



Bachelor of Commerce Co-operative Education Student Handbook

2024-2025

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 [Academic Regulations, 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 [academic 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 in publications made available to students from the Registrar's Office, the Faculty of Management, and departments within. Where differences appear between this handbook and the University Regulations, the University Regulations prevail.



Co-operative
education and
work-integrated
learning

Bachelor of Commerce Co-operative Education Student Handbook © 2024-2025



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Welcome to the Bachelor of Commerce Co-op Program!

Whether it is your first or final year of studies, this 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, the importance of visiting the [Undergraduate Advising Office](#) (UAO). The UAO is a great resource during your time at Dalhousie. Our Advising team is here to help you with questions, or to offer referrals on where to get further assistance. Our contact information, and a brief description of what our office does, is on the next page.

Second, your **Dalhousie Email** is our primary way 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 of scholarships/bursary applications, study skills workshops, policy changes, important academic information, as well as notifications from [Management Career Services](#) (MCS) regarding the co-op component of your program. If you are having difficulty using or accessing your Dal email account, contact the Help Desk by calling 902.494.2376 or emailing helpdesk@dal.ca.

Third, this handbook is here to help make the necessary information accessible and clear. However, if you still have questions, please contact us (uao@dal.ca).

We look forward to working with you!

Sincerely,
Your 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: +1 902.494.3710
Email: uao@dal.ca

Website: www.dal.ca/bcomm

Academic Staff

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Director	Alexander Engau	902.494.1797	Alexander.Engau@dal.ca
Assistant Dean Student Success and Engagement	Oksana Shkurska	902.494-4119	Oksana.Shkurska@dal.ca

Who to see & when

Program Assistant - Kim Jones

Kim is your first point of contact when you visit the UAO. If you have general questions about the program, wish to schedule a meeting, or are unsure where to go on campus for a specific service, Kim is who you want to speak with.

Academic Advisors

Angie, Colleen, Huinan, Jill, Julie, and Michele (our Academic Advisors) support students throughout their academic journey. This list is not exhaustive, but is meant to give you an idea of ways they can help you:

- navigate your program requirements;
- understand policies and procedures;
- become informed of **ways to add value** to your degree;
- arrange a class schedule that hopefully works best for your needs;
- act as your advocate when life challenges present themselves;
- help navigate what to do if you've missed classes, exams, or assignments for medical or compassionate reasons;
- provide referrals to other services or departments on campus as needed;
- plan and set your personal, academic and career goals.

Program Manager- Carrie Hunter

Carrie is available to meet with you if you are experiencing academic challenges resulting in dismissal, have concerns about your courses, or want to discuss the program structure. She will refer you to the Assistant Dean or Director when appropriate.

Commerce (CO-OP) Program Worksheet

Name: _____ Major: _____
 Student Number: B0 Minor: _____
 Certificate: _____
 Date Enrolled: Fall 2024/2025 Accommodations: _____ Varsity: _____

	Fall (F) September - December	Winter (W) January - April	Summer (S) May-August
Year 1	(1010) Business in a Global Context	(1102) Intro to Accounting II: Managerial	<div style="background-color: yellow; padding: 2px; display: inline-block;">Elective¹</div> This elective is "Floating" and can be taken here OR can be moved to ANY work term (financial implications); or to ANY future academic term (not in fall or winter of year 1). Email UAO@dal.ca to discuss what approach may work best for you
	(1101) Intro to Accounting I: Financial	(1712) Personal & Professional Develop II	
	(1503) Intro Quantitative Decision Making	(1715) Business Communication OR Elective**	
	(1711) Personal & Professional Develop I	(2401) Intro to Marketing	
	(ECON 1101) Intro to Microeconomics	(ECON 1102) Intro to Macroeconomics	
	Elective ¹	Elective ¹	
Year 2	Elective ¹ OR (1715) Business Comm**	FIRST WORK TERM <div style="border: 1px solid blue; width: 20px; height: 15px; margin: 0 auto;"></div> COMM 2801 (Prerequisites of 13 half credits/9 Required)	(2203) Finance II
	(2202) Finance I		(2303) Organizational Behaviour
	(2504) Interm Quantitative Decision Making		(2310) Business Ethics & CSR
	(2603) Legal Aspects of Business		(3501) Production/Operations Mgmt
	Elective ¹		(3511) Management Information Systems
Year 3	SECOND WORK TERM <div style="border: 1px solid blue; width: 20px; height: 15px; margin: 0 auto;"></div> COMM 3801 (Prerequisites of 18 half credits/13 Required)	(3500) Adv Quantitative Decision Making	THIRD WORK TERM <div style="border: 1px solid blue; width: 20px; height: 15px; margin: 0 auto;"></div> COMM 3802 (Prerequisites of 23 half credits/15 Required)
		Comm/Mgmt Elective ³	
		Comm/Mgmt Elective ³	
		Comm/Mgmt Elective ³	
		Elective ¹	
Year 4	(4353) Strategic Management***	Comm/Mgmt Elective ³	
	Comm/Mgmt Elective ³	Comm/Mgmt Elective ³	
	Comm/Mgmt Elective ³	Comm/Mgmt Elective ³	
	Comm/Mgmt Elective ³	Comm/Mgmt Elective ³	
	Elective ²	Elective ²	

