



Bachelor of Management Student Handbook

2023/2024

A student is governed by the academic regulations in place at the time of initial enrolment as long as the degree is completed within the time permitted (see [Section 15-Duration of Undergraduate Studies](#)), and that subsequent changes in regulations shall apply only if the student so elects. Students applying the old academic regulations should consult the calendar of the appropriate year. If you require further information, please contact uao@dal.ca.

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. Before you begin reading the pages that follow, there are a few key points we wanted to bring to your attention.

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 biggest responsibilities you have as a student is to regularly check your 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, as well as notifications regarding the optional internship component of your program from the Management Career Services (MCS) office. If you are having difficulty using or accessing your Dal email account, contact the Help Desk at 902.494.2376 or helpdesk@dal.ca. Another way to stay informed about scholarships, deadlines, and opportunities is through UAO Brightspace page, so be sure to check it out.

Third, this handbook is here to help make the necessary information accessible and clear. However, if you still have questions, please contact the UAO 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

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

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

Academic Staff

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Academic Advisor (Surnames)	Huinan Zhang	902.434.3710	Huinan.Zhang@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, Kim is who you want to speak with.

Academic Advisors

The Academic Advisors 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.

Global Experience Manager – Katie Haigh

Katie is available for anything exchange related. She is also accessible for international student support and building up your Intercultural competencies.

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; the Program Administrator 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
ECON 1101.03: Micro Economics MGMT 1301.03: Interdisciplinary Management I MGMT 1501.03: Stats for Managers I MGMT 1601.03: Management Software and Technology Writing Requirement.03	ECON 1102.03: Macro Economics MGMT 1302.03: Interdisciplinary Management II Open Elective .03 Open Elective .03 Writing Requirement .03
MGMT 1101.03: Accounting I MGMT 2303.03: Pple, wk & org: Micro Org Behaviour MGMT 2401.03: Introduction to Marketing MGMT 2605.03: Working with Data MGMT 2801.03: Government Structure	MGMT 2304.03: Pple, wk & org: Macro aspects of Org Behaviour MGMT 2305.03: Ethics and Social Responsibility MGMT 2402.03: Mktg Applications for Not-for-Profit Sectors Open Elective.03 Open Elective .03
MGMT 3201.03: Financial Management MGMT 3501.03: Operations Management or Open Elective MGMT Elective or MGMT 3602.03: Prof. Comm Skills Open Elective .03 Open Elective .03	MGMT 3001 .03: Data Analytics and Applied Research Open Elective or MGMT 3501.03: Operations Management MGMT 3602.03: Prof Comm Skills or MGMT Elective.03 Open Elective .03 Open Elective .03
OPTIONAL INTERNSHIP	
MGMT 4003.03: Strategic Management MGMT Elective .03 Open Elective .03 Open Elective .03 Open Elective .03	MGMT 4004.03: Interdisciplinary Management Capstone MGMT Elective .03 Open Elective .03 Open Elective .03 Open Elective .03

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

- 7.5 full credits (15 half credits/45 credit hours), classes offered in the University
- Of the 7.5 full credits (15 half credits/45 credit hours) a maximum of 3 full credits (6 half credits/18 credit hours) classes at the 1000 level are permitted (including MGMT electives)
- Of the 7.5 full credits (15 half credits/45 credit hours) a maximum of 3 full credits (6 half credits/18 credit hours) classes in Commerce are permitted

Management Majors Summary

The following are the required courses 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 2902.03 Innovation
	MGMT 3511.03 Management Information Systems
	MGMT 3907.03 New Venture Creation
	MGMT 4901.03 Applied Entrepreneurship and Innovation
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/Majors/ENTI/	

Major in Leadership and Organizations

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

Students must complete the following 4 classes:	COMM 3303.03 Human Resource Management
	COMM/MGMT 3309.03 Management Skills Development
	COMM 3310.03 Reflections on Leadership
	MGMT 3320.03 Organization Theory
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/LORG/	

Major in Managing Data and Information

Managing information and data effectively is essential to business, public sector, and society. Learn how organizations leverage technology to create, store, manage, analyze, and share data and information to make effective decisions; use analytics to create knowledge from raw data; and apply best practices in the use of information technology and systems to support decision-making.

