### Academic Internships

**English (ENGL 498)**

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

- International students in majors other than English cannot take this course
- Sophomore class status
- At least a 2.0 GPA
- Students must attend a mandatory orientation within the first 2 weeks of class

### Faculty Internship Coordinator

Dr. Chris Westgate  
University Hall 436  
(657) 278-3318  
jcwestgate@fullerton.edu

### Department Information

Website: [http://hss.fullerton.edu/english](http://hss.fullerton.edu/english)  
Tel: (657) 278-3163  
Location: University Hall 322

### Unit/Hours Requirement

- 1 – 3 (40 hours of internship per unit enrolled)
- Max 6 units of internship can count toward graduation (at department advisor discretion)

### International Students

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

### 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*
- 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
- Click on position titles 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.

**International Internships:** Internships outside the U.S. are not currently being approved by CICE. Contact the Study Abroad office in UH-244 about these internships.

#### Step 3: Enroll (1 – 2 months before)

Enroll in your internship class. Consult your department for enrollment instructions.

#### 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)