With exception of *ECON 1101*, *ECON 1102*, all numbered courses can be found on the Commerce Timetable or under Commerce in the Undergraduate Calendar
 COMM 1715 may be taken winter of 1st year or fall of 2nd year. *COMM 4353 may be taken fall or winter of 4th year (subject to meeting pre-requisites)

NOTES:

1. Six half credits (18 credit hours) Electives can be at or above the 1000 level.
2. Two half credits (6 credit hours) Electives **MUST BE** at or above the 2000 level in any discipline.
3. Ten half credits (30 credit hours) Electives **MUST BE** either Commerce or Management, at or above the 2000 level.

Students wishing to declare a minor (in another subject area outside the Faculty of Management) should consult the appropriate department/Faculty

Commerce Majors Summary

Major in Accounting

Students must complete the following 6:	Intermediate Financial Accounting I	COMM 3105	
	Intermediate Financial Accounting II	COMM 3111	
	External Auditing	COMM 3114	
	Cost Management	COMM 3116	
	Advanced Topics in Accounting I	COMM 4101	
	Advanced Topics in Accounting II	COMM 4102	
	Taxation	COMM 4125	
	Advanced Taxation	COMM 4126	<u>Total 8</u>
**Note: Students must obtain an AVERAGE grade of B- in COMM 1101 and COMM 1102 to complete a major in Accounting			

Major in Finance

Students must complete the following three:	Financial Institutions	COMM 3203	
	investment & Money Management	COMM 3206	
	Advanced Corporate Finance	COMM 4240	
PLUS five of: Maximum two electives from Non-Finance courses*	Intro to Fin Tech	COMM 2220	
	Canadian Securities	COMM 3207	
	International Financial Management	COMM 4201	
	Derivatives	COMM 4202	
	Theory of Finance	COMM 4250	
	Financial Statement Analysis*	COMM 3102	
	Intermediate Financial Accounting*	COMM 3105	
	Corporate Governance*	COMM 4340	
	Intermediate Microeconomics*	ECON 2200	
	Intermediate Macroeconomics*	ECON 2201	
Risk Management*	MGMT 3204	<u>Total 8 (Required 3: Choice 5)</u>	
Note: Students must obtain an AVERAGE grade of B- in COMM 2202 and COMM 2203 to complete a major in Finance			
Note: ECON satisfies "electives" (not COMM/MGMT electives)			

Major in International Business

Students must complete the following non-Commerce electives:	Language Requirement – (at a level appropriate to knowledge as determined by Dept. concerned)	6 credit hours	
PLUS four of:	Global Marketing	COMM 3405	
	International Financial Management	COMM 4201	
	International & Intercultural Management	COMM 4315	
	International Business Strategy	COMM 4701	
	Contemporary Issues in Global Business	COMM 4705	
PLUS two of:	Emerging Giants: The Economic Rise of China & India	ECON 2213	
	Euros & Cents: Common Market to European Union	ECON 2219	
	Globalization & Economic Development: Current Debates	ECON 2334	
	Political Worlds: The Global Domain	POLI 1065	
	Globalization Multi-term course	POLI 1500	
	Canada in the Global Economy	POLI 3233	
	Politics of Consumption	POLI 3390	
	Canadian Foreign Policy	POLI 3569	<u>Total 8 (Required 6:Choice 2)</u>
Note: Students must also complete one Academic term or one Work term in a country that is not their primary residence			
Note: ECON and POLI satisfy "electives" (not COMM/MGMT electives)			

Major in Marketing

Students must complete the following four:	Consumer Behaviour	COMM 3401	
	Marketing Communications	COMM 3402	
	Marketing Research	COMM 3404	
	Marketing Strategy	COMM 4401	
PLUS four of:	Global Marketing	COMM 3405	
	Sales Management	COMM 3409	
	Services Marketing	COMM 3410	
	Brand Management	COMM 3413	
	Digital Marketing	COMM 3414	
	Logistics Management	COMM 3507	
	Transportation Modes & Policy	COMM 3508	
	Not-for-Profit Marketing	MGMT 2402	<u>Total 8</u> (Required 4: Choice 4)

Major in Supply Chain & Logistics Management

Students must complete the following four:	Logistic Management	COMM 3507	
	Business Analytics for Decision Making	COMM 4501	
	Business Process Integration with ERP	COMM 4511	
	Supply Chain Planning & Execution	COMM 4520	
PLUS four of:	Global Marketing	COMM 3405	
	Sales Management	COMM 3409	
	Services Marketing	COMM 3410	
	Transport Modes & Policy	COMM 3508	
	Business Analytics & Data Visualization	COMM 4512	
	Science & Economics of Climate Change	ECON 2850	
	International Trade	ECON 3330	
Environmental Economics	ECON 3335	<u>Total 8</u> (Required 4:Choice 4)	
Note: ECON satisfies "electives" (not COMM/MGMT electives)			

