If you enrolled in Marquette University in Fall 2017 or later, an internship is **REQUIRED** for graduation. OSCM internship **will NOT count** as an OSCM elective but can count as an upper division business elective.

### Summer Internship for Credit – OSCM 3986/4986 (3-credit)

**Summer you register for OSCM 3986 (0-credit) – Section 101**

- 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 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 OSCM 4986 (3-credit) in Fall or Spring.**

- 3-credit course: follows successful completion of OSCM 3986**
- There are **no additional work hours or assignments**. OSCM 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 **OSCM 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.

### Summer Internship Not for Credit – OSCM 3986 (0-credit)

**Summer you register for OSCM 3986 (0-credit) – Section 102**

- 0-credit course: No tuition cost and financial aid does not apply.
- Assignments: Kelly Wesolowski will assign the required work on D2L
- 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.
- **OSCM 4986 for credit will NOT be allowed**

### Internship Eligibility

- Sophomore standing (24 completed credit hours) prior to the internship.
- The ability to complete **200** internship work hours after the internship has been approved.
- Must work at least 6 weeks
- Work hours completed before a student’s approved application for credit will **NOT** be counted.

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### Fall/Spring Internship for Credit - OSCM 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.
- **Grades:** 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 OSCM 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.

### Fall/Spring Internship Not for Credit – OSCM 3986 (0-credit)
- **Register for OSCM 3986 (0-credit) – Section 102**
  - 0-credit course: No tuition cost and financial aid does not apply.
  - Assignments: Kelly Wesolowski will assign the required work on D2L
  - 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.
  - **OSCM 4986 for credit will NOT be allowed**

### Internship Eligibility
- Sophomore standing (24 completed credit hours) prior to the internship.
- The ability to complete 200 internship work hours after the internship has been approved.
- Must work at least 6 weeks

Work hours completed before a student’s approved application for credit will NOT be counted.

**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
www.marquette.edu/business/career-center/undergrad/internships.php