

# BUSINESS ADMINISTRATION (BUAD) – FALL/SPRING

## Internship for Academic Credit (3-Credit)

Liaison: Jennifer Vrobel ([jennifer.vrobel@marquette.edu](mailto:jennifer.vrobel@marquette.edu))

Apply at: <https://tinyurl.com/3fnas9ep>

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### INTERNSHIP ELIGIBILITY

- Sophomore standing (24 completed credit hours) prior to internship.
- Minimum cumulative GPA of 2.0.**
- The ability to complete 240 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.
- International student on a F-1 Visa needs to apply for Curricular Practical Training (CPT).
- 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.**

### BUAD 4989 COURSE: ASSIGNMENTS, HOURS, & GRADING

**Assignments will be posted on D2L:** (Additional requirements may be specified by the Faculty Liaison)

1. Prior to the start of internship
  - Student: Goal Survey-Complete a set of goals for the internship and share with supervisor.
2. Mid-Experience (120 hours completed)
  - Student: Mid-Evaluation writing assignment.
3. End of Semester (240 hours completed)
  - Student: Essays/Memos which demonstrate the learning that has taken place.
  - Student: Updated Resume & LinkedIn
  - Student: Feedback Form
  - Employer: Final evaluation survey

#### Work Hours:

- 240 work hours are required.
- These hours must be completed within at least **6 weeks** of the approved start date from the internship for credit application (Maximum of 40 hours per week will count towards credit).

#### Grading:

- Grades submitted are satisfactory (**S**) or unsatisfactory (**U**).
- 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.

\*\* 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.**

\*\***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](mailto:businesscareers@marquette.edu)

[www.marquette.edu/business/career-center/undergrad/internships.php](http://www.marquette.edu/business/career-center/undergrad/internships.php)

# BUSINESS ADMINISTRATION (BUAD) - SUMMER

## Internship for Academic Credit (3-credit)

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### INTERNSHIP ELIGIBILITY

- Sophomore standing (24 completed credit hours) prior to internship.
- Minimum cumulative GPA of 2.0.**
- 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.
- International student on a F-1 Visa needs to apply for Curricular Practical Training (CPT).
- Work hours completed before a student's approved application for credit will not be counted.

### INTERNSHIP 3986 COURSE STRUCTURE

Why a 0-credit course?

- There is no tuition cost and financial aid does not apply during the summer.
- After you receive SNC for BUAD 3986, you can register for BUAD 4986 (3-credit) in the upcoming Fall or Spring.

### INTERNSHIP 3986 COURSE: ASSIGNMENTS, HOURS, & GRADING

**Assignments will be posted on D2L:** (Additional requirements may be specified by the Faculty Liaison)

1. Prior to start of internship
  - Student: Goal Survey-Complete a set of goals for the internship and share with supervisor.
2. Mid-Experience (120 hours completed)
  - Student: Mid-Evaluation writing assignment.
3. End of Semester (240 hours completed)
  - Student: Essays/Memos which demonstrate the learning that has taken place.
  - Student: Updated Resume & LinkedIn
  - Student: Feedback Form
  - Employer: Final evaluation survey

#### Work Hours:

- 240 work hours are required.
- These hours must be completed within at least 6 weeks of the approved start date from the internship for credit application (Maximum of 40 hours per week will count towards credit).

#### Grading:

- 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.

### INTERNSHIP 4986 COURSE STRUCTURE

- The Business Career Center will send instructions on how to register for BUAD 4986 once you have received the (SNC) for 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.**

[www.marquette.edu/business/career-center/undergrad/internships.php](http://www.marquette.edu/business/career-center/undergrad/internships.php)

# BUSINESS ADMINISTRATION (BUAD) – Fall/Spring

## Internship for Academic Credit (1-credit)

Liaisons: Jennifer Vrobel (jennifer.vrobel@marquette.edu)

Apply at: <https://tinyurl.com/3fnas9ep>

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### INTERNSHIP ELIGIBILITY

- There is no class standing or introductory course requirement.
- Ability to complete 120 internship work hours.
- International student on a F-1 Visa needs to apply for Curricular Practical Training (CPT).

