

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

#### Mihaylo Careers Services

Lindsay Siegmund  
SGMH 1401  
(657) 278- 5299  
[lsiegmund@fullerton.edu](mailto:lsiegmund@fullerton.edu)

#### Faculty Internship Coordinator

Dr. Vivek Mande  
SGMH 4313A  
(657) 278- 4595  
[vmande@fullerton.edu](mailto:vmande@fullerton.edu)

#### Unit/Hours Requirement

- 1 – 3 (40 hours of internship per unit enrolled)
- Max 6 units of internship can count toward graduation (at department advisor discretion)

#### 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.

#### 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](mailto: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](http://fullerton.edu/career)
- MCBE Career Services (SGMH 1401):  
[business.fullerton.edu/Programs/CareerServices](http://business.fullerton.edu/Programs/CareerServices)

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

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

- Visit [www.fullerton.edu/career](http://www.fullerton.edu/career)
- Click on **Students > Jobs & Internships**
- Click on **View Jobs & Internships on Titan Connection**
- Login using your campus portal
  - *Fill out survey if first time logging in*
- In the left menu, click the **Jobs** and then click **Search Jobs & Internships**
- Click **Position Type** and select **Intern (academic/for college-credit)**
- Enter relevant **Keywords** and click **Search**
- Click on positions to review and apply

#### Option B: Find your own

If you secured an internship outside of Titan Connection:

- Go to [fullerton.edu/cice/students](http://fullerton.edu/cice/students)
- Select **My Academic Internship Site Isn't Registered** on the left of the screen
- 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. Please allow up to 3 weeks to finalize your site registration.

**Internships outside U.S:** Students must begin by contacting the **Study Abroad** office **at minimum 4 months** prior to departure **AND** request academic credit. Do not continue this process until advised by Study Abroad.

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

Once you have accepted an internship offer and know your start date obtain a class enrollment permit:

- Log in to [apps.fullerton.edu/cice/permit/](http://apps.fullerton.edu/cice/permit/)
- Fill out the required sections and click "Submit"
- Print the Course Approval Form and submit to MCBE internship advisor, Lindsay Siegmund, in SGMH 1401.
- Enroll in the course once you receive permission from the internship advisor.

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

Follow the instructions by using this link:

[www.fullerton.edu/cice/placement\\_instructions](http://www.fullerton.edu/cice/placement_instructions)

A video guide demonstrating the process above can be found at [fullerton.edu/cice/students](http://fullerton.edu/cice/students)