Students must complete the following 4 classes:	MGMT 3511.03 Management Information Systems
	MGMT 3601.03 Information in a Networked World
	MGMT 3603.03 Beyond Google
	MGMT 4620.03/INFO 6620.03 Web Design and Architecture
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/MDAI/	

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 2200.03 Fundamentals of the Legal Environment of Management
	MGMT 2805.03 Introduction to Indigenous Governance
	MGMT 3802.03 Public Policy
	MGMT 3810.03 Government Policy Towards Business
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/PSMT/	

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

Drawing on virtually every academic discipline, Dalhousie has created the first Environment, Sustainability and Society program in Canada.

	SUST 1000.06: What is Sustainability? or SUST 1001.06: A Sustainable Future* MUST be taken in first year. (These are full year credits offered in a single term)
Students must complete the following 5:	SUST 2000.06: Local Governance or SUST 2001.06: Global Environmental Governance (These are full year credits offered in a single term)
	SUST 3000.03: Environmental Decision Making or MGMT/SUST 3702.03: Sustainable Industries
	SUST 4001.03: Environment, Sustainability and Society Capstone Part 1
	SUST 4002.03: Environment, Sustainability and Society Capstone Part 2**
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	

*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 in the first year BMgmt schedule. SUST 1001 does NOT satisfy the BMgmt writing requirement.

**SUST 4001 and SUST 4002 must be completed in consecutive fall and winter terms. Credit will NOT be granted for SUST 4001 without successful completion of SUST 4002.

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 1301.03	Interdisciplinary Management I
MGMT 1302.03	Interdisciplinary Management II
MGMT 1501.03	Statistics for Managers 1
MGMT 1601.03	Mgmt Software and Technology
MGMT 1101.03	Introductory Accounting I
MGMT 2303.03	People, Work & Organizations: Micro Organizational Behaviour
MGMT 2304.03	People, Work & Organizations: Macro Organizational Behaviour
MGMT 2305.03	Ethics and Social Responsibility
MGMT 2401.03	Introduction to Marketing
MGMT 2402.03	Marketing Applications for Not-for-Profit Sectors
MGMT 2605.03	Working with Data
MGMT 2801.03	Government Structure
MGMT 3001.03	Research Methods and Applied Data Analytics
MGMT 3201.03	Financial Management
MGMT 3501.03	Operation Management
MGMT 3602.03	Professional Communication Skills
MGMT 4003.03	Strategic Management
MGMT 4004.03	Interdisciplinary Mgmt Capstone

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 1102.03	Introductory Accounting II
MGMT 2105.03	Intro Conflict Management
MGMT 2106.03	Climate Change & Sustainability
MGMT 2200.03	Legal Environment of Management
MGMT 2805.03	Introduction to Indigenous Governance
MGMT 2902.03	Innovation: An Intro to Design Thinking
MGMT 3003.03	Tourism Management
MGMT 3108.03	Green Finance & ESG Investing
MGMT 3308.03	Managing the Family Enterprise MGMT
MGMT 3309.03	Management Skills Development
MGMT 3320.03	Organizational Theory
MGMT 3511.03	Management Information Systems
MGMT 3601.03	Information in a Networked World
MGMT 3603.03	Beyond Google
MGMT 3605.03	Mgmt of Knowledge & Innovation
MGMT 3701.03	The Community as a Living Lab

MGMT 3702.03	Sustainable Industries
MGMT 3710.03	Business in Emerging Markets
MGMT 3802.03	Public Policy
MGMT 3810.03	Government Policy towards Business
MGMT 3902.03	Starting Lean
MGMT 3905.03	Indigenous Business Studies
MGMT 3907.03	New Venture Creation Entrepreneurship
MGMT 4125.03	Conflict Negotiations & Sustainability
MGMT 4333.03	Project Management
MGMT 4340.03	Corporate Governance
MGMT 4901.03	Applied Entrepreneurship & Innovation

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.

