ACCELERATED MASTERS IN SOFTWARE ENGINEERING
Academic Internships (EGGN 495)

The Accelerated Masters of Software Engineering (AMSE) academic internship (professional practice) provides students with professional work experience in the industry or government. The internship integrates and supplements the student's academic studies. This course is 3 units and does not count toward credit in the graduate program. A written report is required for successful completion.

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 Coordinator
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Location: CS 502

What is an Academic Internship?
At Cal State Fullerton, academic internships are credit-bearing. Students enroll in an internship course and complete course requirements. The number of units you receive depends on the number of hours you complete at your internship site.

3 units = 120 hours, course fee $2,500

An academic internship is a work-learning partnership between a student, the university, and a host company or organization that bears a direct relationship to a student’s major and professional goals.

Finding an Internship
Students are responsible for seeking and securing internships for themselves. There are two ways you search:

Option 1: 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 the subsequent survey if you have never been to this page before
- To upload a resume/cover letter, point to the Documents tab and click Documents. Click Add New and browse to document to upload.
- Point to the Jobs & Internships tab and click Titan Connection Jobs
- Click the Intern (academic/for college-credit)* tab
- Enter relevant keywords and click Search

Option 2: Find your own
If you secured an internship at a site that is not already registered in Titan Connection, complete a short online request form and an immediate email with instructions will be sent to you and your site supervisor. Simply visit fullerton.edu/cice/students and select My Academic Internship Site Isn’t Registered in the left menu column.

Please allow up to 3 weeks to finalize your site registration.

INTERNSHIP OUTSIDE OF THE US
Please contact CICE a minimum of 3 months before the semester you plan to take your internship in. If your internship is through a third-party agency contact the Study Abroad office at sabroad@fullerton.edu or 657-278-4594.

Registration Instructions
1. After securing an internship, obtain an official offer letter from your internship site on company letterhead including start and end dates, pay information, site address, and officiating signature.
2. Complete CICE Registration (Academic Internship site must be registered and approved PRIOR to your start date):
   - Navigate to http://www.fullerton.edu/cice
   - Under “For Students” Click on CICE Registration
   - Log in using your Campus username and password and select:
     - Academic Internship
     - Enter all information as required clicking “Continue” to progress
3. Print the following forms as you progress through the CICE registration:
   a) Internship course Approval form
   b) Release of Liability Form (if present)
   c) Consent Form
   d) Registration Complete Form
4. Take all completed CICE paperwork, copy of the internship offer letter from the employer, and an unofficial transcript to the ECS Dean’s office in CS-502 to be permitted
5. Once permitted, Contact the AMSE program analyst at amse@fullerton.edu to register for EGGN 495 through UEE Student Services
6. [International students only] submit all forms to UH-244 to process CPT I-20

International Students
CPT and Registration Steps:
All international students are required to obtain a CPT I-20 before beginning an 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