**INFORMATION SYSTEMS (INSY) - SUMMER**

**Internship for Academic Credit**
Faculty Liaison: Dr. Terence Ow (terence.ow@marquette.edu)
Apply at: [https://tinyurl.com/3fnas9ep](https://tinyurl.com/3fnas9ep)

INSY internship will **NOT count** as an INSY elective.
INSY internship credit will **count** as an upper division business elective.

**INSY 3986/4986 (3-credit)**

**Summer you register for INSY 3986 (0-credit)**
- 0-credit course: No tuition cost and financial aid does not apply.
- 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.
- 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 INSY 4986 (3-credit) in Fall or Spring.**
- 3-credit course: follows successful completion of INSY 3986**
- There are **no additional work hours or assignments**. INSY 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 INSY 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.

www.marquette.edu/business/career-center/undergrad/internships.php
INFORMATION SYSTEMS (INSY) – FALL/SPRING

Internship for Academic Credit
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Apply at: https://tinyurl.com/3fnas9ep

INSY internship will NOT count as an INSY elective
INSY internship credit will count as an upper division business elective.

INSY 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 INSY 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.

**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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