

## **DRESS/GROOMING GUIDELINES FOR STUDENTS**

**When preparing for a Work-Based Learning experience,  
please follow these guidelines:**

- All clothing should fit properly, be cleaned and pressed
- Attire for Men: at the minimum, dress pants and dress shirt
- Attire for Women: business dress, skirt or pants
- Shoes should be comfortable (not fashion statements) and cover your feet
- Avoid bare legs and feet as well as colored shoes and socks
- Clean, trimmed fingernails
- If wearing nail polish, should be clear or conservative color
- Minimal cologne or perfume
- No visible body piercing (nose rings, eyebrow rings, etc) or tattoos
- Women: one set of earrings only
- Men: no earrings (if you normally wear, take out)
- Men – freshly shaven
- No more than one ring on each hand
- Well-groomed hair style
- No sweatshirts, tee-shirts or sports wear
- No sagging pants, short skirts, low-cut tops, bare shoulders or exposed midriiffs
- If carrying cell phone, make sure it is turned off