



Fieldwork Practicum

Child & Adolescent Studies
(CAS140L, CAS 141L, CAS 394L,
CAS 464L, CAS 474L, CAS 494L)

Fieldwork practicums (internships) are work experience for which you receive academic credit. Students must:

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

Prerequisites

- ✓ CAS 101 required for CAS 394
- ✓ CAS 394 is required to be taken with CAS 394L
- ✓ No Prerequisites for CAS 140
- ✓ For CAS 464L: CAS 101, 300, 301, 310, 325A, and 394/394L OR CAS 140/140L, 305, 321, 322, and 394/394L
- ✓ For CAS 474L and CAS 494L: CAS 101, 300, 301, 310, 325A, and 394/394L
- ✓ Co-requisite: CAS 464, 474, or 494

Faculty Internship Coordinator

Prof. Diana Robles, MA
EC-556

(657) 278-2877

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Department Information

Website: hhd.fullerton.edu/cas/Fieldwork/forStudents.htm

Tel: (657) 278-8458

Location: EC-531

Unit/Hours Requirement

- 2 units lecture (Graded)
- 1 unit lab (credit/no credit) comprising 4-5 hours per week at practicum site for a total of 60 hours.

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)** office for full information before beginning your internship search to understand the process and timelines.

Need Assistance?

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)

The CSUF Career Center in LH208 can help you develop a résumé and cover letter and prepare for interviews. Visit www.fullerton.edu/career.

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**
- 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: Internship at an approved school

If you wish to intern at a public school it **MUST BE** part of a school district approved by CICE. For a list of approved school districts:

1. Go to the Service-Learning Resources menu on fullerton.edu/cice/students/internships.php
2. Check the Approved School Districts list to verify your district is approved.

Once you secure an internship at a school:

1. Complete a New School Form at: <http://www.fullerton.edu/cice/resources/pdfs/student/NewSchoolForm.pdf>
2. Submit form to CICE to have your school added.
3. You must complete a new school form every semester (even if you're interning at the same site as last semester).

Option C: Find your own

If you secured an internship outside of Titan Connection:

- Go to 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)

Enroll in your internship class. Consult your department for enrollment instructions.

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

Finally complete the CICE Registration at <https://apps.fullerton.edu/cice>

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