



## *Bachelor of Commerce Co-operative Education Student Handbook*

*2019/2020*

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](mailto: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 Commerce Co-op 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 for help with your questions, or to point you in the right direction. Our contact information, and a brief description of what our office does, is on the next page.

Second, we want to stress the importance of your Dalhousie Email. Your Dal email account will be 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 workshops, policy changes, important academic information, as well as notifications regarding the co-op component of your program from Management Career Services (MCS). 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](mailto:helpdesk@dal.ca). Another way to stay informed about scholarships, deadlines and opportunities is through Facebook, so be sure to like us - <https://www.facebook.com/undergradadvisingoffice>.

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

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: 902.494.3710  
Email: [uao@dal.ca](mailto:uao@dal.ca)

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

Facebook: <https://www.facebook.com/undergradadvisingoffice>

### **Academic Staff**

Program Assistant	Kim Jones	902.494.3710	<a href="mailto:uao@dal.ca">uao@dal.ca</a>
Academic Advisor (Surnames A-H)	Colleen Van Doninck & Anna Jacquart	902.494.7456	<a href="mailto:Colleen.VanDoninck@dal.ca">Colleen.VanDoninck@dal.ca</a> <a href="mailto:Anna.howard@dal.ca">Anna.howard@dal.ca</a>
Academic Advisor (Surnames I-Q)	Katie Haigh	902.494.2871	
Academic Advisor (Surnames P-Z)	Julie Tarry	902.494.1556	<a href="mailto:Katie.Haigh@dal.ca">Katie.Haigh@dal.ca</a>
Program Manager	Carrie Hunter	902.494.1811	<a href="mailto:Carrie.Hunter@dal.ca">Carrie.Hunter@dal.ca</a>
Director	Florence Tarrant	902.494.3794	<a href="mailto:Florence.Tarrant@dal.ca">Florence.Tarrant@dal.ca</a>

### **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 Manager 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 Commerce Co-op 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 permission; act as your advocate with academic problems that may occur; refer you to the appropriate service or department around campus; work with you if you need to miss classes/exams/assignments due to medical or compassionate reasons; or would like to discuss future paths and goals.

Program Manager- Carrie Hunter

Carrie is available to meet with you if you experience academic challenges resulting in dismissal, 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; Carrie is also involved in numerous committees and works closely with the Commerce Society.

## Commerce (CO-OP) Program Worksheet

Name:

Student number

Date Enrolled:

Major:

Minor:

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2  
  
y  
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3  
  
y  
r  
4

Fall (F) SEPTEMBER – DECEMBER	Winter (W) JANUARY – APRIL	Summer (S) MAY – AUGUST
<input type="checkbox"/> (1010) Business in a Global Context <input type="checkbox"/> (1101) Intro to Accounting I: Financial <input type="checkbox"/> (1502) Core Business Applications <input type="checkbox"/> (ECON 1101) Intro to Microeconomics <input type="checkbox"/> Non-Commerce Elective _____	<input type="checkbox"/> (1710) Business Communications I <input type="checkbox"/> (1102) Intro to Accounting II: Managerial <input type="checkbox"/> (ECON 1102) Intro to Macroeconomics <input type="checkbox"/> (MATH 1115) Math for Commerce <input type="checkbox"/> Non-Commerce Elective _____	FREE
<input type="checkbox"/> (1720) Business Communications II <input type="checkbox"/> (2202) Finance I <input type="checkbox"/> (2401) Intro to Marketing <input type="checkbox"/> (2501) Statistics for Business <input type="checkbox"/> Non-Commerce Elective _____	<b>FIRST WORK TERM</b> <input type="checkbox"/> <b>COMM 2801</b> <b>(Prerequisite of 13 half credits/10 core)</b>	<input type="checkbox"/> (2203) Finance II <input type="checkbox"/> (2303) Organizational Behaviour <input type="checkbox"/> (2310) Business Ethics & CSR <input type="checkbox"/> (2502) Predictive Analytics <input type="checkbox"/> (2603) Legal Aspects of Business
<b>SECOND WORK TERM</b> <input type="checkbox"/> <b>COMM 3801</b> <b>(Prerequisite of 18 half credits/15 core)</b>	<input type="checkbox"/> (3501) Production/Operations Mgmt <input type="checkbox"/> (3511) Management Info Systems <input type="checkbox"/> Commerce Elective _____ <input type="checkbox"/> Commerce Elective _____ <input type="checkbox"/> Commerce Elective _____ <input type="checkbox"/> Non-Commerce Elective _____	<b>THIRD WORK TERM</b> <input type="checkbox"/> <b>COMM 3802</b> <b>(Prerequisite of 23 half/20 core)</b>
<input type="checkbox"/> (4351) Competitive Strategy <input type="checkbox"/> Commerce Elective _____ <input type="checkbox"/> Commerce Elective _____ <input type="checkbox"/> Commerce Elective _____ <input type="checkbox"/> Non-Commerce Elective _____ <input type="checkbox"/> FREE Elective _____	<input type="checkbox"/> (4352) Strategic Management <input type="checkbox"/> Commerce Elective _____ <input type="checkbox"/> Commerce Elective _____ <input type="checkbox"/> Commerce Elective _____ <input type="checkbox"/> Non-Commerce Elective _____ <input type="checkbox"/> FREE Elective _____	

**With the exception of *ECON 1101*, *ECON 1102*, and *MATH 1115*, all numbered courses can be found on the Commerce Timetable or under Commerce in the Undergraduate Academic Calendar.**

**Notes:** Non-Commerce electives are any subject outside of the Faculty of Management (COMM, MGMT, BUSI).

1. Three half credit (3 credit hour) Non-Commerce Electives can be at or above the 1000 level.
2. Three half credit (3 credit hour) Non-Commerce Electives **MUST BE** at or above the 2000 level.
3. Free electives can be either Commerce or Management, at or above the 2000 level, or Non-Commerce electives at the 1000 level or above.
4. Major requirements that are **NOT** Commerce classes will satisfy Non-Commerce Electives. Remember that all eight Commerce electives (at or above the 2000 level) must be completed to graduate.