### INTERNSHIP 2989 COURSE: ASSIGNMENTS, HOURS, & GRADING

**Assignments will be posted on D2L:** (Additional requirements may be specified by the Faculty Liaison)

1. Prior to start of internship
  - Student: Goal Survey-Complete a set of goals for the internship and share with supervisor.
2. Throughout internship
  - Journal 1
  - Journal 2
  - Journal 3
  - Journal 4
3. End of Semester (120 hours completed)
  - Student: Updated Resume & LinkedIn
  - Student: Feedback Form
  - Employer: Final evaluation survey

#### Work Hours:

- 120 work hours are required.
- These hours must be completed within at least 6 weeks of the approved start date from the internship for credit application (Maximum of 40 hours per week will count towards credit).

#### Grading:

- Grades are satisfactory (S) or unsatisfactory (U).
- 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.

\*\* 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.**

[www.marquette.edu/business/career-center/undergrad/internships.php](http://www.marquette.edu/business/career-center/undergrad/internships.php)

# BUSINESS ADMINISTRATION (BUAD) - SUMMER

## Internship for Academic Credit (1-credit)

Liaisons: Jennifer Vrobel (jennifer.vrobel@marquette.edu)

Apply at: <https://tinyurl.com/3fnas9ep>

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### INTERNSHIP ELIGIBILITY

- There is no class standing or introductory course requirement.
- Ability to complete 120 internship work hours.
- International student on a F-1 Visa needs to apply for Curricular Practical Training (CPT).

### INTERNSHIP 1986 COURSE STRUCTURE

Why a 0-credit course?

- There is no tuition cost and financial aid does not apply during the summer.
- After you receive SNC for BUAD 1986, you can register for BUAD 2986 (1-credit) in the upcoming Fall or Spring.

### INTERNSHIP 1986 COURSE: ASSIGNMENTS, HOURS, & GRADING

**Assignments will be posted on D2L:** (Additional requirements may be specified by the Faculty Liaison)

1. Prior to start of internship
  - Student: Goal Survey-Complete a set of goals for the internship and share with supervisor.
2. Throughout internship
  - Journal 1
  - Journal 2
  - Journal 3
  - Journal 4
3. End of Semester (120 hours completed)
  - Student: Updated Resume & LinkedIn
  - Student: Feedback Form
  - Employer: Final evaluation survey

#### Work Hours:

- 120 work hours are required.
- These hours must be completed within at least 6 weeks of the approved start date from the internship for credit application (Maximum of 40 hours per week will count towards credit).

#### Grading:

- 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.

### INTERNSHIP 2986 COURSE STRUCTURE

- Does NOT fulfill any graduation checklist item but does count toward total number of credits earned.
- The Business Career Center will send instructions on how to register for BUAD 2986 once you have received the (SNC) for 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.

\*\* 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.**

[www.marquette.edu/business/career-center/undergrad/internships.php](http://www.marquette.edu/business/career-center/undergrad/internships.php)

# BUSINESS ADMINISTRATION (BUAD) – FALL/SPRING

## Internship for Academic Credit

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### INTERNSHIP ELIGIBILITY

- Sophomore standing (24 completed credit hours) prior to internship.
- Minimum cumulative GPA of 2.0.**
- The ability to complete 400 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.
- International student on a F-1 Visa needs to apply for Curricular Practical Training (CPT).
- Work hours completed before a student's approved application for credit will not be counted.

### INTERNSHIP 3987 COURSE STRUCTURE (Full-Time Work)

Why a 0-credit course?

- The 0-credit course 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. It holds your full-time status as a Marquette University student and requires students to complete 400 work hours and course assignments.
- The student will NOT be charged tuition or student fees (as a result will not have access to the Student Medical Clinic or the PASS program and may not enroll in any MU courses beyond the internship).
- Completed in the Fall or Spring Semesters.

**Assignments will be posted on D2L:** (Additional requirements may be specified by the Faculty Liaison)

1. Prior to start of internship
  - Student: Goal Survey-Complete a set of goals for the internship and share with supervisor.
2. Mid-Experience (200hours completed)
  - Student: Mid-Evaluation writing assignment.
3. End of Semester (400 hours completed)
  - Student: Completed 5 memos about your internship experience and academic preparation.
  - Student: Updated Resume & LinkedIn.
  - Student: Feedback Form.
  - Employer: Final evaluation survey.

#### Work Hours:

- 400 work hours are required.
- These hours must be completed within at least 6 weeks of the approved start date from the internship for credit application (Maximum of 40 hours per week will count towards credit).

#### Grading:

- 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.

### BUAD 3987 (0-credit): FULL TIME WORK

- 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.