1-Credit & 3-Credit Full-Time Eligibility

1-Credit Internship (BUAD 1986/2986)

BUAD 1986/2986 is a 1-credit course sequence relevant for freshmen, sophomores and international students. Consider the BUAD 1986 internship course if:

- You have secured an internship and your employer requires that you earn academic credit
- You are an international student on a F-1 Visa and need to apply for Curricular Practical Training.

The lower level business credit does not fulfill any graduation requirement (graduation checklist item), but does count toward a student’s total number of credits earned.

To apply for a 1-credit internship, students need to meet the following eligibility requirements:

- Full-time student status in the MU College of Business Administration and junior standing (60 credit hours completed) prior to internship
- Completion of the introductory course in the major in which you wish to intern (most numbered XXXX 3001 or ECON 3003/3004) prior to the semester of internship
- Minimum cumulative GPA of 2.5
- The ability to complete 240 internship work hours

2-Credit Internship (BUAD 2986/3986)

The ability to complete 240 internship work hours is required to earn 3 elective credits in Economics majors and those under general business (BUAD) or ACCO, there are no course assignments or class meetings for the zero credit 4986 course.

During the semester in which you are enrolled in BUAD 3987 or ACCO 3987, you will not be charged tuition and will not pay student services fees. As a result, you will not have access to the Student Medical Clinic or the PASS program and may not enroll in any MU courses beyond the internship.

With the exception of ACCO, the semester after completing their internships, students enroll in the 4986 course, a 3-credit course within the department where a student will be earning elective credit (MARK 4986, FINA 4986, etc.). The 4986 course is considered in students’ tuition, so students are encouraged to enroll in this course during a term when they will not exceed 19 total credits.

ACCO students are required to submit a paper and make a presentation to the department’s advisory board as a part of ACCO 4987.

For additional information, see the BUAD credit internship program overview.

3-Credit Eligibility

3-Credit Internship (XXXX 3986/4986)

Students may apply for a 3-credit internship, which they will complete during an academic semester or summer term. During the academic year, students must be enrolled in a minimum of 12 credits while completing the 3986 course in order remain in full-time status with the university.

To apply for a 3-credit internship, non-accounting students need to meet the following requirements:

- Full-time student status in the MU College of Business Administration and junior standing (60 credit hours completed) prior to internship
- Minimum cumulative GPA of 2.5
- Completion of the introductory course in the major in which you wish to intern (most numbered XXXX 3001 or ECON 3003/3004) prior to the semester of internship
- Completion of ACCO 3001, 4000, 4010, 4020 and 4050
- Internship must be a paid, full-time position, and require responsibilities equivalent to a first-year hire
- The ability to complete 480 hours in a single semester

Additional Department-Specific Requirements

Accounting

- Minimum cumulative GPA of 3.0
- Senior standing (90 credit hours completed)
- Completion of ACCO 3001, 4000, 4010, 4020 and 4050
- Internship must be paid, full-time position, and require responsibilities equivalent to a first-year intern
- The ability to complete 480 hours in a single semester

Commercial Real Estate

- Minimum GPAs of 3.0 in Real Estate coursework

Finance

- Minimum GPAs of 3.0 in Finance coursework

Business Elective Credit Option (BUAD)

Students with junior standing may also consider BUAD internship credit when the following conditions are met:

- Minimum cumulative GPA of 2.5
- Student pursuing a single major with an internship outside of their major area of study OR students who have completed ACCO 2031, ECON 2004 and MANA 2028 but have not completed the 3001 course associated with their major
- Students who have already gained internship credit within their major or have fulfilled elective credits within their major and who need additional business elective credits.

Special Note: Students beginning at Marquette Fall 2015 or after with majors in INTE and OSCM may earn internship credit but it will not count as an elective for their major. ECON and BUAD: Internship credits for 0 Economics majors and those under general business (BUAD) will be applied as a general business elective and will not fulfill requirements for any major.

