justice with order

Students must complete the following 4:	MGMT 2502.03 Statistics for Managers II
	MGMT 3802.03 Public Policy
	MGMT 3810.03 Government Policy Towards Business
	ECON 2216.03 Economics of Global Warming OR ECON 2217.03 Women and the Economy OR ECON 2218 The Canadian Economy in the New Millennium
Total 8: Required 4, Elective Choice 4	
Please refer to the Bachelor of Management Website for a list of elective choices- http://bmgmt.management.dal.ca/Program_Details/psm/	

Students are strongly recommended to take a full credit of French or Spanish. Note that it is also possible to obtain a minor in French or Spanish.

Major in Environment, Sustainability and Society

	SUST 1000.06: Intro to Environment, Sustainability and Society or SUST 1001.06: Intro to Environment, Sustainability and Society 2 MUST be taken in first year. (These are full year credits offered in a single term) <i>SUST 1000 or SUST 1001 satisfy the first year ESS Major requirement, however; SUST 1000 also satisfies the BMgmt writing requirement and can be more easily accommodated. SUST 1001 does NOT satisfy the BMgmt writing requirement.</i>
Students must complete 5:	SUST 2000.06: Local Governance, Citizen Engagement & Sustainability or SUST 2001.06: Environment, Sustainability & Governance: A Global Perspective (These are full year credits offered in a single term)
	MGMT 3701.03 The Community as a Living Lab or SUST 3502.03: The Campus as a Living Lab
	SUST 4000XY.06 ESS Capstone
Total 8: Required 5:Choice 3	
Please refer to the Bachelor of Management Website for a list of elective choices- http://www.dal.ca/faculty/management/current-students/bmgmt.html	

Degree Requirements

The Bachelor of Management is a four-year program comprising of eight academic terms. The equivalent of 40 half credits (20 full credits) are required for graduation. All classes are worth either a half credit each (denoted by .03) that lasts a semester or a full credit (denoted by .06) that lasts for a full academic year or two semesters. The following is a summarized list of required core, management and open electives that constitute the Bachelor of Management Program.

Required Core Area Classes

ECON 1101.03	Principles of Microeconomics
ECON 1102.03	Principles of Macroeconomics
MGMT 1000.03	Introduction to Management Issues 1
MGMT 1001.03	Introduction to Management Issues 2
MGMT 1501.03	Statistics for Managers 1
MGMT 1601.03	Electronic Information Management
MGMT 1702.03	Ecosystem Goods and Services
MGMT 2101.03	Financial Accounting
MGMT 2303.03	People, Work & Organizations: Micro Organizational Behaviour
MGMT 2304.03	People, Work & Organizations: Macro Organizational Behaviour
MGMT 2401.03	Introduction to Marketing
MGMT 2402.03	Marketing Applications for Not-for-Profit Sectors
MGMT 2601.03	Knowledge Management
MGMT 2702.03	Resource and Environmental Management
MGMT 2801.03	Government Structure
MGMT 2803.03	Management in the Public Sector
MGMT 3201.03	Financial Management
MGMT 3501.03	Operation Management
MGMT 3602.03	Professional Communication Skills
MGMT 4001.03	Strategy Formulation
MGMT 4002.03	Strategy Implementation

Required Management Electives (3 half credits)

If students decide they want to do the generic Bachelor of Management degree, they will be required to take 3 half credits (1.5 full credits) in Management Electives. The following is a summarized list of Management Electives that would apply to the program.

MGMT 2102.03	Managerial Accounting
MGMT 2200.03	Legal Environment of Management
MGMT 2502.03	Predictive Analytics
MGMT 2902.03	Innovation: An Intro to Design Thinking
MGMT 3308.03	Managing the Family Enterprise
MGMT 3309.03	Management Skills Development
MGMT 3320.03	Organizational Theory
MGMT 3400.03	Real Estate Management
MGMT 3511.03	Management Information Systems
MGMT 3601.03	Information in a Networked World
MGMT 3603.03	Beyond Google
MGMT 3701.03	The Community as a Living Lab
MGMT 3702.03	Resource/Environmental Program Solving 2

