

HUMAN RESOURCES

Internship for Academic Credit

Faculty Liaison: Dr. Gary Adams (gary.adams@marquette.edu)

The HURE internship credit **will count** as an HURE elective.
Internship hours **will count** toward SHRM Certification

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

HURE 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 HURE 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.

HURE 4986

- 3-credit course: follows successful completion of HURE 3986*
- There are no additional work hours or assignments. HURE 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 a 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 HURE 3986 and HURE 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.**

Internship Eligibility

- Sophomore standing (24 completed credit hours) prior to the internship.
- **Minimum cumulative GPA of 2.5.**
- **Completion of HURE 3001** prior to the semester of the internship work hours.
- The ability to complete 240 internship work hours after the internship has been approved. 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 HURE 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.**

HURE Minors may also apply for internship credit. Course numbers will be different but the assignments will be the same. Majors: HURE 3986 & 4986, Minors: 3990 & 4990.

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

Questions about eligibility or credit?

Contact the Business Career Center

(414) 288-7927

businesscareers@marquette.edu

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.

BS in Business Administration with a Major in Human Resources (Ref. #300107)

Required: Three of HURE 4003, 4005, 4010, 4030, 4080

(Ref. #10)

Not Satisfied A total of 9 credits/units are needed.

Term	Subject	Nbr	Course Title	Grade	Credits	Type

The HURE 4986 internship credit will count as a HURE elective.

Human Resources Electives

(Ref. #30)

Not Satisfied A total of 6 credits/units are needed.

Term	Subject	Nbr	Course Title	Grade	Credits	Type



MARQUETTE
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College of Business Administration
Business Career Center