COMPUTER SCIENCE
Academic Internships (EGGN 495)

The Engineering academic internship (professional practice) provides students with professional work experience in the industry or government. The internship integrates and supplements the student's academic studies. The course is worth 1 - 3 units but may be repeated. It is applicable towards bachelor's degree programs, but is not for credit in the graduate program. A written report is required for successful completion.

Prerequisites
- Junior or Senior class standing in Computer Science
- At least a 2.0 GPA for undergraduates. Graduate students must have a Study Plan GPA of at least 3.0
- Obtain verification and signature approval from the College Dean or Associate Dean to complete registration

Faculty Internship Coordinator

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Location: CS 502

What is an Academic Internship?

At Cal State Fullerton, academic internships are credit-bearing. Students enroll in an internship course and complete course requirements. The number of units you receive depends on the number of hours you complete at your internship site.

1 unit = 40-60 hours, 2 units = 80-100 hours,
3 units = 120-150 hours

An academic internship is a work-learning partnership between a student, the university, and a host company or organization that bears a direct relationship to a student's major and professional goals.

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

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 you Portal
- Under Quick Links on your Student Portal page, click on Career Center.
- If you have never been to this page before, you may 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
- 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.

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
Note: While completing the registration, print the Internship Course Approval Form
- Print the Registration Complete page for your instructor if required
3. Submit the Internship Course Approval Form, copy of the internship offer letter from the employer and an unofficial transcript to the EGS Dean’s office in CS-502 to be permitted
4. Once permitted, enroll for EGGN 495 internship class on Titan Online or through the CSUF Admissions Office

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