BUSINESS (BUAD) - SUMMER
Internship for Academic Credit
Liaisons: Ms. Hannah Lubar (hannah.lubar@marquette.edu)
Apply at: https://tinyurl.com/MU-BUAD-InternshipApplications

BUAD-1986/2986 (1-credit):
Summer you register for BUAD 1986 (0-credit)
• 0-credit course: No tuition cost and financial aid does not apply.
• Does NOT fulfill graduation checklist item but BUAD 2986 does count toward total number of credits earned.
• Eligibility details include:
  • Ability to complete 120 internship work hours.
  • There is no class standing or introductory course requirement.
  • International student on a F-1 Visa and needs to apply for Curricular Practical Training (CPT).
• SNC (Satisfactory No Credit)/UNC (Unsatisfactory No Credit) is submitted
If you satisfied all the work and received “SNC” you may register for BUAD 2986 (1-credit) in Fall or Spring.
  • 1-credit course: follows successful completion of BUAD 1986**
  • There are no additional work hours or assignments. BUAD 2986 is simply the mechanism to get the internship credit added to a student’s transcript.
  • S/U grade is submitted

BUAD 3986/4986 (3-credit):
Summer you register for BUAD 3986 (0-credit)
• 0-credit course: No tuition cost and financial aid does not apply.
• Assignments:
  • Mid-Experience (120 hours completed)
    o Student Mid-Experience Assignment
  • End of Semester (240 hours completed)
    o Student: Essays/Memos which demonstrate the learning that has taken place.
    o Student: Updated Resume
    o Student: Feedback Form
    o Employer: Final evaluation survey
  • Work hours: 240 work hours are required.
  • All assignments are expected to be completed by the last day of classes of the term.
  • Additional requirements may be specified by the Faculty Liaison.
• Grades are satisfactory no credit (SNC) or unsatisfactory no credit (UNC). Grades as based on the quality of work during the internship and assignments for the course. Mere completion of assignments and work hours does not guarantee a satisfactory grade.
If you satisfied all the work and received “SNC” you may register for BUAD 4986 (3-credit) in Fall or Spring.
  • 3-credit course: follows successful completion of BUAD 3986**
  • There are no additional work hours or assignments. BUAD 4986 is simply the mechanism to get the internship credit added to a student’s transcript.

** Students who wish to enroll in 19 semester credits will need to complete a Credit Over-Load Request Form when registering. There is no additional cost for exceeding 19 credits.

Internship Eligibility
• Sophomore standing (24 completed credit hours) prior to internship.
• Minimum cumulative GPA of 2.5.
• The ability to complete 240 internship work hours after the internship has been approved.
• Must work at least 6 weeks with no more than 40 hours per week counting toward internship credit.
• Work hours completed before a student’s approved application for credit will not be counted.
BUSINESS (BUAD) – FALL/SPRING
Internship for Academic Credit
Liaison: Ms. Hannah Lubar (hannah.lubar@marquette.edu)
Apply at: https://tinyurl.com/MU-BUAD-InternshipApplications

BUAD-2989 (1-credit):
• Does NOT fulfill any graduation checklist item but does count toward total number of credits earned.
• Eligibility details include:
  • Ability to complete 120 internship work hours.
  • There is no class standing or introductory course requirement.
  • International student on a F-1 Visa and needs to apply for Curricular Practical Training (CPT).
• S/U grade is submitted

BUAD 4989 (3-credit):
• Assignments:
  • Mid-Experience (120 hours completed)
    o Student Mid-Experience Assignment
  • End of Semester (240 hours completed)
    o Student: Essays/Memos which demonstrate the learning that has taken place.
    o Student: Updated Resume
    o Student: Feedback Form
    o Employer: Final evaluation survey
• Work hours: 240 work hours are required.
• All assignments are expected to be completed by the last day of classes of the term.
• Additional requirements may be specified by the Faculty Liaison.
• S/U grade is submitted

BUAD 3987 (0-credit): FULL TIME WORK
• 0-credit course that is helpful to students who wish to work full time during a fall or spring semester and will take a semester away from classes to do so. During the semester of BUAD 3987 enrollment, the student will NOT be charged tuition or student fees (as a result will not have access to the Student Medial Clinic or the PASS program and may not enroll in any MU courses beyond the internship).
• May be completed during Fall or Spring semesters.
• The full-time internship for credit process is separated into 2 courses. The first course is a zero-credit course (BUAD 3987) which holds your full-time status as a Marquette University student and requires students to complete 400 work hours and course assignments. The second course is BUAD 4986 (3-credits) in which no additional work will be required but you will receive the 3-credits you earned. BUAD 4986 may be completed in the Fall or Spring semester following the term of the BUAD 3987 enrollment.

** Students who wish to enroll in 19 semester credits will need to complete a Credit Over-Load Request Form when registering. There is no additional cost for exceeding 19 credits.

Internship Eligibility
• Sophomore standing (24 completed credit hours) prior to internship.
• Minimum cumulative GPA of 2.5.
• The ability to complete 240 hours (400 for 3987) after the internship has been approved.
• Must work at least 6 weeks with no more than 40 hours per week counting toward internship credit.
• Work hours completed before a student’s approved application for credit will not be counted.
• Check with Marquette Central regarding financial aid eligibility if you will not be at full-time status.

**Limitations of Credits:** Students may earn up to a maximum of 7 credits through completion of internships for credit.

**Questions:** Contact the Business Career Center at (414) 288-7927 or businesscareers@marquette.edu

www.marquette.edu/business/career-center/undergrad/internships.php