Students wishing to declare a minor (in another subject area outside the Faculty of Management) should consult the appropriate department/Faculty. Minor requirements are typically considered non-commerce elective.

## Commerce Majors Summary

### Major in Accounting

Students <b>must</b> 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	
	Taxation	COMM 4125	
<b>PLUS 2 of:</b>	Advanced Topics in Accounting II	COMM 4102	RECOMMENDED FOR CPA
	Advanced Taxation	COMM 4126	RECOMMENDED FOR CPA
	Business Process Integration using ERP Systems	COMM 4511	
	Canadian Securities	COMM 3207	Total 8 (Required 6: Choice 2)
<b>**Note: Students must obtain an AVERAGE grade of B- in COMM 1101 and COMM 1102 to complete a major in Accounting</b>			

### Major in Finance

Students <b>must</b> complete the following 3:	Financial Institutions	COMM 3203	
	investment & Money Management	COMM 3206	
	Advanced Corporate Finance	COMM 4240	
<b>PLUS 3 of:</b>	Intro to FinTech	COMM 2220	
	Canadian Securities	COMM 3207	
	International Financial Management	COMM 4201	
	Derivatives	COMM 4202	
	Theory of Finance	COMM 4250	
	Financial Statement Analysis <b>OR</b> Intermediate Financial Accounting I <b>OR</b> Corporate Governance <b>OR</b> Intermediate Microeconomics <b>OR</b> Intermediate Macroeconomic	COMM 3102 COMM 3105 COMM 4340 ECON 2200 ** ECON 2201 **	Total 6 (Required 3: Choice 3)
<b>** Classes outside of Commerce, such as Economics, are counted as non-commerce or free electives</b>			

### Major in International Business

Students <b>must</b> complete the following non-Commerce electives:	Language Requirement – (at a level appropriate to knowledge as determined by Dept. concerned. FREN 1007.03 + 1008.03 for example)	6 credit hours of same language	
<b>PLUS</b> the following 5:	Global Marketing	COMM 3405	
	International Financial Management	COMM 4201	
	International & Intercultural Management	COMM 4315	
	International Business Strategy	COMM 4701	
<b>PLUS 1 of:</b>	Emerging Giants: The Economic Rise of China and India	ECON 2213**	
	Euros and Cents: From Common Market to European Union	ECON 2219**	
	Globalization & Economic Development: Current Debates	ECON 2334**	Total 7: Required 6, Choice 1
<b>Note: Students must also complete one Academic Term or one Work Term in a country that is not their primary residence</b>			
<b>** Classes outside Commerce, such as Economics and languages, are counted as non-Commerce or free electives</b>			



## Major in Marketing Management

Students <b>must</b> complete the following 5:	Consumer Behaviour	COMM 3401	
	Marketing Communications	COMM 3402	
	Marketing Research	COMM 3404	
	Logistics Management	COMM 3407	
	Marketing Strategy	COMM 4401	
<b>PLUS 1 of:</b>	Global Marketing	COMM 3405	
	Transportation Modes & Policy	COMM 3408	
	Sales Management	COMM 3409	
	Services Marketing	COMM 3410	<u>Total 6:</u> Required 5, Choice 1

## Major in Supply Chain & Logistics Management

Students <b>must</b> complete the following 4:	Logistics Management	COMM 3407	
	Business Analytics for Decision Making	COMM 4501	
	Business Process Integration with ERP	COMM 4511	
	Supply Chain Planning & Execution	COMM 4520	
<b>PLUS 2 of:</b>	Global Marketing	COMM 3405	
	Transport Modes and Policy	COMM 3408	
	Sales Management	COMM 3409	
	Services Marketing	COMM 3410	
	Business Analytics & Data Visualization	COMM 4512	<u>Total 6:</u> Required 4, Choice 2

## Major in Managing People & Organizations

Students <b>must</b> complete the following non-Commerce electives:	People and Culture + People and Society Intro to Psyo & Nesc I + Intro to Psyo & Nesc II Intro to Psyo & Nesc I + Intro to Psyo & Nesc II	SOSA 1002.03** + SOSA 1003.03** <b>OR</b> PSYO 1011.03** + PSYO 1012.03** <b>OR</b> PSYO 1031.03** + PSYO 1032.03**	
<b>PLUS</b> the following 6:	Intro. To Human Resource Management	COMM 3303	
	Labour Management Relations	COMM 3304	
	Management Skills Development	COMM 3309	
	Reflections on Leadership	COMM 3310	
	International and Intercultural Management	COMM 4315	
	Corporate Communication <b>OR</b> Corporate Governance	COMM 4510 <b>OR</b> COMM 4340	<u>Total 8:</u> Required 8
<b>** Classes outside of Commerce, such as SOSA and PSYO, are counted as non-commerce or free electives</b>			

## Major in Entrepreneurship

Students <b>must</b> complete the following 4:	New Venture Creation	COMM 3307	
	Managing the Venturing Process	COMM 4301	
	Project Management	COMM 4523	
	Managing the Family Enterprise <b>OR</b> Starting Lean	COMM 3308 <b>OR</b> MGMT 3902	
<b>PLUS 2 of:</b>	Management Skills Development	COMM 3309	
	Starting Lean <b>OR</b> Managing the Family Enterprise	MGMT 3902 <b>OR</b> COMM 3308	
	Consumer Behaviour	COMM 3401	
	Marketing Communications	COMM 3402	
	Marketing Research	COMM 3404	
	Global Marketing	COMM 3405	
	Transportation Modes and Policy	COMM 3408	
	Sales Management	COMM 3409	
	Services Marketing	COMM 3410	
	International Business Strategy	COMM 4701	<u>Total 6</u>
<b>Note: At least one work term must either be: in an approved “Entrepreneurial setting”; OR an “Entrepreneurial Work Term” as defined by the Norman Newman Centre for Entrepreneurship and Management Career Services.</b>			

### 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 2<sup>nd</sup> year, students begin a four-month rotation of either an academic term or 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 weeks each; 42 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, and Co-operative Education and Work-Integrated Learning (CEWIL) Canada. 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

## Co-operative Education Fee

Students are charged a Co-operative Education Fee (pro-rated for part-time students). In effort to balance this cost, the fees are charged on each academic term until completion of the degree, which includes academic semesters outside of the regular program structure after all work terms have been successfully completed. While no fee is charged for the actual work term, any student taking an academic course during the work term will be charged an additional pro-rated fee.

