

Professional Dress Policies

FEMALES

As a student at Johnson & Wales University, it benefits you to treat every class day as an interview day so that you're always prepared to impress. With industry partners on campus almost every day of the year, you will want to look sharp – your next boss may be the guest speaker in your class or an employer visiting campus to recruit employees.

- ✓ Students should remain in full professional dress while attending class and while within academic buildings between classes.
- ✓ Students taking culinary labs must wear the full chef's uniform (see details in the Student Handbook). In academic classes, culinary arts and baking & pastry arts students have the option of wearing their full chef's uniform (with the exception of the hat, apron, knife/pastry kit and side towel) or full professional dress.
- ✓ Students on co-ops, internships or externships may have specific requirements and should contact their supervisors for more information.
- ✓ For information on reasonable accommodations, contact Student Success at 305-892-7046.

| | ACCEPTABLE | UNACCEPTABLE |
|--------------|--|--|
| SHIRTS | <ul style="list-style-type: none"> ✓ Long-sleeved or short-sleeved blouse appropriate for business (button down or a shell worn with a business suit) ✓ Pullover, dressy sweaters | <ul style="list-style-type: none"> ⊗ Plunging necklines ⊗ Bare midriffs ⊗ Pullover sweaters with a hood ⊗ Halter tops or spaghetti straps |
| SHOES | <ul style="list-style-type: none"> ✓ Solid color dress shoes ✓ Closed-toed shoes ✓ Peep toe heels or pumps (expose only one or two toes) | <ul style="list-style-type: none"> ⊗ Sneakers ⊗ Strappy sandals or flip-flops that expose feet ⊗ Boots |
| PANTS/SKIRTS | <ul style="list-style-type: none"> ✓ Full length, hemmed dress slacks in black, navy, brown or gray, worn at waist, not hips ✓ Skirts in black, navy, brown or gray, worn at waist, not hips. Skirt length should fall no higher than at the knees ✓ Solid colors or subtle, classic patterns | <ul style="list-style-type: none"> ⊗ Capri style pants or shorts ⊗ Overly baggy, tight or poorly fitting pants; skirts above the knee ⊗ Khakis or jean-style pants ⊗ Dresses ⊗ Unhemmed pants |
| OUTERWEAR | <ul style="list-style-type: none"> ✓ Solid, button up cardigan sweater ✓ Professional suit jacket or blazer in black, navy, brown or gray (solid colors or subtle, classic patterns) ✓ Sweater vest | <ul style="list-style-type: none"> ⊗ Pullover sweaters with a hood and sweatshirts ⊗ Athletic or casual jackets (i.e., nylon, denim) |
| GROOMING | <ul style="list-style-type: none"> ✓ Hair must remain neutral in color ✓ Clean, ironed clothing ✓ Conservative make-up | <ul style="list-style-type: none"> ⊗ Unnatural hair colors (i.e., pink, blue) ⊗ Tattered, wrinkled clothing ⊗ Bright, flashy make-up |
| ACCESSORIES | <ul style="list-style-type: none"> ✓ University-issued nametag (required) ✓ Neutral hosiery ✓ Modest jewelry ✓ Modest earrings ✓ Simple hair accessories (i.e., small headband, plain bobby pins) | <ul style="list-style-type: none"> ⊗ Visible piercings other than earrings (i.e., nose, lip or tongue) ⊗ Hats, flashy headbands or headwear (i.e., bandanas, scarves) |

Hint: Tear off this card and display it in a spot you see every morning (i.e., your mirror) so you'll know for sure if you're professionally dressed.



A few words on professionalism



Loreen Chant '89
President

As a student at Johnson & Wales University, your career doesn't begin after graduation; it begins as soon as you are accepted to the College of Business, College of Culinary Arts or The Hospitality College.

A significant component of your education at Johnson & Wales includes learning professionalism – that quality that separates the good from the great in the workplace.

Upon graduation, our students present themselves to employers as solid candidates, possessing a great deal of industry knowledge, social and leadership skills and proper etiquette in interacting with customers, clients and colleagues.

