Academic Internships
Economics (ECON 495)

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

Prerequisites
- Economics major and completion of Business Admin 301, ISDS 361A, Economics 310 (or 320) (or the equivalents)
- International business concentration and completion of Economics 202 and 335, ISDS 361A (or the equivalents)
- At least junior (3rd year) class standing
- At least a 2.5 GPA
- Obtain departmental verification and signature approval to complete registration

Unit/Hours Requirement
- 3 (40 hours of internship per unit enrolled)
- Max 6 units of internship can count toward graduation (at department advisor discretion)
- Practicum requirement must be 3 units, graded option

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. iss@fullerton.edu

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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)
Start by getting assistance developing your résumé and cover letter and preparing for interviews at:
- CSUF Career Center (LH 208): fullerton.edu/career
- Business Career Services (SGMH 1401): business.fullerton.edu/Programs/CareerServices

Step 2: Apply (3 Months before)
Option A: 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 survey if first time logging in
- Point to the Jobs & Internships tab and click Titan Connection Jobs
- Click Position Type and select COVID Intern (academic/college-credit)
- Enter relevant keywords and click Search
- Click on position titles to review and apply

Option B: Find your own (Handshake, LinkedIn, etc.)
If you secured an internship outside of Titan Connection:
- Go to: https://fullerton.edu/cice/newsite
- 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. Contact CICE for updates on your site approval. Allow up to 3 weeks for approval

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)
Note: If you followed Step 2 - Option B you must wait for your internship to be approved before proceeding. To obtain a class enrollment permit:
- Log in to apps.fullerton.edu/cice/permit/
- Fill out the required sections and click “Submit”
- Print the Course Approval Form as "Adobe PDF" and submit to Lindsay Siegmund, Academic Internship Advisor, at lsiegmund@fullerton.edu
- Enroll in the course once you receive permission from the internship advisor.

Step 4: Complete CICE Registration (1 – 4 weeks before)
Wait 24 hours after enrolling in your academic internship course then follow the instructions by using this link: www.fullerton.edu/cice/placement_instructions
A video guide demonstrating the process above can be found at fullerton.edu/cice/students

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Business Career Services
Lindsay Siegmund
SGMH 1401
(657)278-5299
lsiegmund@fullerton.edu

Faculty Internship Coordinator
Radha Bhattacharya
SGMH 3394
(657) 278-3652
rbhattachary@fullerton.edu

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