Major in Managing People & Organizations

Students must complete the following four courses:	Intro. To Human Resource Management	COMM 3303	
	Management Skills Development	COMM 3309	
	Reflections on Leadership	COMM 3310	
	Organizational Theory	COMM 3320	
PLUS four of:	Global Marketing	COMM 3405	
	Logistics Management	COMM 3507	
	International Financial Management	COMM 4201	
	International & Intercultural Management	COMM 4315	
	Business Analytics & Decision Making	COMM 4501	
	Corporate Communication	COMM 4510	
	Project Management	COMM 4523	
	International Business Strategy	COMM 4701	
	Public Policy	MGMT 3802	
Government Policy Towards Business	MGMT 3810	<u>Total 8</u> (Required 4:Choice 4)	

Major in Entrepreneurship

Students must complete the following four:	Innovation	MGMT 2902	
	New Venture Creation	COMM 3307	
	Applied Entrepreneurship & Innovation	COMM 4301	
	Project Management	COMM 4523	
PLUS four of:	Managing the Family Enterprise	COMM 3308	
	Management Skills Development	COMM 3309	
	Consumer Behaviour	COMM 3401	
	Marketing Communications	COMM 3402	
	Marketing Research	COMM 3404	
	Global Marketing	COMM 3405	
	Sales Management	COMM 3409	
	Services Marketing	COMM 3410	
	Transportation Modes & Policy	COMM 3508	
	Indigenous Business Studies	COMM 3905	
	International Business Strategy	COMM 4701	
Starting Lean	MGMT 3902	<u>Total 8 (Required 4:Choice 4)</u>	

How the Commerce Co-op Program Works

The Bachelor of Commerce Co-op Program requires the completion of three mandatory co-op terms. Starting in fall of second year, students begin a four-month rotation between an academic term and a work term until all three co-ops are successfully completed. All students in the program must fulfill the co-op work term requirements to graduate with the Bachelor of Commerce Co-op degree (minimum 12 consecutive weeks for each work term; 36 weeks total).

The Commerce Co-op Program has two support departments; the Undergraduate Advising Office (UAO) and Management Career Services (MCS), who assist students throughout their academic journey. As you progress through this handbook, you will learn the differences between the two departments and their functions in the program.

Definition

The Commerce Co-op Program at Dalhousie University is accredited by both [The Association to Advance Collegiate Schools of Business](#) (AACSB), and [Co-operative Education and Work-Integrated Learning Canada](#) (CEWIL). Accreditation standards establish Co-operative Education as a valid and valuable educational strategy and provides guidance in ensuring quality Co-operative Education programs across Canada. Co-operative Education is a three-way partnership between students, employers, and the educational institution.

The Co-operative Education Program is one that alternates periods of academic study with periods of work experience in appropriate fields of business, industry, government, social services and the professions in accordance with the following criteria:

- Each work term is developed and/or approved by the educational institution as a suitable learning environment
- The co-op student is engaged in productive work rather than merely observing
- The co-op student receives remuneration for the work performed
- The co-op student's progress on the job is monitored by the educational institution
- The co-op student's performance on the job is supervised and evaluated by the student's co-operative employer
- The time spent in periods of work experience must be at least thirty percent of the time spent in academic Study
- The work-integrated learning program begins and ends on an academic term
- The student is exposed to the work environment during more than one season of the year

Co-operative Education Fee

In addition to Dalhousie's tuition and mandatory incidental fees, students enrolled in the Bachelor of Commerce Co-op program are charged fees to cover the administration of their mandatory work-integrated learning component, as well as the provision of career development support and preparation for the post-graduation job search. Services covered by these fees include, but are not limited to:

- Administration of all co-op work terms
- Job search assistance (cover letter and resume building, interview preparation/debrief, coaching for self-developed job search strategies)
- Variety of workshops and other training
- Networking opportunities with employers (including special events, competitions, information sessions, corporate tours, mentoring etc.)
- Work term monitoring and mediation of difficult situations
- Work term report instruction and grading by the assigned Instructor for COMM 2801, COMM 3801, and COMM 3802
- Marketing and communications tools and activities to promote the Commerce Co-op program to employers
- Development and administration of work term and grad job opportunities
- Access to an on-line job posting site (myCareer.dal.ca) and job posting administration
- Additional electronic tools including asynchronous video interviews for practice interviews
- Interview space and co-ordination
- Facilitation of job offers
- Tracking of work term eligibility and student job search activity

To balance the cost, the co-operative education fee is applied to **each** academic term until completion of the degree (pro-rated for part-time studies), which includes academic semesters outside of the regular program structure even after all work terms have been successfully completed. When dropping courses, these fees are non-refundable after the 'deadline to cancel registration without financial penalty' dates listed in the University Calendar for each term.

