

NOTE: The Bachelor of Business Administration program begins in the third year. The first two years are completed as part of the HBComm program. Students may also enter the program through one of the college transfer pathways.

FIRST YEAR

MIDDLE YEARS

FINAL YEAR

ACADEMIC SUCCESS



DEVELOP

a Course Plan and Build Academic Skills

- Check out the [Academic Support Zone](#) for free writing and tutoring support.
- Review program requirements in the [Academic Calendar](#) and if you have questions, meet with a [Student Central](#) Professional.
- Consider elective courses that interest you and areas you may want to study in the future - find out necessary prerequisites for those future courses.
- Familiarize yourself with your [myInfo](#) account, self help and degree audit tools.
- Meet with [Student Accessibility Services](#) if you need academic accommodations.
- Familiarize yourself with the [Academic Regulations](#).
- Consider planning future years according to the program's streams of focus, based on where your interests lie.
- Discuss bursary and award opportunities with Student Central.
- Discuss any questions or concerns with your FOBA Program Chair.
- Visit your professors during their office hours.

- Attend Academic Skills Prep Sessions offered by the [Academic Support Zone](#).
- Meet with your Chair to discuss your academic progress, and current/future courses.
- Consider post-degree programs that may require specific courses or academic requirements - create a plan.
- Ensure your degree audit (on [myInfo](#)) is accurate and check your audit anytime you add or drop a course.
- Running into academic challenges? Meet with the [Academic Support Zone](#) early.
- Discuss any questions or concerns with your FOBA Program Chair

- Meet with your Chair to ensure you are on track to complete degree requirements for graduation.
- Submit your Intent to Graduate (on [myInfo](#)).
- RSVP for convocation ceremonies.
- Review application requirements, processes and deadlines for future academic programs of interest.
- Discuss any questions or concerns with your FOBA Program Chair.

ACADEMIC SKILLS CHECKLIST

- Reading comprehension
- Writing skills
- Presentation skills
- Quantitative skills
- Basic research skills
- Software applications
- Data analysis
- Teamwork
- Conflict management
- Leadership
- Decision making
- Problem-solving
- Creative/innovative thinking
- Critical thinking
- Ethical and legal knowledge
- Managing equity diversity and inclusion
- Application of principles within and across functional areas of business
- Systems integration
- Application of technology



CONNECT

and Gain Experience with the Local and Global Community

- Meet the Chair of your Department - get to know them, and let them get to know you.
- Get [involved](#) in student clubs and organizations.
- Get involved with [Enactus Lakehead](#) (Thunder Bay campus). Participate in events in [Ingenuity](#).
- Get involved with [Work-Integrated Learning](#) at Lakehead Foundational Skills Workshop Series.
- Check out the [resources and programs](#) available to international students through Lakehead International.
- Connect with [Indigenous Initiatives](#) and the [Indigenous Student Services Centre](#).
- Join [clubs](#) to expand your interests and build a supportive network.
- [Join](#) the Faculty of Business Students' Association (FoBSA).
- Reach out with any questions regarding co-op.

- Build professional networks with peers, faculty, mentors, and employers.
- Develop networks and connect with [faculty](#). Begin by dropping in during their office hours.
- Consider a [work-study](#) job; a great opportunity to gain experience, as well as assist in the cost of your education.
- Lakehead's faculty are engaged in a wide array of research areas. Explore their research, find out what interests you, and build connections by asking questions, engaging in discussions, and inquiring further about their areas of research.
- Consider a leadership role in a student club or organization.

- Consider working on applied research, such as a thesis project.
- Communicate interest in career-related opportunities with your professors.
- Attend fairs and events to connect with employers and learn about job opportunities. Check out Lakehead's [Career Fairs and Employer Information Sessions](#).
- Get involved in case competitions.
- Consider a leadership role in student club or organization.
- Participate in [Research and Innovation Week](#).
- Ask faculty about opportunities to share your work.
- Consider joining Toastmasters; an organization which will help you develop essential public speaking skills.
- Connect to the local community through experiential learning and applied research projects.
- Join networking platforms such as [LinkedIn](#) and [Ten Thousand Coffees](#).

