

center for
internships & community



engagement

COMMUNICATIONS
CINEMA-TV ARTS
HUMAN COMMUNICATIONS

Academic Internships
(COMM 495 / CTVA 495 / HCOM 495)

The Communications, Cinema and Television Arts, Human Communications academic internships are supervised work experiences in a wide variety of communications media industries, agencies, and nonprofit organizations that are aligned with the student's major concentration. The COMM-CTVA and HCOM internship is a 3-unit, 120-hours, Credit/No Credit course. This course may be taken twice.

Prerequisites

☐ Completion of specific classes in major/concentration. A list of prerequisites for each concentration can be found at:
http://itwebstg.fullerton.edu/communications2_v4/studentssuccess/internship/pdfs/Prerequisites%20PDF%201-12-17.pdf

Internship Requirements

- ☞ Minimum of 120 hours at one location
- ☞ Internship experience must relate to the student's field of study
- ☞ Must complete hours **during the term of enrollment**
- ☞ Complete CICE Registration Process before beginning internship hours
- ☞ Must complete all curriculum by the last day of semester as outlined on Titanium

Internship Course Requirements

FOLLOW THE STEP BY STEP INSTRUCTIONS AT
http://itwebstg.fullerton.edu/communications2_v4/studentssuccess/internship/pdfs/INTERNSHIP%20GUIDE%20new1.pdf

IMPORTANT! ALL STEPS MUST BE COMPLETED BEFORE YOU BEGIN YOUR ACADEMIC INTERNSHIP.

HOURS COMPLETED PRIOR TO YOU COMPLETING THE CICE REGISTRATION WILL NOT BE COUNTED.

You should begin searching for an academic internship 2 months before the semester you will take the class in. Internships outside the US should be planned 3 months in advance.

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.

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.

Contact Information

FACULTY INTERNSHIP COORDINATOR (COMM, CTVA, HCOM)
Professor Amber Chitty
Room: CP-650-27
Tel: (657) 278-7128
Email: Comminternship@fullerton.edu
Website: <http://communications.fullerton.edu/internship>

COMMUNICATIONS DEPARTMENT
Room: CP-400
Tel: (657) 278-3517

CENTER FOR INTERNSHIPS & COMMUNITY ENGAGEMENT
Room: LH-206 Office Hours: M-F 8-5
Tel: (657) 278-3746
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