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
- Course fee: $2,500

Prerequisites

- At least one year of enrollment at CSUF
- Minimum GPA of 3.0 in graduate study plan
- Approvals from AMSE Academic Advisor and ECS Dean’s Office

Faculty Internship Coordinators

Dr. Sang June Oh  Dr. Bin Cong
CS- 503  CS-417
(657) 278-7161  (657) 278-2031
sjoh@fullerton.edu  bcong@fullerton.edu

Department Information

Tel: (657) 278-3362
Location: CS 502

Unit/Hours Requirement

- 3 (minimum of 120 hours)

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.

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. 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/
- Select your site and position then click next
- Print the Course Approval Form and take it to your department

Once you have permission from your department, contact Program Analyst – Veronica Martinez at vmartinez@fullerton.edu for registration instruction.

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

Follow the instructions by using this link:
www.fullerton.edu/cice/placement_instructions

A video guide demonstrating the process above can be found at http://www.fullerton.edu/cice/students/internships.php