Academic Internships (BIOL 495)

The Biological Science academic internship should be a planned and supervised work-learning experience. Students must complete ninety hours of practical experience in a chosen field of interest with public or private agencies or businesses. This course may not be repeated for credit (1 hour lecture/discussion, 6 hours laboratory work experience).

**Prerequisites**
- Successful completion of 90 units, including all BIOL core requirements
- Departmental verification and signature approval prior to registration

**Faculty Internship Coordinator**

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**Department Information**

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**What is an Academic Internship?**

At Cal State Fullerton, academic internships are credit-bearing. Students enroll in an internship course and complete course requirements. The Department of Biological Science requires each student to complete at least 90 hours at an internship site. BIOL 495 is a 3-unit course, with 1 unit of lecture/discussion and 2 units (= 90 hours) of lab/field work.

An academic internship is a work-learning partnership between a student, the university, and a host company or organization that bears a direct relationship to a student’s major and professional goals.

**Finding an Internship**

Students are responsible for seeking and securing internships for themselves. There are two ways you search:

**Option one: 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 the subsequent survey if you have never been to this page before  
- To upload a resume/cover letter, point to the Documents tab and click Documents. Click Add New and browse to document to upload.  
- Point to the Jobs & Internships tab and click Titan Connection Jobs  
- Click the Intern (academic/for college-credit)* tab  
- Enter relevant keywords and click Search

**Option Two: Find your own**

If you secured an internship at a site that is not already registered in Titan Connection, complete a short online request form and an immediate email with instructions will be sent to you and your site supervisor. Simply visit fullerton.edu/cice/students and select My Academic Internship Site Isn’t Registered in the left menu column. Please allow up to 3 weeks to finalize your site registration.

**INTERNERSHIP OUTSIDE OF THE US**

Please contact CICE a minimum of 3 months before the semester you plan to take your internship in. If your internship is through a third-party agency contact the Study Abroad office at sabroad@fullerton.edu or 657-278-4594.

**Registration Instructions**

1. Complete CICE Registration (Academic Internship site must be registered and approved PRIOR to your start date):
   - Navigate to [http://www.fullerton.edu/cice](http://www.fullerton.edu/cice)  
   - Under “For Students” Click on CICE Registration  
   - Log in using your Campus username and password and select: Academic Internship  
   - Enter all information as required clicking “Continue” to progress  
   - Print the Registration complete page for your instructor if required

2. Enroll for BIOL 495 through Titan Online or the CSUF Admissions Office

**International Students**

**CPT and Registration Steps:**

All international students are required to obtain a CPT I-20 before beginning an internship. Contact the International Students & Scholars Office (ISS) office for full information before beginning your internship search to understand the process and timelines.