While no tuition/co-op/career services fee is charged for the actual work term, any student taking an academic course during a work term will see the pro-rated fee applied to their student account.

Payment of all fees is required to obtain a Bachelor of Commerce Co-op Degree. Consult the Fees section of the Dalhousie University Calendar for details.

Work Term Registration/Removing a Work Term

COMM 2801/3801/3802 are all considered 'work term' credits as defined by the Undergraduate Calendar.

Registration

To receive academic credit, students must first register for the appropriate work term. For example, second-year students will register for COMM 2801, and third-year students will register for either COMM 3801 or COMM 3802. Please note that the add/drop dates apply to work terms. Failure to register for your work term by the deadline could result in a \$50 late fee. As part of your work term eligibility requirements, it is important to register for the appropriate work term course at least one semester before you are scheduled to begin working. Once registered, and considered eligible for the work term, you will gain access to job postings via *myCareer* or will be able to submit a self-developed job for consideration.

Missed Work Terms

In the event a student is not able to secure an approved work term position by the stated deadline, they are required to drop the work term course via Dal Online and meet with an Academic Advisor within the UAO to review the impact on their academic schedule.

The work term course must be dropped in Dal Online before the posted drop date, otherwise a final grade of “F” will be entered. If you cannot drop the work term course online, please follow up with an Academic Advisor within the UAO.

Work Term Deferral Schedule

Students who do not secure employment by the stated work term deadlines, or who have faced academic challenges, may need to defer one or more work terms. The standard Work term Deferral Schedule is contingent on all required courses being achieved:

Work Term 1:	COMM 2801 (winter)	defers to following fall
Work Term 2:	COMM 3801 (fall)	defers to following summer
Work Term 3:	COMM 3802 (summer)	defers to following summer

Note that COMM 3802 (Work Term 3) must be successfully completed before a student is eligible to participate in COMM 4353 (4th year Strategy course).

Customized Co-op Work Term Deferrals

Due to the CEWIL Accreditation standards and timeline of course offerings, student requests for customized work term deferrals that do not follow the above schedule cannot be accommodated.

Back-to-Back Work Terms

As CEWIL Accreditation standards dictate that ‘Co-op Alternating’ requires alternating periods of academic study with periods of work experience, back-to-back co-op work term requests cannot be accommodated.

Waived Work Term

[Mature Students](#), as defined by Dalhousie University, may be permitted an exemption for COMM 2801 Work Term I. For the request to be considered, in addition to being admitted as a mature student, you must have been out of high school and worked for a minimum of two years in a recognized business environment (this may be with more than one employer).

- Students must seek approval from Management Career Services by providing a job description(s) and a Letter of Reference from each previous employer during the two-year period.
- Students approved for a waived work term must register for COMM 2801 when scheduled **and** successfully complete the academic requirement(s) as defined in the course syllabus.

Work Term Transfer Credit

A student who transfers into the Commerce Co-op Program with a previous business co-op work term credit from another recognized co-op program may receive transfer credit for one work term with proof of the credit received. The credit grade must appear on the student’s transcript and the work term involved must have received a mid-term review/ work site visit and/or employer final evaluation. The student must also have completed a satisfactory work term report, and the report must be assessed as equivalent to that required to complete either COMM 2801, 3801 or 3802 at Dalhousie University.

If no work term report was required, the student must successfully complete the academic requirement(s) as defined in the Dalhousie work term report instructions.

Degree Requirements

The Bachelor of Commerce Co-op is a four-year program comprising of seven academic terms and three work terms. The equivalent of 40 half credits (20 full credits) are required for graduation. Classes are typically a half credit (denoted by .03) and are completed in one semester or they are a full credit (denoted by .06) and are completed in two semesters (note there are a few cases where the .06 class is held in one semester ie. SUST 1000.06). You will also see that COMM 1711 and COMM 1712 are quarter credits (.015) and together make one half credit. The Program Work Sheet (found on page 3 of this handbook) summarizes the degree requirements and class sequencing.

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. Your Academic Advisor can guide you through the planning process. Registration is available through Dal Online.

It should be noted that COMM 1101, 1102, ECON 1101, ECON 1102 are usually offered in the summer of year one to provide an opportunity to make up academic deficiencies and to proceed to year two.

More information about planning your registration can be found under the Academic Support menu of the [Campus Life](#) website.

Planning

All students must plan for their COMM/MGMT elective choices in their third and fourth years. The COMM/MGMT electives typically would be classes to satisfy major or certain certificate requirements.

When registering for electives, please check the course descriptions in the Undergraduate Calendar or academic timetable to see if there are any exclusions or cross-listings to the course. Credit is not given to two courses that are exclusions or cross-listings to each other; for example, COMM 1503 is an exclusion to CSCI 1200. If you have taken both courses, you will only get credit for COMM 1503 towards your program although both grades will be included in your cumulative GPA calculation.