An education from JWU provides students with the knowledge, skills and work experience they need to build successful careers. The university hosts industry professionals on campus on almost a daily basis, which makes it important to treat every class day as an interview day in the way you dress and conduct yourself.

To assist you in becoming that successful JWU graduate, the North Miami Campus has a professional dress policy that gives you the option of wearing university-issued professional attire or wearing your own professional dress attire while attending classes. (Note: culinary labs and some internship classes require university-issued attire with specific guidelines.) A professional appearance also includes excellent personal hygiene, civility and poise, all qualities which are quickly noticed by employers.

The following changes were made to the women's professional dress policies and are now acceptable:

- Simple hair accessories
- Peep toe shoes
- Pullover, dressy sweaters (without a hood)

Please review this brochure to familiarize yourself with our Professional Dress Policy. As you'll see from the examples we have given, you do not have to spend a lot of money to look professional and looking professional can look great.

If you have any questions about our professional dress policy, please contact our Admissions office at 305-892-7000.

Sincerely,

Loreen Chant

Loreen Chant '89
President, North Miami Campus

The professional dress model works for Johnson & Wales University – our industry partners know that our students understand professionalism because they're already practicing it.

Tips for dressing professionally

✓ **Focus on true career items.** Remember that most stores sell a wide variety of clothing, and today's styles often blur the lines between professional dress and business casual. When you're out selecting your business attire, don't be fooled into thinking that khakis, polo shirts and sneakers will work in a professional setting.

✓ **Fit is critical in a professional appearance.** What works at the club, on the basketball court or on the beach does not work in an office or another professional setting. Clothes that are too tight can be too revealing for an office setting; unflattering items that are too loose can make you look sloppy. Opting for suit separates or visiting a tailor to adjust the clothes for your body shape will make you look boardroom ready.

✓ **Buy classic pieces that will outlive any trend.** The core components of a professional outfit don't tend to change much from season to season. A basic black, gray or navy suit gives both men and women a number of wardrobe options that won't go out of style.

✓ **Look polished.** A great outfit goes from hot to not if your clothes are shabby, stained, wrinkled or not worn correctly. Take good care of your clothes by following laundry instructions, investing in an iron (or using a dry cleaner) and hanging your items neatly. Make sure your pants are hemmed and fit properly (worn at the waist, not the hips), your shirt is fully tucked in and your tie is snug against your neck.

✓ **You don't have to break the bank to look good.** Moderate retailers (GAP, Target) offer business attire at an affordable price, and discount department stores (Ross, Marshalls) and outlet malls (Sawgrass Mills, Dolphin Mall) offer huge discounts on designer looks. Even moderately priced stores offer bargains for those who have the time to seek them out. Sign up for e-newsletters and be on the look out for clearance events, coupons and special sales.

✓ **The final touch.** While what you wear says something about you, so does personal grooming and hygiene. Neat hair, clean clothes, trimmed fingernails and polished shoes say you care about your professional look and you want to climb the ladder of success. Earrings, large belt buckles and bulky jewelry are not appropriate for guys; heavy make-up, flashy jewelry and oversized accessories are not appropriate for ladies.



Office of Admissions
1701 NE 127th Street
North Miami, FL 33181



Every class day is an interview day
Updated August 2009

Professional Dress Guidelines

Every class day is an interview day

Most businesses who incorporated business casual attire in the 1990s returned to professional dress at the start of the millennium as the business environment became more competitive and clients demanded increased professionalism.

Dress for success...

Lauren is ready for an interview or a great day in class in her classic black suit. Classic suits are great for several occasions and make a great staple in your wardrobe.

Students like James who are attending academic classes may wear university-issued professional dress attire (available in the Bookstore).

Freddie adds a modern edge to his classic black suit with a gray shirt and a colorful tie.



Freddie takes a classic approach to professional dress with a crisp white dress shirt, dark tie and charcoal gray slacks.

Chefs and culinary students like Janine take pride in their appearance and dress with the utmost respect for kitchen safety and sanitation. In academic classes, culinary arts students may wear their full culinary arts uniform or dress in professional attire.

