



ORU COMMUNICATIONS INTERNSHIP FREQUENTLY ASKED QUESTIONS

This course is offered for 1.0 to 3.0 credit-hours to degree-seeking, undergraduate students as CAM 451 Communication Internship and WRT 400 Writing Internship in Oral Roberts University's College of Arts & Cultural Studies. This FAQs guide was created to answer most of the questions we receive about the professional internship program. If you have additional questions, please direct these to:

- Dr. Even Culp, eculp@oru.edu, (918)495-6721
 - Professor Cristi Eschler-Freudenrich, cfreudenrich@oru.edu, (918)495-6674
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1. What is internship?

Internship isn't just a job—it's a learning experience. It is also a class for which you earn academic credit and complete online coursework via Desire to Learn (D2L). In addition to the internship, you'll find the course helpful to develop your post-graduation marketability, professional network, interviewing skills, and, life skills (e.g. time and financial resources management, negotiations abilities, and goal setting).

2. What are the requirements? How do I locate an appropriate company for my internship?

You should have a solid GPA and demonstrate a strong work ethic. The company must be approved by your ORU faculty advisor AND the Communications Internship advisor.

- The company must provide direct supervision to you on a daily basis. Your direct supervisor should be degreed and/or have more than five years' professional experience in your discipline area.
- The internship supervisor must sign your Learning Contract and complete a midterm and a final evaluation of your work during the internship.
- The internship supervisor cannot be related to you, even distantly.

- The company must be in a professional business setting: have appropriate signage; keep regular business hours; and, have appropriate phone numbers, a website, etc. Home businesses or home offices will not be approved. No remote work (or partial work) arrangements will be approved.
- To receive the maximum benefit of and understanding in corporate culture, you are not allowed to work in a company with less than three full-time employees who are regularly present in the formal, physical business office.
- Travel associated with your internship and within the designated market area may be required (e.g. Chicago and its affiliated suburbs). Travel outside of the market area or by means other than automobile or subway is prohibited with approval from your ORU Internship course faculty advisor.
- Always dress conservatively. Even when allowed to wear “business casual,” still dress to impress. Clothes are not simply outerwear, but first and lasting professional impressions. Be sensitive to corporate culture and the unwritten rules, even during the internship interview. If you don’t know what to wear, ask.
- These rules for internships help define a professional work environment. However, there may be times where an internship, for whatever reason, breeches professional work expectations. In this case, an intern should immediately contact his/her internship supervisor. The supervisor will help the student mediate the conflict, whatever the challenge or circumstance.
- Need help securing an internship? Email cfreudenrich@oru.edu.

3. How long does internship last?

To receive three hours of academic credit, you’re expected to work a minimum of 12 hours per week over the semester AND acquire 150 total hours. You may work more—there is no maximum. Keep in mind that internship isn’t just clocking hours—you’re learning while you work. In special cases, an internship of shorter duration may be granted; but, weekly hours must be increased to meet the 150-hour minimum.

4. Am I allowed to work a shorter number of weeks during the summer, so I can take a vacation with my family or serve in missions?

Some flexibility in the summer may be needed to accommodate missions and other commitments. In this case, the number of weeks and hours you work would be adjusted to

meet the 150-hour requirement. Examples: An internship might be eight weeks with 20 hours worked per week or for 10 weeks at 16 hours per week—thus meeting the 150-hour requirement. You may not work less than eight weeks for three earned credit-hours, as learning occurs over time.

5. What if I only need one or two credit-hours?

Approved internships of shorter durations may be granted for one or two credit-hours. However, any degree plan requiring CAM 451 expects the student to complete three credit-hours toward a degree.

6. May I receive academic credit for my summer job in an earlier or later semester?

To receive credit for summer internship work, you must enroll in the academic course concurrent with the experience. Additionally the work must meet the requirements listed herein AND be approved by your faculty advisor and ORU internship supervisor. General liability issues will not permit students to work in internships for credit outside concurrent enrollment in the course.

7. How do I enroll in summer internship?

During the spring semester, and prior to the summer in which you wish to complete an internship, make an appointment with Dr. Even Culp, the summer internship coordinator. He will discuss your options and assist you in finding an internship. Once enrolled, you'll need to be sure to pay for the course. Since the course is by instructor's permission only, you will need to be enrolled by Dr. Culp's Administrative Assistant Sheryl Morphew. Her contact information is: (918) 495-6721 and smorphew@oru.edu.

8. How much does summer internship cost?

Current per-credit hour charges and fees apply. To qualify for summer financial aid, you must take a minimum of six credit-hours; plus, you must be enrolled and fully registered before you start work.

9. Is coursework required?

Yes. The coursework supplements what you learn on the job. All assignments, readings, etc. are handled through the D2L ([d2l.oru](https://d2l.oru.edu)) course management system, and must be completed in

a timely manner. Failure to complete coursework by the specified due dates results in a grade of zero for the assignment. Note that submitting the completed and signed Learning Contract is the first assignment for the course.