These fees are non-refundable after the deadline dates listed in the University Calendar. Students who transfer into the program from another department or another institution are responsible for back payments.

Students taking a full academic term on a Letter of Permission are also responsible for the payment of co-op fees. Before the Letter of Permission can be granted, students must sign a Co-op Fee Agreement available from the UAO.

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

While called the 'Co-operative Education fee', in addition to supporting the co-op work terms, the fee also covers services provided for post-graduation career services and job search. It covers, but is not limited to:

- Job search assistance (cover letters and resume building, interview preparation and debrief, coaching for self- developed job search strategies)
- Orientation workshops and other training
- Networking opportunities with employers (including special events, competitions, information sessions, corporate tours, mentoring etc.)
- Work term monitoring and mediation
- Work term report instruction and grading by the assigned Rowe School of Business Instructor for COMM 2801, COMM 3801, COMM 3802
- Marketing and communications tools and activities to promote the Commerce Co-op program to employers
- Development and administration of job opportunities
- Access to an on-line job posting site and job posting administration
- Interview space and co-ordination
- Facilitation of job offers
- Tracking of eligibility and job search activity

## 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, 2<sup>nd</sup> year students will register for COMM 2801 and 3<sup>rd</sup> 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. It is important to register for your work term one semester before it begins to gain access to job postings via myCareer, or to be able to submit a self-developed job.

### **Removing a Work Term**

If for some reason, a student is unable to obtain a work term, the work term course must be dropped before the drop date. Failure to drop the course will result in a grade of "F" (If students cannot drop a work term course online, an Add/Drop form must be completed).

### **Missed Work Terms**

Work term deferral schedule (contingent on 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

COMM 3802 (Work Term 3) must be completed successfully before a student is eligible to register for COMM 4351 and COMM 4352 (the 4th year Strategy courses).

It should be noted that COMM 1101, 1102, ECON 1101, ECON 1102 and MATH 1115\* are usually offered in the summer of year 1 to provide an opportunity to make up academic deficiencies and to proceed to year 2.

\*MATH 1115 is specifically designed for the Commerce Program and is not accepted as the prerequisite for upper level Mathematics or Computer Science classes. Students who wish to take upper level MATH or CSCI classes should consult their Academic Advisor.

When registering for Non-Commerce Electives, please check the course descriptions in the Undergraduate Calendar to see if there are any exclusions to the course. Credit is not given to two courses that are exclusions to each other; for example, COMM 1502 is an exclusion to CSCI 1200. If you have taken both of these courses, you will only get credit for one towards your program although both grades will be included in your cumulative GPA calculation.

### **Waived Work Term**

Mature Students, as defined by Dalhousie University, may be permitted an exemption for COMM 2801 Work Term I, if they 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 the Director of Management Career Services by providing a job description(s) and a Letter of Reference from the previous employer, (two letters will be required if there was more than one employer during the two-year period). Students approved to receive credit for their work term must register for COMM 2801 in the appropriate term 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 a recognized Co-op university 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 work term must be assessed as equivalent to either COMM 2801, 3801 or 3802 at Dalhousie University.

## 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 either 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). 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.

### Planning

All students must plan for their elective choices in their 3<sup>rd</sup> and 4<sup>th</sup> 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 Commerce Co-op 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

Major planning worksheets, university forms, and other related academic information are available from the Undergraduate Advising Office.

### Declaring a major

To declare a major, log in to 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 2<sup>nd</sup> year. If you have declared your major but wish to make a change, the same procedure applies; you can choose “Commerce” 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 Commerce Co-op degree.

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

When choosing a major, students should carefully consider their choice of electives in their 3<sup>rd</sup> and 4<sup>th</sup> years. Students must check the prerequisites to ensure their eligibility for 4<sup>th</sup> year electives. 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 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 an Academic Advisor in these faculties for the most current information on the minor requirements. For a list of minors available please visit: [www.dal.ca/minors](http://www.dal.ca/minors).

## Certificates

Commerce Students can pursue the following certificates to add further specializations to their degree:

- Certificate in Disability Management
- Certificate in Intercultural Communication
- Certificate in Interdisciplinary Health Studies
- Certificate in Indigenous Studies

More information can be found at [www.Dal.ca/certificates](http://www.Dal.ca/certificates).

## Course Load/Work Term

In the Winter Semester of your 3<sup>rd</sup> year and the Fall Semester of your 4<sup>th</sup> year in the program, you are required to take six courses during the academic terms. If you do not wish to do so, you have the option to complete a class while on a work term to reduce your course load. If your work term is not in Halifax, please see your Academic Advisor to discuss course options. A **Letter of Permission**, signed by an Academic Advisor, is required **before** you register for any course outside Dalhousie. A student must be in good academic standing to be eligible to take a course on a Letter of Permission. Good standing is a cumulative grade point average (CGPA) of 2.00 or higher.

Students are permitted to take maximum of **one half-credit (.03)** while on their 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 the co-op employers to ensure that students are focused on their jobs during their work terms and can consistently meet their minimum weekly work term hours. Therefore, course selection should not conflict with standard business hours, without prior permission from the Advising Office and/or Management Career Services. 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](mailto:uao@dal.ca)

## 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 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](mailto: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.

## 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 with a value of greater 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, 2501, 2502, 2603, 3501, 3511, 4351 and 4352. 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](mailto: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 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 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 (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 FM grades or 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



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 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 is 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 continuing on academic probation are permitted to participate in their co-op work term, which includes the job search process.
- 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; 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.

