

# INFORMATION SYSTEMS (INSY) - SUMMER

## Internship for Academic Credit

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

Apply at: [bit.ly/MU-InternshipApplication](http://bit.ly/MU-InternshipApplication)

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)
    - 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 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**.

# INFORMATION SYSTEMS (INSY) – FALL/SPRING

## Internship for Academic Credit

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

Apply at: [bit.ly/MU-InternshipApplication](http://bit.ly/MU-InternshipApplication)

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)
    - 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 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](mailto:businesscareers@marquette.edu)