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 internship is a 3-unit, 120-hours, Credit/No Credit course. HCOM is 3-unit, 120 hours, graded 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://communications.fullerton.edu/internship/internship.php

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
- 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://communications.fullerton.edu/internship/internship.php

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

- Navigate to the CSUF homepage, www.fullerton.edu
- Log in to your Portal
- Under Quick Links on the Student Portal page, click Career Center.
- Note: If you have never been to this page before, you will have to fill out a short form to access the database.
- Click on Jobs & Internships on the blue toolbar on the left
- Click on Jobs & Internships on Titan Connection
- Click on Jobs & Internships on the toolbar at the top toolbar on the webpage.
- Highlight and Click Titan Connection Jobs
- Click the "More Options" button
- Select Academic Internships under position type
- Enter an appropriate Keyword and click Search

Option Two: Find your own

If you found a site on your own and were offered to complete your academic internship there, great! Simply ask the agency or organization to register in our database on our website, http://www.fullerton.edu/cice/partners/internships.php

Please allow a minimum of 3 weeks to complete 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:

1. Meet with International Programs (IP) first to get CPT information including allowable internship start and end dates
2. After securing an internship, obtain an official offer letter from your internship site on company letterhead including the internship start and end dates, pay information and officiating signature
3. Register host organization if not in Titan Connection
4. Complete CICE registration and print the following forms:
   a. Internship Course Approval Form
   b. Release of Liability Form (if present)
   c. Consent Form
   d. Registration Complete Form
5. Get department permit if required and enroll in internship course
6. Bring all forms and letter to CICE for signature
7. Submit all forms to IP to process CPT I-20

Contact Information

FACULTY INTERNSHIP COORDINATOR (COMM, RTVF, HCOM)  
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Website: http://communications.fullerton.edu/internship

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

CENTER FOR INTERNSHIPS & COMMUNITY ENGAGEMENT  
Room: LH-206  
Tel: (657) 278-3746  
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Website: http://www.fullerton.edu/cice

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