### 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 the 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 (Regulation 5.2 page 57)
- Letter of Permission (Regulation 7.6 page 59)

*Bachelor of Commerce Co-operative Education Student Handbook © 2019-2020*

- Examinations and Tests (Regulation 16.2 page 62)
- Incomplete Class Work (Regulation 16.4 page 62)
- Correction of Errors in Recorded Grades (Regulation 16.6 page 64)
- Reassessment of a Final Grade (Regulation 16.7 page 64)
- Special Arrangements for Exams, Tests and Assignments (Illness) (Regulation 16.8 page 64)
- Dean's List (Regulation 23 page 69)
- Appeals (Regulation 24 page 69)

## Additional Information

### Exchange Programs

We have many exchange opportunities for Commerce Co-op Students, which includes full terms, part of terms, and course specific. Students typically participate in full term academic exchanges in their 3<sup>rd</sup> year during the winter term and must have a CGPA greater than 2.50 to apply. For further information please connect with the [International Centre](#).

Students who choose to participate in an exchange must still complete their 12-16-week work term in the following Summer term as required, and are encouraged to meet with an Academic Advisor to plan out their academic requirements, especially if planning to major.

### 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 scholarships 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](mailto:sfs@dal.ca), or drop by to see them in person. They offer a variety of free workshops designed to help students succeed. Visit [www.dal.ca/sfs](http://www.dal.ca/sfs) for more information. Note that there are additional fees if you are hiring a tutor.

### 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](mailto:access@dal.ca). More information can be found at [www.dal.ca/accessibility](http://www.dal.ca/accessibility).

## Dalhousie Student Union Medical Coverage/ Dalplex / UPass

Dalhousie Student Union Medical Coverage	
Work Term Start	Coverage Opt-in
Sept- Dec	You must opt-in and purchase coverage at the DSU Medical Plan office in September to have coverage for the remainder of the year. For more information, go to: <a href="http://dsu.ca/healthplan">http://dsu.ca/healthplan</a>

Dalplex	
Work Term Start	Opt-in
Sep—Dec	During a work term you are considered a part-time student and therefore you must pay a supplemental fee during each work term period, if you wish to access Dalplex. Visit Dalplex to purchase a pass for your work term period.
Jan-Apr	
May–Aug	

UPass (University Bus Pass)	
Co-op Work Term	UPass Opt-out
Jan- Apr	<p>The regular UPass fee will be charged via Student Accounts for the Sept-April academic year. If you are working outside of the Halifax Regional Municipality for your <b>Winter Work Term</b>, you can opt-out * of the UPass for this term only. Your Student Account will be refunded 50% of the total cost of your UPass.</p> <p>Once your work term is <b>approved by MCS</b> * you can contact the DalCard Office. The following must be completed to obtain your refund:</p> <ul style="list-style-type: none"> <li>• Complete waiver request form online at: <a href="http://www.upass.dal.ca">www.upass.dal.ca</a> before the stated deadline date</li> <li>• Provide proof of an approved work term outside of the Halifax Regional Municipality *</li> </ul>
Co-op Work Term	UPass Opt-in
Sep-Dec	<p>While on your <b>Fall Work Term</b> you are considered a part-time student and you must opt-in * if you want to obtain the UPass.</p> <p>If you are working in the Halifax Regional Municipality you can opt-in * and it will be charged to your Student Account. Contact the DalCard Office to opt-in.</p> <ul style="list-style-type: none"> <li>• Provide proof of an <b>approved</b> work term within the Halifax Regional Municipality*</li> <li>• The appropriate fee will be charged to your student account.</li> </ul>
May-Aug	The Summer UPass program is available for May to August (at a fee). You must provide proof that you are working in the Halifax Regional Municipality and request to opt-in. The summer UPass fee will be charged to your Student Account. For further information please visit the DalCard Office in person or call 902-494-2334.

To obtain confirmation of the location of your work term, log in to *myCareer*, click on **Management Career Services** and scroll down to locate your co-op sequence on the right-hand side of the screen. Click the link for the appropriate work term to access your work term record. Click the **blue 'Print Work Term Detail' button** that appears to generate a copy of your work term record and then print it. Take this with you to the DalCard Office when you go to opt-in or opt-out of the UPass.

Alternatively, you may show your approved work term record on your phone, although the DalCard Office prefers a printed copy. The work term record needs to be approved and for UPass opt-in, clearly show that you will be working within the Halifax Regional Municipality.

## Management Career Services (MCS)

### Location

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

Tel: 902.494.1515 Email: [mcs@dal.ca](mailto:mcs@dal.ca) Website: [www.dal.ca/mcs](http://www.dal.ca/mcs)

Stay Connected to MCS:



### Management Career Services Staff

Director	Robert Wooden		Robert.Wooden@dal.ca
<b>Career &amp; Recruitment Specialists</b>			
Accounting/Consulting	Lauren Shaw	902.494.7548	Lauren.Shaw@dal.ca
Finance	Shelley LaMorre	902.494.1150	Shelley.LaMorre@dal.ca
Managing People & Organizations, International Business, General BMgmt	Maggie Ma	902.494.7054	Maggie.Ma@dal.ca
Marketing, Supply Chain & Logistics	Jonathan Perry	902.494.6936	Jonathan.Perry@dal.ca
BMgmt Internship Program, Public Sector	Jennifer Coombs	902.494.6935	Jennifer.Coombs@dal.ca
Operations Manager/Brightspace Manager	Gillian Fowler	902.494.8511	Gillian.Fowler@dal.ca
Communications and Engagement Specialist	Kathleen Funke	902.494.8944	Kathleen.Funke@dal.ca
Employer Development Manager	Ayse Dai-Gammon	902.494.4583	Ayse.Gammon@dal.ca
Employer Development Coordinator	Cindy Ryan	902.494.6688	Cindy.Ryan@dal.ca
Corporate Residency Manager	Ally Howard	902.494.5516	A.Howard@dal.ca
China Work Term Liaison	Hugh Lyu		hugh.lyu@dal.ca
Administrative Assistant - Interview Scheduling	Diana Goodwin	902.494.2132	hirebusiness@dal.ca
Information Assistant - Job Postings	Jill Pulsifer		mcs@dal.ca

All Commerce Co-op students have access to the team at Management Career Services (MCS). It is the responsibility of MCS to assist students with the job search, recruitment process and the work term. Students are assigned to a Career & Recruitment Specialist based on the area of interest they decide on.

