



An academic internship is work experience for which you receive academic credit. Students must:

- Seek and secure an internship **relevant to your major** prior to the start of the semester
- Enroll in ECON 495 (see **Internship Steps** to the right) and **complete the course requirements** as prescribed in the University Catalog
- **Both the internship and ECON 495 must happen simultaneously**

### Prerequisites

- ✓ Economics major and completion of BUAD 301, ISDS 361A, ECON 310 (or 320)
- ✓ International Business major and completion of ECON 202, ECON 335, and ISDS 361A
- ✓ Completed at least one semester at CSUF
- ✓ Junior standing with minimum 2.5 GPA
- ✓ Obtain departmental verification and permit to complete registration

### Unit/Hours Requirement

- 1-3 units (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**

### Business Career Services

Lindsay Siegmund  
SGMH 1401  
(657) 278-5299  
[lsiegmund@fullerton.edu](mailto:lsiegmund@fullerton.edu)

Refer to the following Internship Resources:  
[business.fullerton.edu/career-services/internship-resources](http://business.fullerton.edu/career-services/internship-resources)

### 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](mailto:iss@fullerton.edu) (657) 278-2787

### Need Assistance?

Visit Us: Langsdorf Hall 206  
Hours: Monday-Friday 8am-5pm  
Phone: (657) 278-3746  
Helpdesk: <http://www.fullerton.edu/cice/>

## INTERNSHIP STEPS

Note: Timelines are suggested; however, **the final step must be completed prior to beginning your internship hours and by the add deadline of the term.**

### 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)
- Business Career Services (SGMH 1401): [business.fullerton.edu/career-services](http://business.fullerton.edu/career-services)

### Step 2: Apply (3 Months before)

#### Option A: Find an internship in Titan Connection

- Visit [apps.fullerton.edu/career](http://apps.fullerton.edu/career)
- Login using your campus portal
  - *Fill out survey if first time logging in*
- In the left menu, click the **Jobs** and then click **Search Jobs & Internships**
- Click **Position Type** and select **Intern (academic/for college-credit)**
- Enter relevant **Keywords** and click **Search**
- Click on positions to review and apply

#### Option B: Find your own (Handshake, LinkedIn etc.)

If you secured an internship outside of Titan Connection:

- Go to [fullerton.edu/cice/newsite](http://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 <http://www.fullerton.edu/cice/students/> for updates on your site approval. Please 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](http://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](mailto:lsiegmund@fullerton.edu)
- Enroll in the course once you receive permission from the internship advisor.

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

Follow the instructions by using this link:  
[www.fullerton.edu/cice/placement\\_instructions](http://www.fullerton.edu/cice/placement_instructions)