MGMT 3802.03	Public Policy
MGMT 3810.03	Government Policy towards Business
MGMT 3902.03	Starting Lean
MGMT 3907.03	New Venture Creation Entrepreneurship
MGMT 4333.03	Project Management
MGMT 4901.03	Managing the Venture Process

Writing Requirement (1 full credit)

One of the first five classes chosen should be selected from a list of classes in which written work is considered frequently and in detail. These writing classes are approved by the Writing Across the Curriculum committee and are listed below:

- [CLAS 1000X/Y.06](#); [1010X/Y.06](#), [1100X/Y.06](#)
- [ENGL 1000X/Y.06](#)
- Any two of [ENGL 1010.03](#), [1020.03](#), [1040.03](#), [1045.03](#), [1050.03](#), [1100.03](#)
- [GERM 1020X/Y.06](#); [GERM 1080.06](#)
- [HIST 1005X/Y.06](#); [HIST 1867X/Y.06](#); [HIST 1503.03](#); [HIST 1006.03](#)
- [HSTC 1800.03/1801.03](#) (both must be successfully completed in order to satisfy the Writing Requirement)
- [JOUR 1001X/Y.06](#)
- [OCEA 1000X/Y.06](#)
- [PHIL 1010X/Y.06](#)
- [POLI 1103X/Y.06](#)
- [RELS 1200X/Y.06](#)
- [RUSN 1020.03/1070.03](#) (both must be successfully completed in order to satisfy the Writing Requirement)
- [RUSN 2051.03/2052.03](#) (both must be successfully completed in order to satisfy the Writing Requirement)
- [SUJST 1000.06](#)
- [THEA 1000X/Y.06](#), [1300X/Y.06](#)

Open Electives

Students are required to take 14 half credits (6.5 full credits) in Open Electives. Of the 14 half credits, 6 half credits (3 full credits) are allowed at the 1000 level and 6 half credits (3 full credits) are allowed from Commerce.

When registering for electives, please check the Undergraduate Calendar to see if there is any exclusion to the course. Credit is not given to two courses that are exclusions to each other; for example, MGMT 1501 is an exclusion to STAT 1060. If you have taken both of these courses, you will only get credit for one towards your program although both GPAs will be counted on your degree.

Courses and Registration

The registration process can be the easiest or the most time-consuming exercise students encounter while at University. Experience shows that the process is smoother for students who register early (to ensure class availability) and who plan their class choices in advance. Registration is available through Dal Online.

Planning

All students must plan for their elective choices. As a result of highly scheduled program formats, students who have failed or dropped courses, or who are missing credits, must find a method of replacing those credits before graduation and should meet with an Academic Advisor. The Management Program accepts certain courses from other departments

as equivalents. Students may consult the exclusion section of the course descriptions in the Undergraduate Calendar when looking for equivalent courses.

Students who are in good standing (cumulative GPA 2.00) may take a class at another university for a transfer credit to Dalhousie. Those planning to do this must consult with an Academic Advisor **prior** to enrolling in the class, in order to obtain a Letter of Permission.

Declaring a major

To declare a major, Students are required to go to the Dal Online website, and click on “Web for Students-> Admissions”. Click on “Declare your Major or Concentration”. This can be done anytime during your program, but is normally in your 2nd year. If you have declared your major but wish to change it, the same procedure applies; you will have to choose “Management” from the drop down menu if changing your major to undeclared.

*Note that it is not required to declare a major in order to graduate with a Bachelor of Management degree.

Majors (declared in the 2nd year)

- Entrepreneurship & Innovation
- Knowledge Management
- Leadership and Organizations
- Management and Globalization
- Public Sector Management
- Environment, Sustainability and Society

When choosing a major, students should carefully consider their choice of electives in their 3rd and 4th years. Students must check the prerequisites to ensure their eligibility for 4th year electives. It is also highly recommend meeting with an Advisor to plan out your major classes. Please consult the Majors Summary, found on pages 5 & 6 of this handbook, for required major classes.

