Academic Internships
Environmental Studies
(ENST 596)

An academic internship is work experience for which you receive academic credit. Students must:

➢ Seek and secure an internship relevant to your major prior to the commencement of the semester
➢ Enroll in ENST 596 (see Internship steps)
➢ Complete course requirements as prescribed in the University 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
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Department Information

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

Unit/Hours Requirement

➢ 3 (40 hours of internship per unit enrolled)
➢ Max 3 units of internship can count toward graduation

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. iss@fullerton.edu (657)278-2787

Need Assistance?

Visit Us: Langsdorf Hall 206
Hours: Monday-Friday 8am-5pm
Phone: (657) 278-3746
Helpdesk: http://www.fullerton.edu/cice/

INTERNERSHIP 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
   o 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. Contact http://www.fullerton.edu/cice/students/ 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 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)

Fill out the department internship questionnaire here: https://fullerton.qualtrics.com/jfe/form/SV_9F8N4hWOygytvbE
With department approval enroll in the ENST 596 course.

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

Wait 24 hours after enrolling in your academic internship course then follow the instructions by using this link: www.fullerton.edu/cice/placement_instructions

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