

## How Does the Credit Program Work?

For-credit internships enable students to earn 3 elective credits for their academically related internship experience.

***Special Note:*** Students with majors in BUEC, MARK, INSY, OSCM and REAL may earn internship credit but it may not count as an elective for their major. See back panel for details\*. Internships in these areas as well as BUAD internships will be applied as an upper division business elective.

### 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 (HURE 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 a mid-semester reflection and final essays/memos, which demonstrate the learning that has taken place. The student will complete a self-evaluation and the employer will complete mid-experience and final evaluation surveys. All internship work hours 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 in the internship sequence 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 successful completion of the 3986 course. (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 wish to enroll in 19 semester credits will need to complete a Credit Overload Request Form when registering. There is no additional cost for exceeding 19 credits.

### 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.**

## 3-Credit Eligibility

### 3-Credit Internship (XXXX 3986/4986)

Students may apply for internship credit to be completed during the Fall, Spring or Summer. During the academic year, students must be enrolled in a minimum of 12 credits while completing the 3986 internship course in order remain in full-time status with the university.

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

- Full-time student status in the MU College of Business Administration and sophomore standing (24 completed credit hours) prior to internship
- Minimum cumulative GPA of 2.5
- Completion of the introductory course in the major in which the student wishes to intern (most numbered XXXX 3001 or ECON 3003/3004) prior to the semester of internship work hours  
*Exception: INBU (no introductory course)*
- The ability to complete 240 internship work hours by the last day of classes

### Additional Department-Specific Requirements

#### Accounting

- Minimum cumulative GPA of 2.5
- Senior standing (90 credit hours completed)
- 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 400 hours in a single semester

**Commercial Real Estate:** Minimum GPA of 3.0 in REAL coursework

#### Entrepreneurship:

- If you are working for a legal entity that is earning revenue, apply for internship credit.
- If you are working for yourself or for a start-up that is not yet a legal entity should contact Mr. John Peterson about independent study.

**Finance:** Minimum GPA of 3.0 in Finance coursework

Students who do not meet the criteria for elective credit within the programs above may consider BUAD credit.

**Business Elective Credit Option (BUAD):** Students who have completed 24 credit hours prior to the internship may also consider BUAD internship credit when the following conditions are met:

- Minimum cumulative GPA of 2.5
- Completion of ACCO 1031, ECON 1104 and BUAD 1560

## 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. The BUAD 1986 internship course may be considered if:

- The student has secured an unpaid internship and the employer requires that the student earns academic credit
- The student is an international student on a F-1 Visa and need to apply for Curricular Practical Training.

The 1 credit earned through 1986/2986 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
- Minimum cumulative GPA of 2.5
- The ability to complete 120 internship work hours
- There are no class standing or introductory course requirements

### Full-Time 3-Credit Internship (BUAD 3987/ACCO 3987)

College of Business Administration students may apply to earn credit for a full-time internship completed during a fall or spring semester. The full-time internship for credit process is separated into two courses. The first course is a zero-credit course, BUAD 3987 or ACCO 3987, which holds your full-time status as a Marquette University student and requires students to complete 400 work hours.

During the semester in which the student is enrolled in BUAD 3987 or ACCO 3987, they will not be charged tuition and will not pay student services fees. As a result, students 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, the students will enroll in the 4986 course, a 3-credit course within the department where they will be earning elective credit (MARK 4986, FINA 4986, etc.). The 4986 course is considered in students' tuition, and enrolled in this course during a term when they will exceed 19 total credits the student will need to complete a "Credit Overload Request Form." There is no additional cost for exceeding 19 credits.

ACCO students are required to submit a paper and make a presentation to the department's advisory board as a part of ACCO 4986.

**The College of Business Administration encourages students to participate in internship programs as a means of supplementing their classroom studies with real-world experience.**

## Apply for Credit

### Apply Online

After a student obtains an internship, s/he will need to complete the "For-Credit Internship Application" and attach a copy of the position description. Applications are available on the Business Career Center (BCC) website: <http://business.marquette.edu/career-center/internships>

### Review Process & Course Enrollment

BCC staff will share completed applications with the internship faculty liaison for departmental approval. If approved, BCC staff will e-mail the student a permission number and additional information to register in the appropriate internship for credit 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](mailto: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

Department	Internship Faculty Liaison
Accounting	Mr. Michael Browne, michael.browne@mu.edu
Business Elective	Ms. Karen Rinehart, karen.rinehart@mu.edu
Commercial Real Estate *	Dr. Mark Eppli, mark.eppli@mu.edu <b>Students enrolled at MU Fall 2017 or after may earn internship credit but it will <u>not count as an elective for the REAL major.</u></b>
Economics *	Dr. Joseph Daniels, joseph.daniels@mu.edu <b>May earn internship credit but it will <u>not count as an elective for the ECON major.</u></b>
Entrepreneurship	Mr. John Peterson, john.peterson@mu.edu
Finance	Dr. Matteo Arena, matteo.arena@mu.edu
Finance - AIM	Dr. David Krause, david.krause@mu.edu
Commercial Banking	Mr. Kent Belasco, kent.belasco@mu.edu
Human Resources	Dr. Gary Adams, gary.adams@mu.edu
International Business	Mr. Doug Smith, douglas.smith@mu.edu
Information Systems*	Dr. Terence Ow, terence.ow@mu.edu <b>Students enrolled at MU Fall 2015 or after may earn internship credit but it will <u>not count as an elective for the INTE major.</u></b>
Marketing *	Mr. Scott Rex, scott.rex@mu.edu <b>Students enrolled at MU Fall 2016 or after may earn internship credit but it will <u>not count as an elective for the MARK major.</u></b>
Operations & Supply Chain Management *	Dr. Doug Fisher, douglas.fisher@mu.edu <b>Students enrolled at MU Fall 2015 or after with may earn internship credit but it will <u>not count as an elective for the OSCM major.</u></b>

# INTERNSHIPS for ACADEMIC CREDIT



**MARQUETTE  
UNIVERSITY**

**College of Business Administration  
Business Career Center**

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