Minors

Management Students can now choose to pursue a minor from various departments within the Faculty of Arts and Social Sciences, Faculty of Science and the Faculty of Computer Science. You should consult an Academic Advisor in these faculties for the most current information on the requirements for particular minors. For a list of minors available please visit: www.dal.ca/minors

Certificates

Management Students can pursue a following certificates as further specializations to their degree:

- Certificate in Geographic Information Science more information is available here: <http://www.dal.ca/faculty/science/environmental-science-program/programs/certificates.html>
- Certificate in Disability Management more information is available here: <http://www.dal.ca/faculty/healthprofessions/occupational-therapy/programs/disability-managementcertificate.html>
- Certificate in RBC Sustainability Leadership more information is available here: <http://sustainability.dal.ca>
- Certificate in Intercultural Communication more information is available here: <http://intercultural.fass.dal.ca>

Overloads

Course overloads happen when a student tries to take more than five courses a semester. This is only permitted if a student has a CGPA of 3.00 or greater, if not, they require special permission from the Program Administrator.

Illness/Medical Documentation

Students who have medical or personal problems that may affect their studies are encouraged to meet with their Professor or Academic Advisor to address the issue, before it gets to a stage where a solution cannot be found. All

medical documentation must be submitted to the Undergraduate Advising Office, Suite 2086, Kenneth C. Rowe Building, within **seven** days of illness. Accommodations for missed exams, tests, assignments or class time will not be made without this documentation.

Transfer Credits

Transfer credits must be approved by the Registrar's Office in consultation with the Undergraduate Advising Office. Please note that a maximum of 20 half credits are allowed to be transferred into the Management Program. It is the responsibility of the student to ensure that transfer credits are approved and accepted. A period of 2-3 weeks is necessary for the assessment of transfer credits from Canadian Universities. In the exchange program, a period of 4-5 weeks is necessary for assessment.

Academic Guidelines

University regulations give students the freedom to choose the timing and content of their education; however, with the increased freedom there is increased responsibility. It is the student's responsibility to be aware of and to follow the University's regulations and degree requirements. In all dealings with the administration, it will be assumed that the student has read and understood the policies and procedures contained in the Undergraduate Calendar and this student handbook.

The following is a summary of the regulations that most often affect undergraduate students:

Senate Regulations

In addition to the Faculty regulations, students are reminded that they must comply with the University regulations printed at the front of the Undergraduate Calendar. Particular attention is drawn to the University Regulation that refers to Intellectual Honesty.

Intellectual Honesty (*refer to Accommodation Policy for Students, II, in the Undergraduate Calendar*)

A university should characterize the quest for intellectual honesty. Failure to measure up to the quest for such a standard can entail either academic offences at one end of the spectrum, or substandard work warranting lowered or failing grades at the other. The seniority of the student concerned, the presence of dishonest intent, and other circumstances may be all relevant to the seriousness with which the matter is viewed.

Violations of intellectual honesty are offensive to the entire academic community, not just to the individual faculty member and students in whose class an offence occurs. The primary example of academic dishonesty is plagiarism.

Plagiarism

- Dalhousie University defines plagiarism as the presentation of the work of another author in such a way as to give one's reader reason to think it to be one's own. Plagiarism is a form of academic fraud.
- Plagiarism is considered to be a serious academic offence, which may lead to a loss of credit, suspension or expulsion from the university, or revocation of a degree at the very extreme.
- Plagiarism includes the use of material purchased from a commercial research corporation or prepared by any person other than the individual claiming to be the author.
- Self-plagiarism is the submission of work by a person, which is the same or substantially the same as work for which he or she has already received academic credit.

Academic Standing (*Academic Regulations, 17, in the Undergraduate Calendar*)

A student's ability to continue in the Management Program is determined by assessing the student's grade point average (GPA).

In general, students must maintain at least a C average (GPA of 2.00) to remain in Good Standing. A passing grade in each course does not necessarily constitute a C average. The penalties for poor grades can be severe and permanent. If academically dismissed, readmission to Dalhousie or any other university will depend on more than just an application

and a copy of your transcript. Students will have to communicate an increased commitment to their university education.