### 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

## Co-op Student Responsibilities and Work Term Requirements

All students are encouraged to start their work term job search during the first year of the program. Activities during this time should include attendance at Employer Information Sessions (and other events where connections with employers can be established), informational interviews with potential employers, research of industry and job types, self-assessment of skills, aptitudes, behaviours and characteristics, and development of resumes and cover letters. The formal application process for most co-op jobs begins the preceding term; however, some employers may fill positions up to a year in advance.

### Co-operative Education Program Requirements

- To graduate with a Commerce Co-operative Education Degree, students must satisfactorily complete three work terms. In the event a student does not obtain a work term position, possible schedule revision options should be discussed with the Commerce Program Manager in the Undergraduate Advising Office.
- To be eligible for a work term, students must meet the prerequisites and required credit hours as listed in Bachelor of Commerce Academic Requirements.
- It is every student's responsibility to obtain an approved work term. Each student is required to complete Co-op Orientation and e-sign the Commerce Co-operative Education Program Agreement via the online orientation community in Brightspace, acknowledging their understanding of this responsibility.
- Students must complete a minimum total of 42 weeks of work over the three work terms with the duration of each work term no less than 12 weeks at minimum of 35 hours worked per week. A work term cannot be calculated on the number of hours worked within a certain period of time.
- Each work term must be with one employer; work terms split with two or more different employing organizations will not be approved.
- Students must be registered through Dal Online in the respective work term course. Failure to register will result in the student being ineligible to access job postings, create a work term record submission in *myCareer* or accept a work term position. Failure to register will disqualify the work term as a half-credit.
- A work term shall not start prior to the end of a study term, including examinations and must end prior to commencement of the next study term.
- All work term positions must be approved by MCS before the work term begins. Work terms outside of Canada (whether in home country or alternate) must meet the destination criteria outlined in Dalhousie's International Travel Policy. For more information, see page 20 below.
- Students must engage in productive, career-related work as opposed to mere observation. In some instances, students seeking approval for work terms that are not considered traditional business-related jobs, will have to provide additional information to demonstrate the learning outcomes to be achieved that relate to their Commerce degree in order for the job to be approved. The completion of a Supplementary Job Approval Information Form will be required in this instance.
- The student's supervisor must report a satisfactory evaluation of performance both during the mid-term review, and in the submission of the Employer's Final Evaluation.
- A student must develop and submit a satisfactory Work Term Assignment for each work term (details provided by faculty appointed Work Term Report instructor).

One of the founding principles of co-operative education includes the provision for students to finance their studies through relevant paid work experience. Co-operative Education and Work-Integrated Learning (CEWIL) Canada maintains this standard, stating that work terms "involve paid, productive work related to the student's academic or career objectives". Paid is defined as any position compensating at minimum wage or higher for the location. Students are permitted one low paid (i.e., remuneration below minimum wage, including commission-based jobs or honorarium compensation) work term in Canada, OR one low paid/unpaid work term internationally, over the course of their three work terms.

NOTE: International students who want to work in Canada (for any work term) must apply for and provide proof of a valid **Co-op Work Permit** from Immigration, Refugees Citizenship Canada (IRCC) before they will be permitted to apply or accept a co-op work term. Students must also obtain an electronic 'co-op confirmation' letter from Management Career Services to submit with the application. A Social Insurance Number (SIN) is required and is obtained after receiving the Co-op Work Permit from a Service Canada location. Currently, there is no charge for the Co-op Work Permit; however, the processing time can be quite long (over 100 days). Application information is available at the Dalhousie International Centre and an International Student Advisor is available to assist students in understanding the application process:

[https://www.dal.ca/campus\\_life/international-centre/contact-us.html](https://www.dal.ca/campus_life/international-centre/contact-us.html)

### **Address and Contact Information**

MCS is an essential link between students and employers and it is therefore vital that students can be contacted to discuss interview schedules, offers of employment, special requests, etc. This means that any changes or additions to phone numbers or emails must be recorded with MCS. Students are also required to update their contact information on DalOnline and must regularly check their **Dalhousie e-mail** as staff members will only contact students via this e-mail address.

## **Types of Work Opportunities**

### **Self-Developed Jobs**

Students are responsible for securing suitable work for each work term and are encouraged to conduct their own independent job search. Once found the student must submit a Work Term Record form via *myCareer*. A Career and Recruitment Specialist from Management Career Services will then contact the employer to review the details of the position. Approval by Management Career Services must be obtained before commencement of the work term and must meet the required work term deadlines. In some cases, the student and/or the employer will be asked to provide additional information before approval can be granted. Students are not to directly contact employers who have active postings on *myCareer*. Upon approval of a job, students must complete their Work Term Acceptance Agreement in the *myCareer* System and if the work term is outside of Canada, register their travel with Dalhousie and complete a required pre-departure course online through the Dalhousie International Centre.

### **Posted Jobs**

Management Career Services invests significant resources into the development of job opportunities for students. These jobs are posted on the *myCareer* system (full instructions regarding the job application process through *myCareer* can be found on pages 22-23).

### **Returning to Previous Work Term Positions**

Students who have completed a prior work term with an employer and anticipate returning to the same employer for another work term are expected to further develop and expand their knowledge and work-related skills, over and above what they learned in their previous work term with that employer. The job description must clearly define increased responsibilities and challenges. Students are obligated to a work term with their previous employers once they have committed verbally or in writing to return. Immediately upon committing to work for a previous employer, students are required to submit their Work Term Record form, and Work Term Acceptance Job Agreement, via *myCareer* to be reviewed by a Career and Recruitment Specialist.

## **Entrepreneurial Work Terms (EWT)**

Students can undertake an entrepreneurial work term, where they will plan and run their own business.

- An entrepreneurial work term must be approved by the Norman Newman Centre and MCS through the submission of a business plan and a presentation to an Entrepreneurial Selection Panel
- Entrepreneurial work terms are monitored and supervised by a business coach assigned through the Norman Newman Centre
- Students are required to meet all deliverables required by the Norman Newman Centre (including, but not limited to, presentations, written reports and meetings), and are ALSO required to submit the work term assignment to the work term instructor as outlined on Brightspace.

