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

**Faculty Internship Coordinator**

Dipanker Purkayastha
SGMH 3313A
(657)278-2228
dipankar@fullerton.edu

**Department Information**

**Website:** [http://business.fullerton.edu/economics](http://business.fullerton.edu/economics)
**Tel:** (657)278-2228
**Fax:** (657) 278-3097
**Location:** SGMH 3313A

**Unit/Hours Requirement**

- 1 – 3 (40 hours of internship per unit enrolled)
- Max 6 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

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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](http://fullerton.edu/career)
- MCBE Career Services (SGMH 1401): [business.fullerton.edu/Programs/CareerServices](http://business.fullerton.edu/Programs/CareerServices)

**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
- 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
- Click on position titles 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)**

Once you have accepted an internship offer and know your start date obtain a class enrollment permit:

- Log in to [apps.fullerton.edu/cice/permit/](http://apps.fullerton.edu/cice/permit/)
- Fill out the required sections and click “Submit”
- Print the Course Approval Form and take it your department

Once you have permission from your department enroll in the course.

**Step 4: Complete CICE Registration (1 – 4 weeks before)**

Finally complete the CICE Registration at [https://apps.fullerton.edu/cice](https://apps.fullerton.edu/cice)

A video guide demonstrating the process above can be found at [fullerton.edu/cice/students](http://fullerton.edu/cice/students)

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Updated 10/16/18