CHEMISTRY/ BIOCHEMISTRY
Academic Internships (CHEM 490)

The Chemistry/Biochemistry internship course is an elective for 1-3 units. Work on projects in industrial, governmental or medical laboratories. May count as career breadth requirement units for chemistry majors or substituted for CHEM 495, with permission. May be repeated for a maximum of 2 units. Does not count toward M.S. degree.

Prerequisites
- Junior or senior standing in chemistry and consent of instructor
- At least a 2.0 GPA
- Obtain departmental verification and signature approval to complete registration

Faculty Internship Coordinator
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Department Information
Website: http://chemistry.fullerton.edu/
Tel: (657) 278-3621; Fax: (657) 278-5316
Location: McCarthy Hall 580

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
- 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.

INTERNSHIP 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
   - 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. Once permitted, enroll for CHEM 490 internship class on Titan Online or through 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.

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

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