Further information can be requested from the Management Career Services office, or from: [www.dal.ca/mcs](http://www.dal.ca/mcs).

## **Work Terms Outside of Canada**

Dalhousie's International Travel Policy is designed to mitigate the risks associated with travel outside of Canada for Dalhousie University Activities. Students may complete a work term out of the country, either in their home country or an alternate, as long as the destination meets the criteria outlined in this policy. In addition to complying with the policy and conducting an international job search, which can be quite different from a domestic one, students must be prepared to make arrangements to obtain the appropriate work visa directly from the country's embassy or high-commission, or utilize a third-party organization such as SWAP Working Holidays. Depending on the country and the method used this can become a process that takes many weeks.

Dalhousie University has established a fund known as SWIF – Study/Work International Fund as part of the Student Assistance Program, to provide financial assistance to Dalhousie and King's students who wish to undertake international study or work terms as part of their educational experience. There is a maximum award of CAD \$2,000 per applicant. Students are expected to apply a minimum of one month prior to departure (SWIF does not provide retroactive funding).

## **Pre-Departure Activities/Emergency Protocol While Abroad**

Before gaining approval and leaving for a work term outside of Canada, students must complete all required pre-departure activities as outlined in Dalhousie's International Travel Policy and be prepared for the possibility of experiencing an emergency during their stay abroad. Through a partnership with security provider SOS International, the Dalhousie International Centre has 24-7 assistance in place to help students in the event of an emergency. All students involved in study/work abroad programs are required to register their travel with Dalhousie/SOS International, as well as with the Foreign Affairs office of their country of citizenship where possible. Students must also complete a pre-departure session online or in person with the International Centre (902-494-1566). For more information on this and other resources refer to <http://dal.ca/international>

**Due to the additional challenges of obtaining an international work term, and additional pre-departure and approval requirements for all work terms taking place outside of Canada, MCS recommends interested students begin early and contact MCS for assistance.**

## **During the Work Term**

### **Time off**

Time off during a work term is allowed only with the permission of an employer and with prior approval by MCS. Medical/ Compassionate Leave should follow an employer's policies, and documentation for such reasons must be provided to the Commerce Program Manager. "Study Break/Reading Week" is a break from academic classes and does not apply to students on a work term. Students that do not complete the minimum number of weeks required or are not working the minimum number of hours per work for their work term may receive a grade of "F".



### **Academic Integrity**

The work term is an academic course. As such, students who misrepresent facts about their work term including, but not limited to, job duties, number of hours per week, start and end dates, or location of the work term, may be subject to a Faculty Discipline Procedure.

### **Mid-Term Review**

Mid-way through the work term, a Career and Recruitment Specialist will contact students and supervisors to conduct mid-term reviews which are carried out either in person, by phone, Skype or email, with the purpose of reviewing students' progress. Discussion with the student and the supervisor, will be focused around the student's tasks and duties, performance, teamwork, tasks and responsibilities, communication skills, and other areas which will assist Career and Recruitment Specialists with their documentation of the students' work terms.

### **Conflicts with an Employer**

Students are required to contact MCS immediately if conflict arises to discuss any issues or concerns that may escalate. Conflicts need to be resolved quickly in order for both the student and employer to gain the maximum benefit from the work term.

### **Firings**

It is important to all concerned that the Commerce Co-op Program maintains a high standard and an excellent reputation and must be considered by employers as the best co-operative program available. It is therefore every student's responsibility to think of themselves as a representative of Dalhousie when in the workplace.

Students fired from a work term will receive a grade of "F", thereby losing credit for the work term. If a student is fired from a work term, and it is determined that they breached the Student Code of Conduct, it could result in the student being denied future work terms. If a student's firing is determined to be not for a just cause, the student will not receive a grade of "F".

### **Firings and New Jobs**

If a student is fired early in a work term, the student can find a new, approved (self-developed) job and successfully complete the work term. The original grade of "F" remains on a student's record, and the student must re-register for a new work term. The new position must be at least 12 weeks in duration. Permission to complete a second work term within the work term timeframe is dependent on the number of weeks required to complete the 42-week total while adhering to the minimum 12-week requirement. Also taken into consideration is what the student has learned from the firing and that they will not repeat the actions which provoked the dismissal.

### **Strike/ Layoffs**

In the event of a strike or layoff, students are advised to contact MCS immediately. Whether to cross or to observe the picket line will remain the decision of the student; however, MCS will advise students on the possible outcome of either decision.

### **Quitting**

A grade of "F" will be issued to a student if they quit a work term position without just cause. This applies to quitting prior to the start of the work term or once the work term has begun. They may find a new job and have it count as a work term only if the new position is for a minimum of 12 weeks, (also dependent on the total 42 week requirement) and is completed before the next study term commences. The original grade of "F" will remain on a student's record, and the student must re-register for the work term. Access to MCS postings may be revoked for students that quit a work term. **Students are advised to contact MCS before quitting any work term.**

## **Harassment**

Dalhousie's policy defines sexual harassment as any sexually-oriented behaviour of a deliberate or negligent nature which adversely affects the working or learning environment. It may involve conduct or comments that are unintentional as well as intentional. Personal Harassment is defined as abusive, unfair, or demeaning treatment of a person or group of persons that is known or ought reasonably to be known to be unwelcome and unwanted.

Harassment can happen to anyone. It can take many forms, from constant joking to physical assault. It may involve threats to a student that they will fail in class or lose their job. It may make a student's study or work environment uncomfortable through continued sexual comments, suggestions or pressures.

If students encounter a situation, on a work term, that they consider to be sexual or personal harassment, MCS should be contacted immediately for advice, support, and information. MCS is available to assist students in all matters. If preferred, a student may wish to discuss the situation with an Advisor from Dalhousie's Human Rights and Equity Services Office (902-494-6672).