To access the list of acceptable writing requirements, please consult this year's Undergraduate Academic Calendar. Click on College of Arts and Science, General Degree Requirements and scroll down until to you see Writing Course Requirements.

Open Electives

Students are required to take 15 half credits (7.5 full credits) in Open Electives. Of the 15 half credits, 6 half credits (3 full credits) are allowed at the 1000 level (including MGMT electives) 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 in their 3rd and 4th years. Students who have failed, dropped, or are missing credits, must find a method of replacing those credits before graduation and should meet with their 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.

Resource Sheets

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

Declaring a Major

To declare a major, log into Dal Online and click on "Web for Students- Admissions". Click on "Declare your Major or Concentration". This can be done anytime during your program, but due to course restrictions, should be declared by

Winter of your 2nd year. If you have declared your major but wish to change it, the same procedure applies; you can choose “Management” from the drop-down menu if you are customizing your degree.

*Note that you are not required to declare a major to graduate with a Bachelor of Management degree.

Majors (declared in the 2nd year)

- Entrepreneurship & Innovation
- Leadership and Organizations
- Managing Data and Information
- 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 recommended that you meet with your 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 a list of minors available please visit: www.dal.ca/minors

Certificates

Management Students can pursue certificates as further specializations to their degree. For a full list of certificates available please visit: www.dal.ca/certificates

- Certificate in Entrepreneurship and Innovation
- Certificate in Fundamentals of Interdisciplinary Management
- Certificate in Leadership
- Certificate in Managing Data and Information
- Certificate in Marketing Management
- Certificate in Public Sector Management
- Certificate in Disability Management
- Certificate in Indigenous Studies
- Certificate in Intercultural Communication
- Certificate in Interdisciplinary Health Studies

Course 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 circumstances affecting their studies are encouraged to meet with their Academic Advisor to assess the impact, before it gets to a stage where a solution cannot be found.

Students are asked to take responsibility for their own short-term absences (3 days or less) by contacting their instructor by phone or email prior to the academic requirement deadline or scheduled time **AND** by submitting a completed Student Declaration of Absence form to their instructor in case of missed or late academic requirements. Only two (2) separate Student Declaration of Absence forms may be submitted per course during a term (note: faculty, college, school, instructor or course-specific guidelines may set a lower maximum).

The submission of the form **does not guarantee accommodations, or provide an automatic exemption**, from any academic requirements that were missed or late during an absence. Any alternate coursework arrangements for missed or late academic requirements are at the discretion of individual course instructor(s).

Students who experience recurring short-term or long-term absences are strongly encouraged to meet with their Academic Advisor (uao@dal.ca). Supporting documentation must be submitted to your Academic Advisor and is not normally accepted after a lapse of seven (7) days. Accommodations are not guaranteed and are at the discretion of the Professor.

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 may be transferred into the Management Program. It is the responsibility of the student to ensure that transfer credits are approved and accepted. Allow a minimum of 4-6 weeks for processing.

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

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 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

A student's ability to continue in the Management Program is determined by assessing the student's grade point average (GPA). For more information, please refer to [University Regulation 17](#).

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	45.0-49.9	Marginal Failure*- used for Core Commerce Supplemental Exams: COMM 2202, 2203, 2303, 2310, 2401, 2501, 2502, 2603, 3501, 3511, 4351 & 4352 (note: not all listed will be eligible for supplemental exams)
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
MT	Neutral		Not Graded: Part of Multi-Term Course
CR	Neutral		GPA neutral grading option due to extenuating circumstances
NCR	Neutral		GPA neutral grading option due to extenuating circumstances

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 https://www.dal.ca/campus_life/academic-support/grades-and-student-records/gpa-calculator.html

Academic Probation and Dismissal

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:

- Good Standing implies a CGPA of at least 2.00

Academic Probation

- 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; however, must achieve a minimum term

GPA of 2.00 (regardless of the number of credit hours attempted) each term while on academic probation.

- Students continuing on academic probation who do not achieve the minimum term GPA of 2.00 will be academically dismissed.
- Students are not permitted to register in any course outside of Dalhousie University while on academic probation.