Please refer to the following table for a GPA breakdown and explanation of what appears on your transcript.

Grade	Grade Point Value	Percentage	Definition
A +	4.30	90-100	Excellent
A	4.00	85-89	
A-	3.70	80-84	
B+	3.30	77-79	Good
B	3.00	73-76	
B-	2.70	70-72	
C+	2.30	65-69	Satisfactory
C	2.00	60-64	
C-	1.70	55-59	
D	1.00	50-54	Marginal Pass
FM	0.00		
F	0.00	0-49	Inadequate
INC	0.00		Incomplete
W	Neutral and no credit obtained		Withdrew after deadline
ILL	Neutral and no credit obtained		Compassionate reason, illness
P	Neutral		Pass
TR	Neutral		Transfer Credit on admission
Pending	Neutral		Grade not reported

The Grade Point Average (GPA) is calculated by multiplying the grade points obtained in each class, in accordance with the scale above, by the number of credit hours of each class then dividing that sum by the total credit hours attempted. A “Term GPA” includes only those classes attempted in a single term and “Cumulative GPA” includes all classes attempted while registered in a program. GPA calculators are available on the Student Services website at <http://academicadvising.studentservices.dal.ca/GPA%20Calculator/>.

Academic Probation and Dismissal (*Academic Regulations, 19 & 20, in the Undergraduate Calendar*)

According to the Academic regulations, students are placed on Academic Probation when their Cumulative Grade Point Average (CGPA) falls below 2.00 but above 1.70. Students with a CGPA falling below 1.70 are academically dismissed. Therefore, the following will apply:

Academic Probation- CGPA 1.70 to 1.99

- Students with a CGPA of less than 2.00 and greater than or equal to 1.70, who have completed at least four full credits, will be placed on Academic Probation
- Students on academic probation are permitted to continue to register provided their Term GPA is at least 2.00. Students on probation who do not achieve at least a GPA of 2.00 per term will be academically dismissed.
- Students are not permitted to register in any course outside of Dalhousie University while on academic probation.

Academic Dismissal- below 1.70

- Students with a CGPA of less than 1.70, who have completed at least four full credits, will be academically dismissed for a 12 month period even if they have passed all courses.

- Students who have been academically dismissed and have subsequently been re-admitted after an absence of 12 months may re-register on academic probation.

Required Standing for Graduation (*Academic Regulations, 21, in the Undergraduate Calendar*)

In order to qualify for the degree, candidates must have obtained a CGPA of at least 2.00. To graduate with distinction from the Management Program, graduates must have a CGPA of at least 3.70.

Additional Important Academic Regulation Listings

Regulations pertaining to the follow (and other) procedures and problems are listed in the Undergraduate Calendar according to the regulation number (in parentheses).

- Withdrawing from Classes (Regulation 5.2)
- Letter of Permission (Regulation 7.6)
- Examinations and Tests (Regulation 16.2)
- Incomplete Class Work (Regulation 16.4)
- Correction of Errors in Recorded Grades (Regulation 16.6)
- Reassessment of a Final Grade (Regulation 16.7)
- Special Arrangements for Exams, Tests and Assignments (Illness) (Regulation 16.8)
- Dean's List (Regulation 23)
- Appeals (Regulation 24)

Additional Information

Exchange Programs

We have wonderful exchange opportunities facilitated by the Centre of International Trade and Transportation for Management Students. Students may choose to go on an exchange program in their 3rd year during the Winter term, if they have a CGPA greater than 2.50. For further information please visit <http://citt.management.dal.ca> or visit the Exchange Office 5093, Kenneth C. Rowe Building or 902.494.2224.

Additionally, students can also access the International Centre exchanges. Please note that their application deadline is the end of January of a student's 2nd year. For more information please consult the International Centre's website at www.dal.ca/exchange.

Scholarships & Bursaries

There are numerous in-course and external scholarships available throughout the academic year. Students are notified of the qualifications, deadlines and application packages through the Undergraduate Advising Office Facebook. Students wishing to learn more about the scholarship and bursaries prior to being notified can consult the Awards section in the Undergraduate Calendar or <http://moneymatters.dal.ca>.