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.

Resources

Major planning worksheets and other related academic information are available on our [website](#).

Declaring a major

Completing a major, minor, or certificates are completely optional, and are not required to complete your degree program.

However, should you wish to declare, log in to Dal Online - Web for Students. Once logged in, click on Student Records, Declare your major/minor/certificate, and then the box to request update to your major/minor declaration. As a Commerce Co-op student, you can choose only one major and/or one minor. You can declare and complete more than one certificate.

While the declaration can be done any time during your program, we recommend declaring **by Winter term of year two**, as there are registration restrictions and seat reservations on many of the courses. If you have declared your major but wish to make a change, the same procedure applies. If you no longer wish to complete a major, choose "Commerce" from the drop-down menu where the initial major is specified.

Majors available to Commerce Co-op students:

- Accounting
- Entrepreneurship
- Finance
- International Business
- Managing People & Organizations
- Marketing
- Supply Chain & Logistics Management

When choosing a major, students should carefully consider their choice of electives, planning ahead to ensure you will meet the necessary pre-requisites for all classes to satisfy the major. It is recommended that you meet with your Academic Advisor to plan your major classes. Please consult the Majors Summary, found on pages 4, 5, and 6 of this handbook for requirements.

Minors

Commerce Co-op Students can also 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. Consult the appropriate faculty for the most current information on their minor requirements. For a list of minors available please visit: www.dal.ca/minors.

Certificates

Certificates are also available to add further specializations to your degree. More information can be found at www.Dal.ca/certificates.

Course Load/Work Term

You will see from the program worksheet referenced on page 3 of this handbook that there is a floating elective that must be completed. It can be taken in the summer between first and second year, can be taken concurrent with a work term, or can be a sixth course during an academic term in second, third, or fourth year. Please see your Academic Advisor to discuss possible options and review any financial implications that may arise.

Students are permitted to take a maximum of **one half-credit (.03)** course while on a work term. The work term constitutes the full course load, with the half-credit being the “over-load”. Further, this limit is enforced as the Program has an obligation to all co-op employer partners to ensure that students are focused on their jobs during their work terms and can consistently meet their minimum weekly work term hours, as well as work on the required academic work term report. Therefore, asynchronous courses are recommended wherever possible, and the course should not conflict with standard business hours, without prior permission from the Advising Office and/or Management Career Services and the employer. The course cannot be a full credit course (.06), nor will you be permitted to take a half-credit course if you have outstanding grades from previous semesters on your academic record.

Missing Classes

Sometimes, students fall behind in the number of credits they require to be eligible for their work term(s). If you find yourself in this situation, please make an appointment with your Academic Advisor to discuss your amended course plan. There are different numbers of required credits to be eligible for each work term. If you require assistance in selecting a course, please schedule an advising appointment by emailing uao@dal.ca, or by booking through our [online portal](#).

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. If you become sick and are unable to complete your course work by the due date, students are expected to communicate with the course instructor **BEFORE** the due date (consult your syllabus for the best way to contact the Professor) to ask for consideration of accommodation. Short-term absences (3 days or less) also require you to submit a completed [Student Declaration of Absence form](#) to their

instructor. 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 accommodation, or provide an automatic exemption**, from any academic requirements that were missed or late during an absence. Any alternate 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 may be required and is not normally accepted after a lapse of seven (7) days. Accommodations are not guaranteed and are at the discretion of the Professor.

Supplemental Exams

Students who fail a **core** Commerce Co-op class at the 2000, 3000 and 4000 level will have an opportunity to write a supplemental exam. Supplemental exams were created to allow students who marginally fail (final grade of FM) a core commerce course a second chance at passing so they do not delay their program. The following terms and conditions apply to the eligibility and writing of supplemental exams.

- The course must offer a final examination worth more than 25% as part of the normal evaluation process.
- The final grade received for the course must be FM.
- The supplemental exam is to be written within four calendar weeks following the original final examination at a time and day determined by the UAO.
- The grade obtained on the supplemental examination replaces only the original final examination grade in the calculation of the overall mark. However, under no circumstances shall the term mark be raised higher than a "D".
- There is a \$25.00 non-refundable fee per exam.
- Students may write only **one** supplemental exam at the 2000 level, **one** at the 3000 level and **one** at the 4000 level.

The following classes are considered Core: COMM 2202, 2203, 2303, 2310, 2401, 2504, 2603, 3500, 3501, 3511, and 4353. Note that not all those listed will be eligible for a supplemental exam.

If you have questions about supplemental exams, please contact your Academic Advisor, uao@dal.ca.

Transfer Credits

Transfer credits must be approved by the Registrar's Office in consultation with the UAO. Please note that a maximum of 17 half credits may be transferred into the Commerce Co-op Program. It is the responsibility of the student to ensure that transfer credits are approved and accepted. Allow a minimum of 6-8 weeks for processing time.

