Academic Internships
Accounting (ACCT 495)

An academic internship is work experience for which you receive academic credit. Students must:

- Seek and secure an internship prior to the start of the semester that is **relevant to your major**
- Enroll in an internship course
- Complete course requirements as prescribed in the course catalog

**Prerequisites**

- A concentration in accounting
- At least one semester in residency at the university
- Junior standing with minimum 2.5 GPA
- ACCT 301A, ACCT 302, BUAD 301, each with a grade of “C” (2.0) or better
- Obtain departmental verification (permit) and signature approval to complete registration

**Business Career Services**

Lindsay Siegmund
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**Faculty Internship Coordinator**

Dr. Vivek Mande
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**Unit/Hours Requirement**

- 3 (40 hours of internship per unit enrolled)
- Max 6 units of internship can count toward graduation
  (at department advisor discretion)
- Practicum requirement must be 3 units, graded option

**International Students**

All international students are required to obtain a **CPT I-20** before beginning an off-campus internship. Contact the **International Students & Scholars Office (ISS)** for full information before beginning your internship search to understand the process and timelines. iss@fullerton.edu 657-278-2787

**Need Assistance?**

For help navigating this process contact CICE:

Visit Us: Langsdorf Hall 206
Hours: Monday-Friday 8am-5pm
Call Us: (657) 278-3746
Email Us: cice@fullerton.edu

**INTERNSHIP STEPS**

Note: Timelines are suggested though final step must be completed prior to beginning your internship hours.

**Step 1: Prepare your application (4 months before)**

Start by getting assistance developing your résumé and cover letter and preparing for interviews at:

- CSUF Career Center (LH 208): fullerton.edu/career
- Business Career Services (SGMH 1401): business.fullerton.edu/Programs/CareerServices

**Step 2: Apply (3 Months before)**

**Option A: Find an internship in Titan Connection**

- Visit www.fullerton.edu/career
- Click on Students > Jobs & Internships
- Click on View Jobs & Internships on Titan Connection
- Click in the left menu, click the Jobs and then click Search Jobs & Internships
- Click on Position Type and select COVID Intern (academic/college-credit)
- Enter relevant Keywords and click Search
- Click on positions to review and apply

**Option B: Find your own (Handshake, LinkedIn, etc.)**

If you secured an internship outside of Titan Connection:

- Go to: https://fullerton.edu/cice/newsite
- Complete the online request form

An email with instructions will be sent to your site supervisor. It is the student’s duty to ensure their site is approved in a timely manner. Contact CICE for updates on your site approval. Allow up to 3 weeks for approval

**Step 3: Enroll (1 – 2 months before)**

Note: If you followed Step 2 - Option B you must wait for your internship to be approved before proceeding. To obtain a class enrollment permit:

- Log in to apps.fullerton.edu/cice/permit/
- Fill out the required sections and click “Submit”
- Print the Course Approval Form as “Adobe PDF” and submit to Lindsay Siegmund, Academic Internship Advisor, at lsiegmund@fullerton.edu
- Enroll in the course once you receive permission

**Step 4: Complete CICE Registration (1 – 4 weeks before)**

Wait 24 hours after enrolling in your academic internship course then follow the instructions by using this link: www.fullerton.edu/cice/placement_instructions

A video guide demonstrating the process above can be found at fullerton.edu/cice/students