EXPERIENTIAL LEARNING CHECKLIST

- Work Integrated Learning at Lakehead
- Internships
- Case Competitions
- Student clubs and organizations
- Participate in Research and Innovation week poster presentations

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- Visit the [Career Zone](#) to find out about the career services offered.
- Check out the job bank on [MySuccess](#) to learn about summer job and on-campus opportunities in your program.
- Apply for the [Lakehead University Work Study Program \(LUWSP\)](#). This is an excellent way to both gain experience and finance your studies.
- It's never too early to begin gathering experience; start in your first year.
- Get involved with [Work-Integrated Learning](#) at Lakehead Foundational Skills Workshop Series.

- Start connecting with employers through recruitment events, such as [career fairs and employer visits](#).
- Join [Lakehead Connect](#) to make connections with alumni in industry.
- Consider taking the [Strong Interest Inventory Assessment](#) to learn about your career interests.
- Build career readiness skills by attending resume, job search and interview skills workshops in the [Career Zone](#).
- Speak to faculty in your department about your career interests and potential career-related opportunities.
- Make curriculum and project choices based on career goals and interests post-graduation.

- Attend Career Fairs to network with employers. Check the [Career Zone calendar](#) to find out when career-building and networking events are being held.
- Consider and discuss career options with your faculty.
- Understand the terms and conditions of your provincial funding to understand the repayment requirements.
- Build career readiness skills by attending resume, job search and interview skills workshops in the [Career Zone](#).
- Finish strong in your final year!

CAREER DEVELOPMENT CHECKLIST

- Start applying for job opportunities in your field early in your studies.
- Create a [LinkedIn](#) account.
- Attend Career Zone job readiness [workshops](#).
- Network with employers, especially during [Volunteer and Career Fairs](#).
- Keep track of your on-campus extracurricular activities to add to your Co-Curricular Record (found on [mySuccess](#)).
- Consider reaching out to potential employers or contacts for an [Informational Interview](#). This is a great way to build your network, gain mentors, and explore career options.
- Research employment opportunities tied to the skills you developed in your program.
- Check out [Resources and Tools](#) on the Career Zone Website to learn more about professional development and career readiness.

▶ What skills do employers want?

- Communication (both oral and written)
- Problem-solving
- Knowledge of different business functional areas
- Financial, arithmetic, processing, software skills
- Attention to detail
- Teamwork and interpersonal
- Time-management
- Initiative
- Good judgement

▶ What skills will I gain with this major?

- General knowledge of organizations, business practices, and management functions.

▶ What graduate programs could I pursue?

- A 4-year degree is generally required to pursue a graduate program. You may have the option of completing an additional qualifying year to be eligible for graduate school.

▶ What careers can I pursue?*

- Management and administrative positions in a range of private and public sectors
- Starting a small or medium-sized business

*Your career path is not limited to this list.
There could be other options to explore!

▶ What field of work are alumni working in?

- Leadership positions in small and medium enterprises
- Administrative roles in non-profit and public sector organizations
- Banking and financial services
- Sales
- Start-ups and other entrepreneurial endeavours

▶ What percentage of graduates are employed within 2 years after graduation?

- 100% of graduates are employed within 2 years.

STUDENT SUCCESS CENTRE

THUNDER BAY (SC0008)
(807) 343-8018
ssc@lakeheadu.ca
Monday - Friday | 8:30am - 4:30pm

ORILLIA (OR1021)
(705) 330-4010 x 2118
orillia.ssc@lakeheadu.ca
Monday - Friday | 8:30am - 4:30pm

CAREER ZONE

THUNDER BAY (UC00)
(807) 343-8010 x 8264
careerzone.ssc@lakeheadu.ca
Monday - Friday | 10:00am - 4:30pm

SOCIAL MEDIA

THUNDER BAY
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