HUMAN RESOURCES (HURE) - SUMMER

Internship for Academic Credit
Faculty Liaison: Dr. Gary Adams (gary.adams@marquette.edu)
Apply at: bit.ly/MU-InternshipApplication

HURE internship will count as a HURE elective.
Internship hours will count toward SHRM Certification.

HURE 3986/4986 (3-credit)

Summer you register for HURE 3986 (0-credit)
- 0-credit course: No tuition cost and financial aid does not apply.
- Assignments:
  - Mid-Experience (120 hours completed)
    - Student Mid-Evaluation
  - 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 HURE 4986 (3-credit) in Fall or Spring.
- 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.

** 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.
- 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.

HURE Minors: Summer internship for HURE minors can apply for HURE 3990/4990. Course numbers are different for minors, but the assignments are the same as described above. Eligibility for minors are also the same as listed above.

www.marquette.edu/business/career-center/undergrad/internships.php
HUMAN RESOURCES (HURE) – FALL/SPRING

Internship for Academic Credit
Faculty Liaison: Dr. Gary Adams (gary.adams@marquette.edu)
Apply at: bit.ly/MU-InternshipApplication

HURE internship will count as a HURE elective.
Internship hours will count toward SHRM Certification.

HURE 4989 (3-credit)
• Assignments:
  • Mid-Experience (120 hours completed)
    o Student Mid-Evaluation
  • End of Semester (240 hours completed)
    o Student: Essays/Memos which demonstrate the learning that has taken place.
    o Student: Updated Resume
    o Student: Feedback Form
    o 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

** 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.
• 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.

HURE Minors: Internship for HURE minors can apply for HURE 4991. Course numbers are different for minors, but the assignments are the same as described above. Eligibility for minors are also the same as listed above.

**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

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