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)
- Max 6 units of internship can count toward graduation (at department advisor discretion)

**International Students**

Please read and adhere to the Academic Internship Policy to avoid complications and disappointment: [http://bit.ly/2kUfVFr](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)](http://bit.ly/2kUfVFr) 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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**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](http://www.fullerton.edu/career).

**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
- 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/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/)
- 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)**

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)