Studying for Success Workshops, Coaching & Tutoring

If you need help with time management, improving your study skills, getting back on track, or any related issues, we urge you to contact Student Academic Success Services. They are located in the Killam Library on the first floor or you can reach them at 902.494.2404 or by emailing sfs@dal.ca. They offer a wide range of programs and workshops to help students cope and succeed at university.

Accessibility Services

Students with permanent or temporary disabilities who would like to discuss classroom or exam accommodations are asked to contact Student Academic Success Services in G28 of the Killam Library. They can also be reached by phone- 902.494.2836 or email access@dal.ca.

U-Pass

U-Pass is a special transit pass specifically designed for Dalhousie and King's Students. If you are a full time student, the U-Pass lets you ride Metro Transit buses, ferries and Community Transit buses from September to April. The program is

convenient, reliable and flexible. You can take the bus or the ferry to shop, sight-see, or simply head downtown 7 days a week.

The U-Pass is a mandatory program for all full time students. It is automatically assessed in September with your incidental fees. Your U-Pass sticker will be placed directly on your DalCard.

You can pick up your U-Pass at any of the following locations:

- Student Accounts * Basement Level, Henry Hicks Academic Administration Building
- DalCard Office * 6230 Coburg Rd.
- DalCard Office Annex * Basement Level, Student Union Building (Temporary Location, only available at the beginning of the academic year)

Academic Notice Board

There is an academic notice board just outside the Undergraduate Advising Office (Suite 2086) where changes in schedules, scholarship information, study skill workshops, volunteer opportunities, etc. are posted.

Resource Sheets

Available in the Undergraduate Advising Office are fact sheets about majors and their requirements, important university forms, related academic information and future career or academic opportunities.

Management Career Services (MCS)

Location

Kenneth C. Rowe Management Building
Suite 2100, 6100 University Avenue
PO Box 15000 Halifax, NS B3H 4R2

Tel: 902.494.1515 Email: mcs@dal.ca Website: www.dal.ca/mcs

Stay Connected to MCS:     

Management Career Services Staff

Director	Anna Cranston		Anna.Cranston@dal.ca
Career & Recruitment Specialists			
Accounting	Lori Bauld	902.494.7548	Lori.Bauld@dal.ca
Finance	Kelly Tracey	902.494.1150	Kelly.Tracey@dal.ca
Managing People & Organizations, Public Sector	Jennifer Coombs	902.494.6935	Jennifer.Coombs@dal.ca
Marketing, International Business	Jonathan Perry	902.494.6936	Jonathan.Perry@dal.ca
Natural Resources, Energy and the Environment	Jessica MacKenzie	902.494.8511	J.MacKenzie@dal.ca
Operations Manager	Robert Wooden	902.494-6688	Robert.Wooden@dal.ca
Communications and Engagement Specialist	Andrea MacKay	902.494.8944	Andrea.Young@dal.ca
Employer Development Manager	Ayse Dai-Gammon	902.494.4583	Ayse.Gammon@dal.ca
Employer Development Coordinator	Amy McLellan	416.788.3446	Amy.McLellan@dal.ca
Corporate Residency Manager	Ally Howard	902.494.5516	A.Howard@dal.ca
Administrative Assistant - Interview Scheduling	Diana Goodwin	902.494.2132	
Information Analyst - Job Postings	Dave Richard	902.494.7054	Dave.Richard@dal.ca

Why Visit a Career & Recruitment Specialist?

Career & Recruitment Specialists work with you to guide you through the career exploration and job search activities for internships and jobs upon graduation. The skills, abilities and knowledge needed to succeed in the development of your careers will serve you well now, and in the future.

Career & Recruitment Specialists work with students individually or in group sessions to help with the following:

- Identifying students strengths, interests, and priorities
- Helping students establish which career path and work environment is right for them
- Planning a job search strategy
- Writing effective resumes and cover letters
- Building and interacting with a network of contacts
- Preparing for interviews
- Providing support, advice and monitoring of optional internships

Optional Internship Program

We offer an optional internship for Bachelor of Management students. The internship takes place between academic year 3 and your final academic year. Management Career Services support students throughout the Internship process.

