### Academic Internships

#### Accelerated Masters in Software 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
- 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

<table>
<thead>
<tr>
<th>Dr. Sang June Oh</th>
<th>Dr. Bin Cong</th>
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<tbody>
<tr>
<td>CS- 503</td>
<td>CS-417</td>
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<tr>
<td>(657) 278-7161</td>
<td>(657) 278-2031</td>
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<tr>
<td><a href="mailto:sjoh@fullerton.edu">sjoh@fullerton.edu</a></td>
<td><a href="mailto:bcong@fullerton.edu">bcong@fullerton.edu</a></td>
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</tbody>
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### 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](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

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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.

#### 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 **My Academic Internship Site Isn’t Registered** on the left of the screen
- Complete the online request form

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](http://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](http://www.fullerton.edu/cice/students/internships.php)

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