

HUMAN RESOURCES (HURE) – FALL/SPRING

Internship for Academic Credit

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

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

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

INTERNSHIP ELIGIBILITY

- At least 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.
- International student on a F-1 Visa needs to apply for Curricular Practical Training (CPT).
- 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 can apply for **HURE 4991**. Although the course numbers are different for minors, the eligibility for minors are also the same as listed above. The course assignments are the same as described below.

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
 - o Student: Goal Survey-Complete a set of goals for the internship and share with supervisor.
2. Mid-Experience (120 hours completed)
 - o Student: Mid-Evaluation writing assignment.
3. End of Semester (240 hours completed)
 - o Student: Essays/Memos which demonstrate the learning that has taken place.
 - o Student: Updated Resume & LinkedIn
 - o Student: Feedback Form
 - o 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 (**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

<https://www.marquette.edu/business/career-center/resources/internships.php>

HUMAN RESOURCES (HURE) - SUMMER

Internship for Academic Credit

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

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

HURE internship will count as a HURE elective.

INTERNSHIP ELIGIBILITY

- At least 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.
- International student on a F-1 Visa and needs to apply for Curricular Practical Training (CPT).
- 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 can apply for Summer HURE 3990/4990. Although the course numbers are different for minors, the eligibility for minors are also the same as listed above. The course assignments are the same as described below.

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 HURE 3986 (0-credit), you can register for HURE 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 HURE 4986 once you have received the (SNC) for 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.**

<https://www.marquette.edu/business/career-center/resources/internships.php>