Cesarina chose a fun pink blouse, modern shoes and classic, well-tailored black pants to complete her professional dress look.

Tips from the pros

"Professionalism and professional dress are the catalysts for getting noticed and for creating opportunities to present your talent. In the business world, presentation and first impressions are everything. In the split second of a first impression, the person who looks polished and acts professionally is always the one who truly is 'a cut above the rest!'"

Andrew Whitaker
Vice President
Great Burial Reef, Inc.

"People act differently when they are dressed professionally than when they are dressed casually. When employees are dressed professionally, they present themselves as professionals, and it is much easier to be taken seriously."

Mary Ann Neal
General Manager
Jeffrey Michaels at the Design Center of the Americas

"People make a call on who you are in the first two minutes you meet them, and they don't have anything to go on besides your professional appearance. You can help mold and shape the image they have of you by dressing and acting in a professional manner. If you choose to go into corporate America, there's an expected norm from an appearance perspective."

Vincent Berkeley
Chief Diversity Officer
Compass Group

"Safety is the No. 1 reason we require chefs to wear a uniform. The long sleeves and thick material prevent burns or cuts. The uniform also sets a tone for the way everyone should look and act as professionals."

Tim Andriola
Executive Chef & Co-Owner
Timo

"Professional dress and demeanor is expected in the workplace. It builds immediate credibility and establishes your future reputation. Regardless of your education or knowledge in your field you will lose credibility if you are not professionally dressed or don't have a professional demeanor."

Shelby Linton '99
Vice President, Branch Banking Manager
SunTrust Bank, South Florida

Don't be a mess...

Freddy's baseball cap, untucked shirt, loosened tie and unbuttoned collar make him appear too sloppy for class or the office.

Janine's earrings, painted fingernails and missing neckerchief show she is not ready for the kitchen.

Cesarina's look is fun for an outing with her friends, but her shorts, flip flops and oversized belt are too casual for a professional classroom or office setting.



Lauren's above-the-knee printed skirt make her otherwise professional appearance too casual.

James has some of the right pieces of university-issued professional dress attire, but his missing tie, missing nametag and wrinkled shirt make him too messy to be taken seriously.

Freddie is not ready for the classroom or the office - he should trade his sneakers for dress shoes and wear a cardigan, suit jacket or sportcoat instead of his athletic jacket.

Professional Dress Policies

MALES

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|-------------|---|--|
| SHIRTS | <ul style="list-style-type: none"> Any color long-sleeved or short-sleeved, spread or button down collar dress shirts Must be tucked in to dress pants Classic patterns (i.e., subtle stripes, checks) or solid Worn with tie tied snugly around neck | <ul style="list-style-type: none"> Pullover shirts Polo-style shirts Busy/unprofessional patterns No tie; loose or sloppy ties |
| SHOES | <ul style="list-style-type: none"> Black or dark brown dress shoes in good condition Worn with socks matching your pants | <ul style="list-style-type: none"> Sneakers Sandals or flip-flops Boots |
| PANTS | <ul style="list-style-type: none"> Dress slacks in black, navy, brown or gray Solid colors or subtle, classic patterns Worn at waist, not hips Properly hemmed | <ul style="list-style-type: none"> Overly baggy or poorly fitting pants Khakis or jean-style pants Unhemmed pants |
| OUTERWEAR | <ul style="list-style-type: none"> Solid, button up cardigan sweater Professional suit jacket or blazer in black, navy, brown or gray (solid colors or subtle, classic patterns) | <ul style="list-style-type: none"> Pullover sweaters and sweat-shirts Athletic or casual jackets (i.e., nylon, denim) |
| GROOMING | <ul style="list-style-type: none"> Hair must remain neutral in color Neatly trimmed facial hair or clean shaven Clean, ironed clothing | <ul style="list-style-type: none"> Unnatural hair colors (i.e., pink, blue) Tattered, wrinkled clothing |
| ACCESSORIES | <ul style="list-style-type: none"> University-issued nametag (required) A dress belt that matches your shoes | <ul style="list-style-type: none"> Facial jewelry or earrings Hats or headwear |

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