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 should be paid to the [Student Code of Conduct](#) and 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 Commerce Co-op Program is determined by assessing the student's grade point average (GPA). For more information, please refer to [University Regulation 17](#) (found on page 64).

In general, students must maintain at least a C average (CGPA of 2.00) to achieve and 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, 2504, 2603, 3500, 3501, 3511, & 4353 (note: not all listed will be eligible for FM grades or supplemental exams)
F	0.00	0-49	Inadequate

INC	0.00		Incomplete
W	Neutral and no credit		Withdrew after deadline
ILL	Neutral and no credit		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. Find out more about your GPA, and how to calculate [here](#).

Academic Standing

Students will be academically assessed once they have attempted 24.0 credit hours (8 half credits). The result of the assessment will mean the student is placed in good academic standing, on academic probation, or on academic dismissal. The following conditions apply:

Good Standing

- When assessed academically, students are in good academic standing and permitted to continue with their studies when maintaining a **CGPA** of at least 2.00.

Academic Probation

- When assessed academically, students with a CGPA of less than 2.00 and greater than or equal to 1.70 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 on academic probation who do not achieve the minimum term GPA of 2.00 will be academically dismissed.
- Students on academic probation are permitted to participate in their co-op work term, which includes the job search process.

Academic Dismissal

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

- When assessed academically, students whose CGPA is less than 1.70 will be academically dismissed for a 12-month period even if they have passed all courses.
- Students on academic probation (see academic probation section above) who do not achieve the minimum term GPA of 2.00 will be dismissed.
- Students who fail the same **required** course twice; or who fail their second attempt at the same work term (ie. students required to repeat the work component **and** submit a new academic report) will be dismissed (this regulation is currently suspended).

Items to note:

- Any course work completed while serving the dismissal period will not be transferred back to Dalhousie.
- Students on probation who have begun their work term and are subsequently dismissed will not receive credit for their work term or any other work completed while they are dismissed from the University. In some circumstances, students may also be required to leave their place of employment.
- Students who have been re-admitted after facing an academic dismissal will return on academic probation, regardless of the length of the dismissal period.
- Students dismissed for a second time will not normally be permitted to apply for readmission for three years.

Required Standing for Graduation

To qualify for graduation, students must have a minimum CGPA of 2.00. To graduate with distinction from the Commerce Co-op Program, graduates must have a minimum CGPA of 3.70.

Additional Important Academic Regulation Listings

Regulations pertaining to the following areas are listed in the [Undergraduate Calendar](#) according to the regulation number (in parentheses).

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

Additional Information

Exchange Programs

We have many exchange opportunities for Commerce Co-op Students, which include full terms, part of terms, and field courses. Students typically participate in full term academic exchanges in the winter term of their third year and must have a CGPA greater than 2.50 to apply. For further information please connect with our [Global Experience Manager](#).

Students who choose to participate in a winter term exchange must still complete their 12-16-week work term in the Summer term immediately following the exchange as required. Our Global Experience Manager will plan out your academic requirements to be completed before, during and after exchange. Exchanges that do not end in time to complete the minimum work term requirements will result in a delay to your expected graduation date.

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 their Dalhousie email. Students wishing to learn more about scholarships and bursaries prior to being notified can consult the [Money Matters website](#).

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 their office to see them in person. They offer a variety of free workshops designed to help students succeed. Visit www.dal.ca/sfs for more information. Note that while the workshops do not have costs associated, there are additional fees for hiring a tutor.

Accessibility Services

Students with permanent or temporary disabilities who would like to discuss an accommodation plan 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 www.dal.ca/accessibility.

Medical Plan Coverage, Dalplex and UPass Fees during Work Terms

During each work term students are not considered to have full-time status (this status only applies when registered for at least nine credit hours), and this affects certain fees that would otherwise be automatically assessed when studying full-time, including for:

- Dalhousie Student Union (DSU) Medical Plan Coverage);
- DalPlex access; and
- UPass Transit Pass.

Students requiring these services must contact the relevant unit for assistance in paying their required fees to access the service.

DSU Medical Plan Coverage

All students starting their studies (i.e. beginning an academic term) in September are automatically enrolled for coverage from September to August, and the cost is included within the assessed student fees.

- However, students on **Fall work term** must “opt in” and purchase coverage before the stated deadline to ensure coverage is provided. For more information, go to: <https://www.dsu.ca/health-plan> or email DSUHealth@dal.ca

Dalplex

Even if students are taking an additional academic course during the work term period, Dalplex fees are not automatically assessed.

- Contact Dalplex directly for rate information or to purchase a term membership for any of the work term periods. For more information, visit the Dalplex Customer Services Desk, call 902-494-3372 or emaildalplexinfo@dal.ca

UPass

This pass allows students to ride the conventional buses and ferries in the Halifax Regional Municipality (HRM) from September to April.

