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, 310, 325A, and 394/394L OR CAS 140/140L, 305, 321, 322, and 394/394L
- For CAS 474L and CAS 494L: CAS 101, 300, 310, 325A, and 394/394L
- Co-requisite: CAS 464, 474, or 494

**Faculty Internship Coordinator**

Prof. Diana Robles, MA
EC-556
(657) 278-2877
chadfieldwork@fullerton.edu

**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

**INTERNERNSHIP 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

Updated 10/12/18