10. What is a Learning Contract?

The Learning Contract is the internship contract between you, your site supervisor, and ORU. This form is available on D2L in Week One content and available one week prior to the start of the semester. You should meet with your site supervisor and complete the contract in its entirety prior to the beginning of your internship. The contract is then submitted to the internship faculty advisor for final approval. Be sure to obtain all required signatures on the contract, and don't forget to provide a copy to your site supervisor.

11. How do I determine my work schedule?

The Learning Contract sets out your regular weekly schedule. Students working 12 hours/week should try to schedule their work hours as alternating days: M-W-F for four hours/day or Tu-Th and six hours/day. These hours are used to evaluate your punctuality and meet workflow demands in the organization.

Chapel Releases: Fall and spring interns may be released from one chapel per week to work in the internship. Chapel releases are requested through your faculty internship supervisor.

12. How do I receive my grade at the end of the semester?

The semester assignments and your supervisor's evaluations are combined to calculate the final course grade. Grades are posted into Vision at the end of the fall, spring or summer enrolled semester.

13. What if I want to continue in my internship?

An internship formally terminates on the last date of the course semester, or prior to this date if 1) written on the Learning Contract, or 2) agreed to by the internship supervisor and the student intern. A second internship, even one with the same company, may be pursued for elective course credit in some degree programs and if it extends your skills. Please check with your faculty advisor for details.

Students enrolled prior to the 2018-19 academic year may take a second internship for elective credit. Students enrolled in 2018-19 and studying Public Relations, Advertising, Convergence Journalism, Cinema/TV and Media Production may not take a second internship for applied credit to the degree plan.

To enroll in a second internship experience, students should: 1) attend the first class meeting in the fall or spring semester; no class attendance is required after that first class meeting or in the summer; 2) complete and submit a newly signed Learning Contract before the next work period begins; 3) contract for additional skills and/or training as part of the new internship agreement, 4) and, complete modified assignments including the Learning Contract, first day culture paper, resume revision, LinkedIn update, corporate culture paper, final paper and learning log by the course due dates. Your internship supervisor will sign your second Learning Contract and complete a midterm and final evaluation of your work.

14. I've been offered a job on campus. May I count this as an internship?

Building a strong resume will help you be more competitive in the job marketplace. On-campus work experiences can improve your skills and build your resume. Off-campus, "real world" experiences are perceived as more valuable by employers. Thus, we do not offer credit for campus-based experiences.

15. May I be paid for an internship?

Paid internships are highly competitive. The way to "land" a paid internship is to be the first to apply and the strongest candidate. Here are some must-haves when trying to land a paid internship;

- Work with ORU Career Services to develop a solid resume;
- Utilize Career Services mock interviews on campus to develop your interviewing skills;
- Research the company to understand its core business, company history, and any current news and/or topics important in its industry. Use a company's website and social media channels as a starting point; be prepared to ask questions about the company in an interview;
- Proofread all emails and correspondence before sending to any prospective company; double-check these for spelling and grammatical and usage errors. Spelling the name of the supervisor or company incorrectly is a definite no-hire.

- Use formal salutations and voice.
 - Example: “Dear Ms. Smith, Please accept the attached resume as my application for the (company name) (fall or spring) internship in (department/service area).”
- Update your LinkedIn profile and include a conservative, professional shoulders/head only photo.
- Review your social media profiles (Facebook, Twitter, Instagram, Pinterest, etc.) for professional voice. If there is questionable content here, purge it. Consider setting your profiles to private.
- Apply to more than one internship and be diligent to follow up via requested contact channels, e.g., email and/or phone.

Paid Arrangements

Internships may be paid by the hour (Tulsa average is \$10-\$15/hour) or by a stipend. A stipend pays the intern a “lump sum” at the end of a successful internship. The usual stipend arrangement is \$1,500 for excellent work to \$1,000 for average work over 15 weeks. Work designations may be titled “part-time” or “contracted” arrangements. The formal internship agreement ends at the end of the enrolled semester.

Government Regulations

U.S. and Oklahoma labor law requires students not earning internship credit to be paid if working in for-profit companies. Students may “volunteer” for nonprofits without receiving course credit OR compensation, but certain restrictions apply. For additional information on internships, and the Department of Labor’s internship criteria, use this link:

<https://www.nacweb.org/advocacy/position-statements/united-states-internships.aspx>

Background Checks

Some internships require background checks and a longer lead time in the intern-approval process.

16. May I work in another state or country?

If the internship has been approved through your faculty and internship advisors, you may work anywhere in the world. Students working outside Tulsa in the fall, spring OR summer will

complete assignments online; but, you won't attend a formal class. Internship may integrate into study abroad opportunities too.

17. What if I take internship after graduation?

Many companies have post-graduation internships, but most internships require students to be degree-seeking, current undergraduate students. ORU allows a student to commence (go through hooding and graduation exercises) with two courses left to complete the degree. One of these courses may be internship. A student would enroll in summer session 5 of CAM 451. (Refer to Q7 and Q8 for details.)

18. May I be hired by the internship company after graduation?

Some students are hired into full-time positions after having completed an internship, but this should not be an expectation. Most ORU internship relationships are long-standing and serve to meet the specific needs of student interns and the companies they serve. You might expect to earn a recommendation letter from your supervisor (preferably on LinkedIn) after successfully completing the internship, but no promises of future employment may be made.