

# FINANCE (FINA) – FALL/SPRING

Internship for Academic Credit

## Faculty Liaisons:

Finance-Section 101 – Dr. Matteo Arena ([matteo.arena@marquette.edu](mailto:matteo.arena@marquette.edu))

Finance-Commercial Banking - Section 102 – Dr. Kent Belasco ([kent.belasco@marquette.edu](mailto:kent.belasco@marquette.edu))

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

Internship is **REQUIRED** for Finance-Commercial Banking

FINA internship **will count** as a FINA elective.

---

## INTERNSHIP ELIGIBILITY

- Sophomore standing (24 completed credit hours) prior to the internship.
- Minimum cumulative GPA of 2.5.**
- Minimum of 2.67 Finance GPA.**
- Completion of FINA 3001** prior to the semester of the internship work hours.
- International student on a F-1 Visa needs to apply for Curricular Practical Training (CPT).
- 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.
- Check with Marquette Central regarding financial aid eligibility if you will not be at full-time status.**

## INTERNSHIP 4989 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 submitted as 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)

# FINANCE (FINA) - SUMMER

Internship for Academic Credit

## Faculty Liaisons:

Finance-Section 101 – Dr. Matteo Arena ([matteo.arena@marquette.edu](mailto:matteo.arena@marquette.edu))

Finance-Commercial Banking - Section 102 – Dr. Kent Belasco ([kent.belasco@marquette.edu](mailto:kent.belasco@marquette.edu))

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

Internship is **REQUIRED** for Finance-Commercial Banking

FINA internship **will count** as a FINA elective.

---

## INTERNSHIP ELIGIBILITY

- Sophomore standing (24 completed credit hours) prior to the internship.
- Minimum cumulative GPA of 2.5.**
- Minimum of 2.67 Finance GPA.**
- Completion of FINA 3001** prior to the semester of the internship work hours.
- International student on a F-1 Visa needs to apply for Curricular Practical Training (CPT).
- 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.

## 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 FINA 3986, you can register for FINA 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 FINA 4986 once you have received the (SNC) for FINA 3986.
- There are **no additional work hours or assignments**. FINA 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.**