

TITAN TAKEOVER

CAREER EXPLORATION PROGRAM

STUDENT GUIDE

Quick Facts:

Location: Hybrid; May be in-person or virtual

Date & Time Commitment:

- One full day OR one half-day during April
- Plus one orientation in March

Application due: Friday, February 6th by 11:59pm

Eligibility: All class year are eligible to participate, including alumni and graduate students

Overview

The purpose of Titan Takeover: Job shadow program is to provide YOU with an opportunity to explore an area you are interested to work in, explore various career paths, and gain first- hand insight into the culture, structure, and daily operations of a given organization

What is a Job Shadow?

A job shadow is a unique experience where you will go to your host's location to learn more about what your host does in their job.

Some opportunities include presentations from managers and front-line workers, others include physically following our host as they attend meetings and perform other work tasks they do in a day.

Student Timeline

Monday, January 26th 2026	Application opens
Friday, February 6th 2026 11:59PM	Application closes
Monday, February 10th, 2025	The career center will begin the matching process
February 2026	Conformation Emails Distributed: The career center will begin to notify applicants that they have been matched with an employer
March 2026	Orientations Multiple orientation sessions will be available during these dates. Specific details will be included in your confirmation email. You'll receive your host assignment and contact information at your orientation.
April 2026	Your shadow day will be held during this month

Visit the Career Center website for additional details and the host site list:

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How to participate:

Getting started is easy – first, submit an application through Titan link:
(make sure to include “<https://>” when typing the link in your browser)

Applications are due: February 6th, 2026 by 11:59pm

After you apply

Employer Matching

Once your application is accepted, the Career Center will match you with an employer partner based on your interest and employer availability

Look out for an email!

Once you are matched with an employer, the Career Center will email you with the next steps.

Orientation

Once you get your confirmation from the Career Center, you will need to sign up for an orientation. This will help prepare you to get the most out of your experience.

You will find out your employer match at the orientations too!

Attend your shadow

Shadows are all scheduled to happen during the month of April 2025.

What is expected of me during the shadow?

Being placed with a job shadow host is a privilege, and you will need to fully commit to the experience. This will involve:

Represent CSUF well	This includes arriving on time, being present and approachable while you are there, and presenting a good attitude to your hosts.
Be present and ask questions!	Think ahead of time about what you would like to know: things like teamworking opportunities or opportunities for growth <ul style="list-style-type: none">- don't forget to put away your phone.- bring a notepad and pen to take notes.
Communicate with your host well	You will be responsible for making contact and getting logistic information from your host. Don't worry- we'll help you with this part during the Job Shadow Program orientations.

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FAQ'S

Q: What do I bring, wear, etc?

A: We will cover this and MORE during orientation!

Q: What if I don't have resume?

A: That's okay! You will need to create one to apply, but the career center is here to help!

Option 1: Drop by the Career Center during our Spring drive-thru hours for a 10-1 minute appointment and we can help get you started!

Find the career Center Drop- In Hours here:

Option 2: Utilize Hiration for help creating resume. As a Titan, you also have access to instant resume feedback via [Hiration](#), the virtual resume assistant .

Find all resume resources here:**Q: What if I don't have transportation to my host site?**

A: The career center cannot provide transportation to or from your host site. However, you can reach out to the career center (jecasica@fullerton.edu) and let us know you are interested in carpooling with other students who are participating in the Job Shadow Program.

Q: How do I sign up for Orientation?

A: Look for an email from the Career Center during February 2026. This will inform you about your application status and give more details about next steps.

Q: How does the matching process work?

A: We will match you with an organization based upon your major and area of interest, and the capacity of the participating organizations. Each organization hosts a different number of students on different day(s), so availability of some organizations can be limited.

We expect Titans who apply for the Career Exploration Program to take full advantage of this opportunity , even if you are not matched with the organization you have in mind. If you have specific questions about this, email jecasica@fullerton.edu

Q: Can I be assigned to more than one site if I am interested?

A: That is possible! Contact the career center (jecasica@fullerton.edu) for more information.