

# INTERNATIONAL BUSINESS

## Internship for Academic Credit

Faculty Liaison: Mr. Doug Smith ([douglas.smith@marquette.edu](mailto:douglas.smith@marquette.edu))

The INBU internship credit **will count** as an INBU elective.

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

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### INBU 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 INBU 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.

### INBU 4986

- 3-credit course: follows successful completion of INBU 3986\*
  - There are no additional work hours or assignments. INBU 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 INBU 3986 and INBU 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.**
- 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 INBU 3986 during the semester when work hours will be completed.
- INBU Majors: If you have fulfilled your major electives and have not completed ECON 3001, you will owe one upper-division business elective beyond your major courses. The INBU 3986/4986 courses will fulfill an upper-division business elective
- ALL Majors: Completion of the INBU 3986/4986 courses will appear on your graduation checklist as an upper division business elective and fulfill the international business requirement.
- **Check with Marquette Central regarding eligibility if you will not be at full-time status.**

## 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](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](mailto: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.*

### Major in International Business

(Ref. #300104)

Required: ECON 4044 or ECON 4046

(Ref. #10)

**Not Satisfied** A total of 3 credits/units are needed.

| Term | Subject | Nbr | Course Title | Grade | Credits | Type |
|------|---------|-----|--------------|-------|---------|------|
|      |         |     |              |       |         |      |

### International Business Electives

(Ref. #20)

**Not Satisfied** A total of 9 credits/units are needed. If BULA 3040 is used to fulfill the Business Curriculum Legal Requirement, an additional upper division business elective is required in this area.

| Term | Subject | Nbr | Course Title | Grade | Credits | Type |
|------|---------|-----|--------------|-------|---------|------|
|      |         |     |              |       |         |      |
|      |         |     |              |       |         |      |

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**MARQUETTE**  
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**College of Business Administration**  
Business Career Center