



## During Your Work Term

### Before Day 1

- Confirm your start date and arrival
- If you're not sure what to wear on your first day, ask your supervisor for guidance.
- Complete any paperwork, such as funding forms or security clearance.
- Research the organization to learn about current projects or upcoming events.
- Plan your commute. Aim to arrive 10 minutes early on your first day.

### Succeed on the Job

- Get to know your job expectations and obligations.
- Keep teammates informed of your progress and follow through on your commitments.
- Create a positive impression by showing effective and professional work habits, including:
  - Paying attention to detail
  - Taking initiative/Being proactive
  - Ensuring accuracy
  - Being dependable
  - Being on time
  - Showing enthusiasm
  - Taking notes and staying organized

- Asking questions

- Continue to build your network by getting to know various people and roles.

### Wrapping Up

- Finish all projects to the satisfaction of your supervisor.
- Complete your Work Term Report. You may not have access to the necessary information after you have left the position.
- Clean files, return keys, and leave your workstation neat and tidy.
- Ask your supervisor if they'll be a reference in your future job search. Keep in contact after your work term.

### Requirements to receive academic credit for your work term:

- Work a minimum of 35 hours per week
- Work a minimum of 12 weeks (BComm Co-op), 32 weeks (BMgmt Internship & CRMBA), or 14 weeks (MPA)
- Receive a position evaluation by your supervisor
- Receive a passing grade on your Work Term Report





# Management Career Services



## Dress for Success

A professional appearance, including appropriate dress and grooming practices, can help you gain confidence and create a positive impression. For a better understanding of the dress code at your work place, ask an experienced colleague or your supervisor. They'll appreciate your initiative! Here are some suggested examples of different levels of professional dress:

### Business Professional

Think polished and formal:

- Blazers and suit jackets
- Button-up shirts with collars and a tie
- Dress pants or skirts
- Closed-toe dress shoes

### Business Casual

A bit more relaxed, but still professional:

- Collared shirts, cardigans, or sweaters (ties are optional)
- Slacks, skirts, or dresses (knee-length or longer)
- Leggings with a long top or dress
- Clean, polished shoes

### Casual Fridays

Comfortable but still workplace-appropriate:

- Jeans, khakis, capris, or casual dresses
- Polo shirts, sweaters, or company-branded tops
- Loafers or flats
- Leggings with a long top or dress
- No sweatpants or shorts



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