Academic Internships
Engineering (EGGN 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
- Junior or Senior class standing in Engineering
- 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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Department Information
Tel: (657) 278-3362
Location: CS 502

Unit/Hours Requirement
- 3 (40 hours of internship per unit enrolled)

International Students
Please read and adhere to the Academic Internship Policy to avoid complications and disappointment: http://bit.ly/2kUFvFr. 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

INTERNSHIP 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)
The CSUF Career Center in LH208 can help you develop a résumé and cover letter and prepare for interviews. Visit www.fullerton.edu/career

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
- 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
If you secured an internship outside of Titan Connection:
- Go to: 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/
- Select your site and position then click next
- 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)
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