## **CO-OP EMPLOYER RESPONSIBILITIES**

### **Co-op Employers/Supervisors**

- Develop job description for approval by MCS
- Provide supervision of the student during the work term
- Create a positive and productive work term experience for the student
- Meet with a Career and Recruitment Specialist for a mid-term review during the work term
- Monitor a student's performance and contact a Career and Recruitment Specialist if work-related challenges occur
- Complete and return to MCS an Employer Final Evaluation of the student

### **Remuneration and Benefits**

The remuneration, benefits, and working conditions during a work term are determined by, and are the responsibility of, the employer. MCS suggests a salary comparable with that paid to employees performing similar functions. Students are permitted one low paid work term in Canada, OR one low paid/unpaid work term internationally, over the course of their three work terms. Low paid is defined as any position compensating below minimum wage for the location, including commission-based jobs or honorarium compensation.

All employers must be registered in good standing with their applicable local regulatory body, and if requested, provide evidence of the student's remuneration during the work term period to MCS. Students must contact MCS immediately during their work term if there are concerns relating to payment of salary/commission owed or if their employer is seeking to pay the student in a manner where there is not documentation of the number of hours worked or the salary paid (i.e. being paid in cash).

### **Monitoring and Developing Performance**

Employers are required to monitor a student's performance and to provide coaching/mentoring to the student. The employer is to contact Management Career Services immediately if work-related challenges occur.

### **Mid-Term Review**

Employers must be available to meet with a Career and Recruitment Specialist mid-way through the work term to complete a mid-term review in person or by telephone.

## Employer Evaluation Forms

Towards the end of a student's work term, employers will be asked to complete an online Final Evaluation of the student's performance. Employers are required to complete this form, and whenever possible, discuss the evaluation with the student. A positive evaluation of performance indicates a successful work term. **Students who receive an unsatisfactory evaluation will receive a grade of "F" for the work term course (COMM 2801, 3801 or 3802).**

Students may review employer evaluations by booking an appointment with their Career & Recruitment Specialist.

## myCareer Job Postings

myCareer is an integrated career and co-op system for students, employers and staff. As well as posting co-op job opportunities it is also used to track and monitor all students' co-op work term histories. While the majority of job postings are in the Halifax Regional Municipality (HRM) and the Greater Toronto Area (GTA) students are encouraged to consider work terms in other areas of Canada, as well as abroad. To learn more about myCareer, visit our myCareer User Guide for Students which can be located on [www.dal.ca/mcs](http://www.dal.ca/mcs).

For students to obtain access to co-op job postings, the following must be done:

- Complete mandatory co-op orientation (provided via Brightspace in the Online Community Commerce Co-op Orientation business)
- Complete the Commerce Co-operative Education Program Agreement (via Brightspace)
- Gain approval from MCS for their resume and cover letter to demonstrate the ability to create a targeted job application
- Register for the relevant work term course via Dal Online
- If an International Student, receive a co-op work permit from Immigration Refugees and Citizenship Canada, valid for the entire duration of the work term period, and provide a copy to the MCS office

## Applying to Jobs Through myCareer

- Employers submit job descriptions which are reviewed and approved by a Career & Recruitment Specialist prior to it appearing on myCareer.
- Students access myCareer through MyDal.
- Students apply for specific job postings using a resume, cover letter and other requested documents.
- Students can apply to job postings until the deadline date/ time, although an employer can request a job posting be closed at any time in the recruitment process.
- Students must submit applications via the myCareer system, rather than through an alternate route unless it is specifically stated in the job posting that students should apply through other methods.
- After the deadline for a specific job posting has passed, the employer may access the packet of applications directly through myCareer. Students cannot modify their documents after a job posting has closed.

## Interview Process

- Interviews are setup in two ways: The employer contacts student directly or the interview is set up in myCareer.
- Students are informed of interview selection either by the employer directly (via phone or email) or by accessing the Interview tab of myCareer.
- Students selected for an interview through the myCareer system must accept or reject the interview in myCareer. Acceptance or rejection must be done within 24 hours prior to the interview time. Failure to accept or reject interview offers by the 24-hour deadline will result in student's name being removed from the interview schedule.
- When a student has signed up for an interview and then decides to withdraw from that interview, the student must immediately notify MCS they are withdrawing and must decline the interview in myCareer.
- Students who miss two confirmed interviews without notifying MCS prior to the interview will be ineligible to continue participating in the myCareer co-op job posting process for the remainder of that term.

## Job Offer Process

- Offers of employment are usually extended by MCS to students on behalf of employers. Students are given 24 hours from the time the offer is sent to accept or reject the job offer (this time period may be adjusted at the discretion of a Career & Recruitment Specialist). If the job offer is not accepted within this period, it is considered a rejection and the employer can choose another student to make a job offer to.
- Employers are usually aware of the process and will not extend a job offer directly to student; however, if this does occur the student should ask the employer to contact MCS.
- After interviewing for a position, students may remove themselves from a job competition by contacting MCS, as long as an offer has yet to be made by the employer.
- Students who refuse two posted job offers will be ineligible to continue participating in the *myCareer* co-op job posting process for the remainder of that term.

Students should carefully consider the implications of refusing job offers. A refusal may jeopardize future job prospects with that employer. If no other job offers are received, it will also mean the work term cannot be completed.

### To avoid refusing a position, a student must:

- Read all job descriptions very carefully, checking for relevance and keeping in mind previous work and future goals.
- Research the company and position well in advance to allow time for reflection.
- Know the geographical location of the job, travel considerations to get to the job daily and be able to relocate if necessary.
- Apply for jobs of genuine interest.
- Advise MCS office after doing an interview (but prior to receiving a job offer) if the student wishes to withdraw their application.

Upon accepting a position verbally or in writing a student cannot seek or accept co-op employment from any other employer for that work term without the prior written consent of MCS. Consent will only be considered in instances when the following conditions are met:

- The employer of a student with an approved self-developed job provides to MCS complete support of the student accepting an alternate job opportunity.
- The new job meets all work term requirements, including the full number of weeks required for that particular student's work term, (the weeks worked with the initial employer will not be counted towards the work term requirements).

