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

- Graduate standing in Environmental Studies or consent of instructor.
- At least a 3.0 GPA
- Obtain departmental verification and stamp to complete registration

### Faculty Internship Coordinator

Dr. Elaine Lewinnek  
University Hall 412  
(657) 278-3860  
elewinnek@fullerton.edu

### Department Information

Website: [http://hss.fullerton.edu/envstud/](http://hss.fullerton.edu/envstud/)  
Tel: (657) 278-3162  
Location: Humanities 420A

### Unit/Hours Requirement

- 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)](http://hss.fullerton.edu/envstud/) 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](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](http://www.fullerton.edu/career)
- Click on [View Jobs & Internships on Titan Connection](http://www.fullerton.edu/career)
- Login using your campus portal
  - *Fill out survey if first time logging in*
- In the left menu, click the [Jobs](http://www.fullerton.edu/career) and then click [Search Jobs & Internships](http://www.fullerton.edu/career)
- 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](http://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. Contact CICE for updates on your site approval. Allow up to 3 weeks for approval.

#### Internships outside U.S.

Students must begin by contacting the [Study Abroad](http://www.fullerton.edu/cice/newsite) 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)

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

#### 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)