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 commencement of the semester
- Enroll in EGGN 495 (see Internship steps)
- Complete course requirements as prescribed in the University 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

Dr. Sang June Oh
CS- 503
(657) 278-7161
sjoh@fullerton.edu

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

Need Assistance?

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

**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)**

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/newsite](http://fullerton.edu/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@fullerton.edu](mailto:cice@fullerton.edu) for updates on your site approval. 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)**

Note: Once you have accepted an internship offer follow the link to complete the ECS Academic Internship application: [https://www.fullerton.edu/ecs/resources/ecs-academic-internship.php](https://www.fullerton.edu/ecs/resources/ecs-academic-internship.php)

Submit the CICE Approval Form, Internship Offer Letter, Department Chair approval, and an unofficial transcript

**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)

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