

BUSINESS (BUAD)

Internship for Academic Credit

Liaison: Ms. Karen Rinehart (karen.rinehart@marquette.edu)

BUAD-1986/2986:

- Credit is managed over 2 courses: BUAD 1986 (0-credit) and 2986 (1-credit).
- Does NOT fulfill any graduation requirements (graduation checklist item), but does count toward a student's 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).

Internship for credit is managed over 2 courses: BUAD 3986 or 3987 (0-credit) and 4986 (3-credit).

BUAD 3986:

- 0-credit course: No tuition cost and financial aid does not apply.
- Assignments:
 - Mid-Semester (120 hours completed)
 - Student Mid-Evaluation
 - End of Semester (240 hours completed)
 - Student: Essays/Memos which demonstrate the learning that has taken place.
 - Student: Feedback Form
 - Employer: Final evaluation survey.
 - Work hours: 240 work hours are required for the BUAD 3986 course.
 - All assignments are expected to be completed by the last day of classes of the term.
 - Additional requirements may be specified by the Internship Liaison.
- Grades are satisfactory no credit (SNC) or unsatisfactory no credit (UNC). Grades are 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 4986:

- 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.
- Enrolling in the 4986 course during a fall or spring semester is highly recommended, as students pay the full-time tuition rate when enrolled in 12 or more credits in fall or spring. ** Summer enrollment will require a per-credit tuition cost.

* Seniors pursuing a for-credit internship in their last semester are given permission to enroll in BUAD 3986 and BUAD 4986 concurrently.

** 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.**

BUAD 3987:

- 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 Medical 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. The second course is BUAD 4986 (described above).

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 (or 400 hours for BUAD 3987). Work hours completed before a student's approved application for credit will not be counted. If work hours extend over two semesters, the student will enroll in BUAD 3986 during the semester when work hours will be completed.
- **Check with Marquette Central regarding eligibility if you will not be at full-time status.**

APPLY for Credit

Apply online:

After a student obtains an internship, they will need to complete the "For-Credit Internship Application" and attach a copy of the position description. Applications are available on the Business Career Center (BCC) website:

https://marquette.az1.qualtrics.com/jfe/form/SV_2fpleWgFCPOgDEF

Review Process:

BCC staff will share completed applications with the internship faculty liaison for review. If approved, the BCC staff will e-mail the student a permission number and additional information to register in the appropriate internship for credit course.

Limitations of Credits:

Students may earn up to a maximum of seven credits through the completion of two internships for 3-credits and one credit through BUAD 1986/2986.

Countable internship hours begin when the internship application is approved.

Apply in time to meet the internship work hours requirement.

After being approved, students must work at least 6 weeks with no more than 40 hours per week counting toward internship credit.

Upper Division Business Electives

Not Satisfied A total of 12 credits/units from any upper division Business courses.

(Ref. #10)

Term	Subject	Nbr	Course Title	Grade	Credits	Type

The BUAD 4986/4987 internship credit will count as an upper division business elective.



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