

BUSINESS (BUAD) - SUMMER

Internship for Academic Credit

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

Apply at: bit.ly/MU-InternshipApplication

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)
 - Student Mid-Experience Assignment
 - End of Semester (240 hours completed)
 - Student: Essays/Memos which demonstrate the learning that has taken place.
 - Student: Updated Resume
 - Student: Feedback Form
 - 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. Karen Rinehart (karen.rinehart@marquette.edu)

Apply at: bit.ly/MU-InternshipApplication

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)
 - Student Mid-Experience Assignment
 - End of Semester (240 hours completed)
 - Student: Essays/Memos which demonstrate the learning that has taken place.
 - Student: Updated Resume
 - Student: Feedback Form
 - 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 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 (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