- **Fall or Summer work terms:** Students completing their work term within the HRM can “opt in” to the UPass by the stated deadline to purchase the pass, and have the fee charged to their student account.
- **Winter work term:** If leaving the HRM for work term, students must “opt out” of the UPass by the stated deadline, and 50% of the UPass fee will be reversed from their student account.
- **All work terms:** The DalCard Office will ask for proof of the student’s **approved** Work Term Record showing location of their work term; this record can be accessed through Dalhousie’s myCareer online portal.

For more information, go to: dal.ca/upass

Management Career Services

Location

Kenneth C. Rowe Management Building
Suite 2100, 6100 University Avenue
Mon - Fri 8:30am - 4:30pm (reception opens at 9:00am)
902.494.1515 | mcs@dal.ca | www.dal.ca/mcs

Stay connected to MCS online!



@dalhousiemcs



Management Career Services

Management Career Services (MCS) Staff

Serving Students		
Student Development Manager	Jonathan Perry	Jonathan.Perry@dal.ca
Career & Recruitment Specialist (CRS) Team	Tiffany MacDonald	Tiffany.MacDonald@dal.ca
	Marcia MacInnis	Marcia.MacInnis@dal.ca
	Nishka Rajesh	Nishka.Rajesh@dal.ca
	Flavia das Chagas Lacerda	Flavia.Lacerda@dal.ca
	Crystal Cowie	Crystal.Cowie@dal.ca
	Lynne Morrison	Lynne.Morrison@dal.ca
Program Specialist, Work-Integrated Learning	Jennifer Coombs	Jennifer.Coombs@dal.ca
MBA Corporate Residency Manager	Michelle Countway	Michelle.Countway@dal.ca
Serving Employers		
Employer Development Manager	Cindy Ryan	Cindy.Ryan@dal.ca
Employer Development Coordinator Team	Lauren Shaw	Lauren.Shaw@dal.ca
	Austin Morrison	Austin.Morrison@dal.ca
Employer Funding & Services Specialist	Joseph Habchi	Joseph.Habchi@dal.ca
Operations		
Operations Manager	Gillian Fowler	Gillian.Fowler@dal.ca
Operations Support Analyst	Jill Pulsifer	J.Pulsifer@dal.ca
Information & Operations Assistant Team	Gryphon Clark	MCS@dal.ca
	Melissa Eilers	
Administrative & Operations Assistant	Diana Goodwin	HireBusiness@dal.ca
China Work Term Liaison	Hugh Lyu	Hugh.Lyu@dal.ca
Administration		
Director	Robert Wooden	Robert.Wooden@dal.ca
Communications & Engagement Specialist	Brittany Warren	Brittany.Warren@dal.ca

All Commerce Co-op students have access to the Management Career Services (MCS) team. MCS is responsible for assisting students with the job search, recruitment process and the work terms. Students are assigned to a Career & Recruitment Specialist (CRS) at the beginning of their second year in the program but can meet with any CRS during their first year if desired.

Why Visit a Career & Recruitment Specialist?

Career & Recruitment Specialists (CRS) work with students to guide them through the career exploration and job search activities for co-op work terms and jobs upon graduation. The skills, abilities and knowledge needed to succeed in the development of their careers will serve students well now, and in the future.

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

- Identifying student's 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 the work term
- Providing job search assistance for graduating students

All MCS services, co-op student responsibilities and work term requirements will be further outlined during Commerce Co-op orientation, which begins in the fall term of your first year (through COMM 1711 and MCS's online orientation content).

Work Term Courses

Course Overview

Each work term has a course which consists of the following two components: Component One is an academic assignment and Component Two is an evaluation conducted by the student's work term supervisor.

Component One – Academic Assignment

Students must successfully complete the academic component for each work term to be eligible to receive academic credit. A faculty member is responsible for the academic component, which includes designing and evaluating the assignment, providing supporting materials, and handling student questions regarding the assignment.

The purpose of the academic work term assignment is to encourage the development of professional business writing skills and practice in meeting deadlines, which are important skills in a business environment. In addition, the assignment gives students an opportunity to explore and reflect on the work environment and possible career paths. Academic assignments are the final exam for each course and are not returned to the student.

Each work term (COMM 2801, COMM 3801 and COMM 3802) has a corresponding Brightspace course which contains all the materials required to complete the academic component of the work term. All students enrolled in the courses will be granted access to the Brightspace course the first week of the semester in which the co-op is being completed. Academic work term assignments cannot be accepted from students not registered for the work term course and/or working in a position not approved by Management Career Services.

Component Two – Work Term Supervisor Evaluation

There are two parts to a student's work term supervisor evaluation. A mid-term review will be conducted by a member of the Management Career Services team near the mid-point of the work term with the student's work term supervisor and the student. Towards the end of a student's work term, work term supervisors will be asked to complete an online Final Evaluation of the student's performance. Employers are, whenever possible, requested to discuss the final evaluation with the student before they depart the organization. A positive evaluation of performance indicates successful completion of the work component. Students may review employer evaluations by booking an appointment with their CRS at Management Career Services.