Academic Dismissal

There are three ways in which to be academically dismissed from the university:

1. 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.
2. Students on academic probation (see academic probation section above) who do not achieve the minimum term GPA of 2.00 will be dismissed.
3. Students who fail the same **required** course twice will be dismissed **regardless** of CGPA.

Required Standing for Graduation

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 many exchange opportunities for Management Students. Students typically participate in full term academic exchanges in their 3rd year during the winter term and must have a CGPA greater than 2.50 to apply. For further information please visit www.dal.ca/management/global or email management.global@dal.ca to arrange to meet with Katie Haigh.

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 requirements and application deadlines through the Undergraduate Advising Office Facebook page (<https://www.facebook.com/undergradadvisingoffice>) and by email. 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 recommend reaching out for academic support. The Study for Success program is located in room 426 of the Student Union Building. You can call 902.494.3077, email sfs@dal.ca, or drop by to see them in person. They offer a variety of workshops designed to help students succeed. Visit www.dal.ca/sfs for more information.

Accessibility Services

Students with permanent or temporary disabilities who would like to discuss accommodations are advised to visit the Student Accessibility Centre in room G28 of the Killam Library. To schedule an appointment, students can call 902.494.2836 or email access@dal.ca. More information can be found at https://www.dal.ca/campus_life/academic-support/accessibility.html.

UPass

The UPass is a transit pass that allows full time Halifax-based Dal students to ride the conventional buses and ferries in the HRM from September 1 to April 30. The UPass can also be used on MetroLink and MetroX for an additional charge. For further information check out the website: [UPass Transit Pass](#).

Management Career Services (MCS)

Location

Kenneth C. Rowe Management Building
Suite 2100, 6100 University Avenue
PO Box 15000 Halifax, NS B3H 4R2
902.494.1515

Stay Connected to MCS:



mcs@dal.ca

www.dal.ca/mcs

Management Career Services Staff

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Administration

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Communications and Engagement Specialist

Brittany Warren

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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, summer and/or part time jobs throughout your university career, 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
- 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. The MCS team will support you through a targeted job search 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 in Nova Scotia, throughout Canada, and even abroad. *

You will be assigned a Career and Recruitment Specialist (CRS) from Management Career Services who will support you through the internship application and job search process. 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.

** All students completing an internship outside of Canada must comply with Dalhousie's International Travel Policy and complete any required pre-departure activities **before** departing for the work term in an approved destination. For more information, go to: https://www.dal.ca/campus_life/ile/travel_abroad.html*

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 can gain 8 or 12 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

- Students are assessed the regular per course fees for the internship to receive one full credit
- An additional internship fee of \$328 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 Asked Questions

Questions	The Office(s) to go to:	Answer
Who should I talk to if I have questions about choosing a major, dropping a course, or if I am in academic difficulty?	Undergraduate Advising Office (UAO), Suite 2086 Kenneth C. Rowe Management Building	All questions and concerns regarding the academic component of your degree should be referred to the Undergraduate Advising Office.
Who do I contact for the internship program?	Management Career Services (MCS) Suite 2100 Kenneth C. Rowe Management Building	MCS helps students throughout the process of finding an internship. A Career and Recruitment Specialist from MCS will be assigned to assist you. Book an appointment at myCareer.dal.ca > Management Career Services. Visit www.dal.ca/mcs to access our <i>myCareer</i> User Guide for Students.
When will I do my internship? And how long will it be?	MCS	The internship is approximately 8 or 12 months and takes place between third and final year. It can be completed in Halifax, nationally or internationally. With careful planning an 8- month internship can be completed within the four-year time frame.
Do I have to declare a major in the Management Program?	UAO	It is not compulsory for students to declare a major in the Management Program; students can graduate with a general Bachelor of Management degree.

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	3 rd Floor
Counseling Services	902.494.2081	LeMarchant Place, 1246 LeMarchant Street	2 nd Floor
Health Services	902.494.2171	LeMarchant Place, 1246 LeMarchant Street	2 nd Floor
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
International Centre	902.494.1566	LeMarchant Place, 1246 LeMarchant Street	1 st Floor