This optional internship is designed to offer you the opportunity to combine relevant job experience with classroom studies. Working with professionals in your chosen field you will gain skills and experience to increase your employability after graduation.

An internship is a minimum of 32 weeks (approximately 8 months) of consecutive, full-time work experience related to your studies. Internships can be at large multi-national corporations or small offices, at a not-for-profit organization or a government department. We will work with you to find the right internship. You are welcome to consider a wide variety of locations, industries, and sectors in which you can do your internship. It can be located in Nova Scotia, throughout Canada, and even abroad.

You will be assigned a Career and Recruitment Specialist (CRS) from Management Career Services who will assist you in securing your internship. Although internships are not guaranteed, your CRS has much experience guiding students in finding work, and you will have access to many resources to assist you.

As part of the internship, **you will be required to participate in a preparatory course (MGMT 4895)** which will introduce and prepare you for the internship job search. The course is very practical in its approach, and covers a wide variety of topics such as skill identification, resume and cover letter preparation, job search strategies and interviewing.

A positive evaluation from your internship employer, and your successful completion of an internship report will be required to receive academic credit for the internship.

Benefits to You

Participate in the Bachelor of Management Internship Program to:

- Gain valuable and relevant work experience
- Finance your education (or reduce your debt)
- Develop transferable skills that employers require
- Practice essential job search skills
- Explore your career interests before graduation
- Get one full credit towards your degree
- Make connections (network with professionals)
- Focus your final year of study on your interests
- Assess a job role, organization, industry and sector
- Make smarter future career choices
- Increase your market value (earn more upon graduation)

Eligibility

Bachelor of Management students currently in the second year of their program are eligible to apply for the Internship Program. Please meet with your Academic Advisor to see if you are eligible. To book an appointment please go in person, call 902.494.3710 or email uao@dal.ca.

Timeline

Students are able to gain 8, 12 or 16 months of valuable full-time work experience. The internship will begin after your third year in the program and apply as 1-full credit towards your Bachelor of Management degree. With careful academic planning the 8-month internship can be completed within a four year program. The internship option is viewed as a career investment, to build upon skills, professional experience and connections, and enhance employability after graduation. Although you apply during your second year, the internship begins after your third year of study.

IMPORTANT INFORMATION

- Student are assessed the regular per course fees for the internship to receive one full credit
- An additional internship fee of \$300 is charged to cover administrative costs and provision of MGMT 4895.
- Application dates will change. For up to date details, please visit the following [link](#).

More details will be provided to applicants. Should you have any questions please contact us at your convenience as we are excited to help you take advantage of this unique opportunity.

Frequently Used Phone Numbers

Department	Phone Number	Building on Campus	Room Number
Undergraduate Advising Office	902.494.3710	Kenneth C. Rowe Management	Suite 2086
Management Career Services	902.494.1515	Kenneth C. Rowe Management	Suite 2100
Management Society		Kenneth C. Rowe Management	Suite 2056
Rowe School of Business Administration	902.494.7080	Kenneth C. Rowe Management	Suite 4110
MBA (General Info)	902.494.1814	Kenneth C. Rowe Management	Suite 2127
Counseling Services	902.494.2081	LeMarchant Place	2 nd Floor, 1246 LeMarchant Street
Health Services	902.494.2171	LeMarchant Place	2 nd Floor, 1246 LeMarchant Street
Campus Copy	902.494.5185	Student Union	Basement
Student Services	902.494.3077	Killam Library	Room G28
Residence Office	902.494.1054	6230 Coburg Road	Howe Hall
Dalplex	902.494.3372	Dalplex	6260 South Street
Registrar's Office	902.494.2450	Henry Hicks	Room 133
Awards	902.494.1432	Henry Hicks	Room 133
Financial Aid	902.494.2416	Henry Hicks	Room 133
Student Accounts	902.494.3998	Henry Hicks	Basement, Room 29
DalCard Office	902.494.2334	6230 Coburg Road	Howe Hall