Course Evaluation

Management Career Services coordinates the work term supervisor evaluation, but the academic work term assignment is evaluated by a faculty member based on the grading rubrics provided within each applicable Brightspace course. Possible grades for each work term course are Pass (P), Marginal Fail (FM), or Fail (F).

Passing Grade

To achieve a passing grade the student must **achieve both** of the following requirements:

1. A grade of at least 60% on the academic work term assignment (graded by Faculty Member)

AND

2. An evaluation of Satisfactory or above on the work term supervisor evaluation (coordinated by Management Career Services)

Marginal Failure

If a student receives a grade below 60% on their assignment or misses the assignment deadline BUT achieves a Satisfactory or above on the work term supervisor evaluation a marginal failure (FM) grade will be received and there will one chance to revise the assignment by a due date assigned by the instructor. This is the only opportunity for the student to obtain a passing grade for the work term without having to repeat the entire work term. The detailed procedure for resubmitting a work term assignment is described in each work term requirement document and syllabus found in the appropriate Brightspace course.

The original grade of "FM" will remain on the student's transcript even if a passing grade is achieved on the resubmitted academic assignment. Therefore, it is strongly advised that students follow the academic work term assignment guidelines for each assignment and contact the work term instructor with questions.

Failure

If a student receives a grade of less than 60% on the resubmitted assignment, OR misses the resubmit deadline, OR receives a less than Satisfactory on the work term supervisor evaluation a failing grade (F) will be entered. The student must then repeat the entire work term and submit a new academic work term assignment at that time. Students wishing to appeal a final grade are encouraged to meet with their Academic Advisor (uao@dal.ca).

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
Mental Health Services	902.494.2171	LeMarchant Place 1246 LeMarchant Street	2 nd Floor
Student Health & Wellness	902.494.2171	LeMarchant Place 1246 LeMarchant Street	2 nd Floor
Campus Copy		Dalhousie Library	
Accessibility	902.494.3077	Killam Library	Room G28
Residence Office	902.494.1054	6230 Coburg Road	Howe Hall
Dalplex	902.494.2574	Dalplex	6260 South Street
Registrar's Office	902.494.2450	Henry Hicks	Room 133
Awards & Financial Aid	902.494.2450	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

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 uao@dal.ca	All questions and concerns regarding the academic component of your degree should be referred to the Undergraduate Advising Office.
What is myCareer?	Management Career Services (MCS) Suite 2100 Kenneth C. Rowe Management Building mcs@dal.ca	myCareer is an on-line management system designed to assist students with their co-op and career activities. It is an integrated and central resource which allows students to perform multiple functions, including: Review and apply for co-op job postings (<i>Management Career Services</i> section), part-time, full-time, graduate job and volunteer opportunities (<i>Career Services</i> section); review and sign-up for recruiting sessions, workshops and events (<i>Events Calendar</i>), schedule advising appointments with MCS staff (<i>Management Career Services</i> section - <i>Staff Appointments</i>); and create or update your Co-Curricular Record (<i>CCR</i> section). Visit www.dal.ca/mcs to access our myCareer Student User Guide.
What does registering for a work term mean?	DalOnline	You must register for each work term course as you do for all other classes. To do this, go to Dal Online and register for COMM 2801 (first work term), COMM 3801 (second work term) or COMM 3802 (third work term). Until students register for their work term course, they will be unable to view co-op job postings through myCareer.
What is the work term report and where do I find information and instructions?	Brightspace (Online course website)	Work term reports are the academic component of the work term and must be completed for each work term. If you do not pass your work term report, you will not receive academic credit for your work term. A faculty member from the Rowe School of Business provides instruction for the report and marking. Instructions can be found online under the appropriate course number at the beginning of the semester that you are doing your work term.
Do I have to declare a major in the Commerce Program?	UAO	It is not mandatory for students to declare a major in the Commerce Program; students can graduate with a general Bachelor of Commerce degree.
How many COMM/MGMT elective credits do I need for graduation?	UAO	Commerce students need a total of 10 COMM/MGMT electives (half credits), all of which must be at the 2000 level or above.

How many elective credits do I need for graduation?	UAO	Commerce students need a total of eight electives (half-credits), two of which must be at the 2000 level or above.
Can I still take courses while on any of my work terms?	UAO	Yes, but the limit is one 3.0 credit hour course (half-credit) that does not directly interfere with your work term schedule, duties, location or performance. Students must be focused on their work term and corresponding academic report as first priority to achieve the applied skills and experience they need.
What is Brightspace?	UAO	This is the learning platform used by your instructors. You will find a course space for each class you are taking in a term. This is where you will find your syllabus, assignment guidelines, how you will submit your assignments, and other important components for your classes.