Academic Internships
Chemistry/Biochemistry
(CHEM 490)

An academic internship is work experience for which you receive academic credit. Students must:
- Seek and secure an internship prior to the beginning of the semester that is relevant to your major
- Enroll in the internship course
- Complete course requirements as prescribed in the course catalog

**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**
Dr. Nick Salzameda  
MH 582J  
(657) 278-3594  
nsalzameda@fullerton.edu

Dr. Jon Haan  
MH 582B  
(657) 278-7612  
jhaan@fullerton.edu

**Department Information**
Website: [http://chemistry.fullerton.edu/](http://chemistry.fullerton.edu/)  
Tel: (657) 278-3621  
Location: McCarthy Hall 580

**Unit/Hours Requirement**
- 1 – 3 (90 hours of internship per unit enrolled)
- Max 3 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) 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](http://www.fullerton.edu/career).

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

**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)