MCS administers the process outlined above but cannot guarantee every student a work term position.

## The Work Term Assignments

Students are required to successfully complete the academic component for each work term to be eligible to receive academic credit. The purpose of the work term assignment is to encourage the development of written skills and give students an opportunity to explore and reflect on the work environment. A faculty member is assigned to evaluate the work term assignment and will handle all questions concerning the work term reports. Detailed work term assignment requirements will be posted on Brightspace under each of the following courses COMM 2801, COMM 3801 and COMM 3802. Access to the course the student is enrolled in will be granted the first week of each academic semester.

Work term assignments cannot be accepted from students not registered for the work term.

Assignments are treated as a final exam and are not returned to the student.

## Deadlines

Deadlines for assignment submission are on the Brightspace website for each work term course. Submitting each assignment by the required deadline and obtaining a passing grade (minimum of 60%) is a mandatory component of a completed work term. Late assignments will receive a grade of "FM" which will remain on a student's record and transcript.

## Evaluation

Each work term assignment evaluation will result in a grade of Pass (P), Marginal Fail (FM), or Fail (F). An explanation of each grade is presented below.

## Passing Grade

The work term assignment must achieve a grade of 60% or better **and** a minimum assessment of "Satisfactory" from the co-op supervisor/employer to receive a passing grade (P). Students who receive an assessment of less than "Satisfactory" from their co-op supervisor/employer, a failing grade (F) will be entered. The student must then repeat the entire work term and submit a new work term assignment.

## Marginal Failure or Failure

If a student receives a grade below 60% on their assignment the student will receive a marginal failure (FM) and will be given one chance to revise the assignment by a due date assigned by the instructor. The detailed procedure for resubmitting a work term assignment is described in each work term requirement document and syllabus.

If a student misses the due date without prior approval, the student will receive a marginal failure (FM) and will be given one chance to submit the report 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.

In either case, the original grade of "FM" will remain on the student's transcript. Therefore, it is strongly advised that students follow the work term guidelines for each assignment and contact the work term instructor with questions.

If a student receives a grade of less than 60% on the resubmitted assignment a failing grade (F) will be entered. The student must then repeat the entire work term and submit a new work term assignment.

If a student misses the amended due date for the missed submission or resubmission, a failing grade (F) will be entered. The student must then repeat the entire work term and submit a new work term assignment.

Students wishing to appeal a final grade are encouraged to meet with their Academic Advisor ([uao@dal.ca](mailto: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
Commerce Society	902.494.2427	Kenneth C. Rowe Management	Suite 2056
Rowe School of Business Administration	902.494.7080	Kenneth C. Rowe Management	Suite 4110
MBA (General Info)	902.494.1814	Kenneth C. Rowe Management	Suite 2127
Counseling Services	902.494.2081	LeMarchant Place	2 <sup>nd</sup> Floor, 1246 LeMarchant Street

<b>Health Services</b>	902.494.2171	LeMarchant Place	2 <sup>nd</sup> Floor, 1246 LeMarchant Street
<b>Campus Copy</b>	902.494.5185	Student Union	Basement
<b>Student Services</b>	902.494.3077	Killam Library	Room G28
<b>Residence Office</b>	902.494.1054	6230 Coburg Road	Howe Hall
<b>Dalplex</b>	902.494.3372	Dalplex	6260 South Street
<b>Registrar's Office</b>	902.494.2450	Henry Hicks	Room 133
<b>Awards</b>	902.494.1432	Henry Hicks	Room 133
<b>Financial Aid</b>	902.494.2416	Henry Hicks	Room 133
<b>Student Accounts</b>	902.494.3998	Henry Hicks	Basement, Room 29
<b>DalCard Office</b>	902.494.2334	6230 Coburg Road	Howe Hall

## 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 ( <a href="mailto:uao@dal.ca">uao@dal.ca</a> )	All questions and concerns regarding the academic component of your degree should be referred to the Undergraduate Advising Office.
What is <i>myCareer</i> ?	Management Career Services (MCS) Suite 2100 Kenneth C. Rowe Management Building	<p><i>myCareer</i> 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 (Management Career Services section), part-time, full-time, graduate job and volunteer opportunities (Career Services section); review and sign-up for recruiting sessions, workshops and events (Events Calendar), schedule advising appointments with MCS staff; create or update your Co-Curricular Record (CCR section).</p> <p>Visit <a href="http://www.dal.ca/mcs">www.dal.ca/mcs</a> to access our <i>myCareer</i> Student User Guide.</p>
I have found my own work term job. What do I do now?	MCS	All work term opportunities that are not advertised on <i>myCareer</i> must be approved by MCS as being suitable for a work term. To have a self-developed job considered for approval, it must be submitted via a Work Term Record form in <i>myCareer</i> .
What does registering for a work term mean?	UAO and MCS	You must register for each work term 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 they will be unable to view co-op job postings through <i>myCareer</i> ,
What is the work term assignment and where do I find information and instructions?	Brightspace (Online course website)	Work term assignments are the academic component of the work term and <b>must</b> be completed for each work term. If you do not pass your work term assignment, you will not receive academic credit for your work term. A faculty member from the Rowe School of Business provides instruction for the assignment 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.
What is the minimum number of weeks that I must work for each work term?	MCS	You must work for at least 12 weeks each work term and the job must be full time (at least 35 hours per week). Positions that do not meet these requirements are not considered to be valid work terms. The cumulative total worked for all three work terms must be at least 42 weeks.
Do I have to declare a major in the Commerce Program?	UAO	It is not compulsory for students to declare a major in the Commerce Program; students can graduate with a general Bachelor of Commerce degree.

How many non-Commerce elective credits do I need for graduation?	UAO	Commerce students need a total of 6 non-Commerce (outside the Faculty of Management) half credits. Three half credits at any level and three half credits must be at the 2000 or above levels. Students also have two free electives which can be either Commerce or non-Commerce
Can I still take courses while on any of my work terms?	UAO	Yes, with specialist permission. The limit is one half credit course that does not directly interfere with your work term schedule or location, and students must be focused on their work term as first priority in order to achieve the applied skills and experience they need.