

INFORMATION SYSTEMS (INSY) – FALL/SPRING

Internship for Academic Credit

Faculty Liaison: Dr. Terence Ow (terence.ow@marquette.edu)

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.

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.
- 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.**

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
 - 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 (**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

INFORMATION SYSTEMS (INSY) - SUMMER

Internship for Academic Credit

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INSY internship **will NOT count** as an INSY elective.

INSY internship credit will count as an upper division business elective.

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.
- 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.**

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 INSY 3986, you can register for INSY 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 INSY 4986 once you have received the (SNC) for 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.**

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