Internship Course Sequence: Course One (3986)

The for-credit internship program is separated into two courses. The first course is a zero-credit course within the department where a student will be earning elective credit (MARK 3986, FINA 3986, etc.). As a zero-credit course, there is no tuition cost and financial aid does not apply.

Assignments for the first course include an interim and final report (memos) which demonstrate the learning that has taken place. Final evaluation documents will be completed by both the student and employer. All internship work hours and assignments are expected to be completed by the last day of classes of the term when a student is enrolled in 3986.

Additional requirements may be specified by the Internship Director in each major: ACCO students are required to submit a paper and make a presentation to the department’s advisory board.

Course Two (4986)

The second course is a 3-credit course (4986). This course is the mechanism to apply internship credits to a student’s transcript. Enrollment in the 3-credit 4986 course only follows completion of 3986. (Seniors pursuing a for-credit internship in their last semester are given permission to enroll in the zero-credit and 3-credit courses concurrently.) With the exception of ACCO, there are no course assignments or class meetings for the 4986 course.

The 3-credit course is considered in your tuition, students who 19 semester credits will need to complete a Credit Overload Request Form when registering.

Grading

All internship courses are graded on an S/U basis only.

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.

Course Details

For-credit internships enable students to earn 3 elective credits in their respective major.
Apply for Credit

Apply Online
After a student obtains an internship, s/he will need to complete the “For-Credit Internship Application” available on the Business Career Center (BCC) website: http://business.marquette.edu/career-center/internships

Email Your Job Description & Graduation Checklist
E-mail a company-provided job description and an up-to-date graduation checklist to businesscareers@marquette.edu. Applications will not be shared with faculty without a job description and copy of your graduation checklist.

Review Process & Course Enrollment
BCC staff will share completed applications with faculty internship directors for departmental approval. If approved, BCC staff will e-mail a permission number to enroll in the appropriate 3986 course.

Limitation 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

Countable internship hours begin when the internship application is approved.
Apply in time to meet the internship work hours requirement for the major where you are seeking credit.

After being approved, students must work at least 6 weeks with no more than 40 hours per week counting toward internship credit.

Internship Contacts by Major

<table>
<thead>
<tr>
<th>Department</th>
<th>Internship Director</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Mr. Michael Browne</td>
<td>288-3729</td>
</tr>
<tr>
<td>Business Elective</td>
<td>Ms. Karen Rinehart</td>
<td>288-4183</td>
</tr>
<tr>
<td>Commercial Real Estate</td>
<td>Ms. Chris Korjenek</td>
<td>288-1746</td>
</tr>
<tr>
<td>Economics</td>
<td>Dr. Joseph Daniels</td>
<td>288-3368</td>
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<tr>
<td>Entrepreneurship</td>
<td>Dr. Alex Stewart</td>
<td>288-7188</td>
</tr>
<tr>
<td>Finance</td>
<td>Dr. Matteo Arena</td>
<td>288-3369</td>
</tr>
<tr>
<td>Finance - AIM</td>
<td>Dr. David Krause</td>
<td>288-1457</td>
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<tr>
<td>Human Resources</td>
<td>Dr. Gary Adams</td>
<td>288-7338</td>
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<tr>
<td>International Business</td>
<td>Dr. Jamshid Hosseini</td>
<td>288-3433</td>
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<tr>
<td>Information Technology</td>
<td>Dr. Terence Ow</td>
<td>288-5104</td>
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<tr>
<td>Marketing</td>
<td>Mr. Scott Rex</td>
<td>288-8071</td>
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<tr>
<td>Operations &amp; Supply Chain Management</td>
<td>Dr. Doug Fisher</td>
<td>288-3995</td>
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</tbody>
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Marquette’s College of Business Administration encourages students to participate in internship programs as a means of supplementing their classroom studies with real-world experience.

Internships for Academic Credit

For Students beginning at Marquette Fall 2015

College of Business Administration
Business Career Center

414-288-7927
Straz Hall, 277
businesscareers@marquette.edu
http://business.marquette.edu/career-center