



## Sign Up to Host Cal State Fullerton Students as Academic Interns and/or Service-Learning Students!

Now, signing up to host academic interns and service-learning students from Cal State Fullerton can be done online! Visit the Center for Internships & Community Engagement website, [www.fullerton.edu/cice](http://www.fullerton.edu/cice), read about academic internships and service-learning positions, and follow the simple steps. To register follow the "[Register and Post Positions](#)" link.

### BENEFITS OF THE SYSTEM

- **It's free!** You can post your career opportunities, full or part-time jobs, internships (credit or non-credit), service-learning and community service opportunities all in ONE location without any charges.
- **Access other services:** You may access the services and support of the Career Center and the Center for Internships & Community Engagement.
- **Less work:** 1) You have control of when your postings are seen, and not seen and can update your postings at any time; 2) You can retrieve closed position postings from the archive folder to re-post as new positions; 3) You may view resumes online or receive resumes via email.

### ACADEMIC INTERNSHIPS VS. INTERNSHIPS

An **academic internship** gives students academic credit for their work at the site and may or may not include financial payment, while an **internship** must be paid and is not related to course work. Many Cal State Fullerton students must complete an academic internship to fulfill requirements for their major. On average, students must complete 120–150 hours to obtain academic credit for a course. You may choose to post the position as both an **internship** AND an **academic internship**.

### SERVICE-LEARNING

Service-learning is a teaching methodology that utilizes service experiences in the community as text for the classroom. Students become more capable of mastering the course material through their direct examination and participation in community settings. Students enrolled in service-learning courses are required to provide 10 to 40 hours of service per semester, **to meet unmet community needs**. The number of hours students must serve depends on the course instructor. By definition, service-learning almost always occurs in **nonprofits, schools or government agencies**.

### NEED HELP? CONTACT US

Center for Internships & Community Engagement  
800 N. State College Blvd, Langsdorf Hall 206, Fullerton, CA 92831  
Phone: (657) 278-3746  
E-mail: [cice@fullerton.edu](mailto:cice@fullerton.edu)

**PLEASE REMEMBER, IF YOU CHOOSE TO TAKE ON UNPAID ACADEMIC INTERNS, CHECK THAT THEY ARE RECEIVING ACADEMIC CREDIT. ALL UNPAID INTERNS MUST RECEIVE CREDIT.**

## SIGN UP TODAY!!

## Step 1: Titan Connection Registration (10 Minutes)

### PLEASE FOLLOW INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN POSTING

#### Part A: Company/Organization Information

- ⇒ Navigate to <http://fullerton-csm.symphlicity.com> to access Titan Connection
- ⇒ Click on “for employers”
- ⇒ You should see the “Online Employer Services” banner at the top of the page.
- ⇒ On the right side of the page click on the “Register and Post a Job/Internship at CSUF” button
- ⇒ Fill out Registration form and click on “Next”

Note: We cannot accept P.O. BOX address, please provide your actual street address

#### Part B: Position Information

- ⇒ Fill out the form completely. Please note the following:

**Position type:** select, “academic internship” and/or “service-learning”

**Title:** Please provide a descriptive Title (eg. Accounting Intern, Elementary School Teaching Intern, Graphic Design Intern)

**Job Description:** Please provide a detailed description including the tasks the student will be undertaking, who they will be reporting to and what experience and skills they can hope to gain.

**Resume Receipt:** Please select the “Other” option and input your email address, phone number or other details by which you wish to be contacted. You can also state that the position is reserved for a particular student here to avoid being contacted by other students seeking internships. Postings by default only show your name, title, address and website if applicable. Selecting “E-mail” causes all resumes to be submitted through the system to you directly (your e-mail is not revealed) and “Accumulate Online” will collect submitted resumes for your review when you next log in.

**Posting/Expiration date:** Dates between which the position will be visible to students (please post your position for a minimum of 7 business days to allow time for the approval process). Contact CICE if this is an annually reoccurring position. Post for the minimum number of days if your position is prearranged for a particular student.

**Graduation date range:** If you are seeking students graduating at a specific time, (perhaps because you may want to hire them full-time after their internship), you can set dates accordingly. Otherwise, dates can be set arbitrarily.

- ⇒ Click “Submit” and proceed to **Step 2**

#### For returning Community Partners - To post a new position under you existing account in Titan Connection:

- ⇒ You will receive an automatic email with a password after your registration has been approved. Please save these securely.
- ⇒ Navigate to <http://fullerton-csm.symphlicity.com> to access Titan Connection
- ⇒ Click on “Sign In” tab
- ⇒ Login with the registered email address and the password that was emailed to you
- ⇒ In your Home Tab, you will find “Shortcuts” in the center of the page.
- ⇒ Click on “Create Non-OCR Job Posting (Free)” and repeat Step 1b

**NOTE FOR PUBLIC SCHOOLS: STEPS 2 & 3 MUST BE ADDRESSED AT THE DISTRICT LEVEL. PLEASE CONTACT CICE FOR MORE INFORMATION.**

## Step 2: Brief Health & Safety Questionnaire (5 Minutes)

- ⇒ After posting your position please complete this brief questionnaire by following this link or typing it into your web browser:

<http://www.surveymonkey.com/s/VPNDLXN>

- ⇒ Upon review of your answers, CICE may be required to contact you to arrange a site visit. Although this is uncommon, if it is required, your position postings cannot be approved until the visit is conducted.

**You will receive two confirmation e-mails; 1) Approval of your account and log in details and 2) Approval of your internship posting. Students will not be able to complete their registration until the second e-mail is received.**

## Step 3: Learning Activity Placement Agreement

- ⇒ Within 2-3 weeks, you will receive a Learning Activity Placement Agreement via e-mail for your review and to be signed by an appropriate signatory at your organization. This is a **negotiable document** that addresses workers compensation and liability insurance in addition to other general issues affecting academic internships and/or service-learning. Return instructions and additional contact information for any questions you may have will be included in the e-mail. A signed agreement is required for CSUF to continue to approve postings and allow students to serve at your organization.

**THANK YOU!**