

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 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.

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.

HUMAN RESOURCES (HURE) – FALL/SPRING

Internship for Academic Credit

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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)
 - 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.
- **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