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 start of the semester
➢ Enroll in FIN 495 (see Internship Steps to the right) and complete the course requirements as prescribed in the University catalog

➢ Both the internship and FIN 495 must happen simultaneously

Prerequisites

✓ A concentration in Finance
✓ Completed at least one semester at CSUF
✓ Junior standing with minimum 2.5 GPA
✓ Finance 320 completed with a grade of “C” (2.0) or better
✓ Obtain departmental verification and permit to complete registration

Unit/Hours Requirement

➢ 3 (120 hours required during the term)
➢ Max 6 units of internship can count toward graduation (at department advisor discretion)
➢ Practicum requirement must be 3 units, graded option

Career Services

Lindsay Siegmund
SGMH 1401
(657) 278-5299
lsiegmund@fullerton.edu

Refer to the following Internship Resources:
https://business.fullerton.edu/career-services/internship-resources

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

Step 1: Prepare your application (4 months before)

Start by getting assistance developing your résumé and cover letter and preparing for interviews at:
➢ CSUF Career Center (LH 208): fullerton.edu/career
➢ CBE Career Services (SGMH 1401):
https://business.fullerton.edu/career-services

Step 2: Apply (3 Months before)

Option A: Find an internship in Titan Connection
➢ Visit https://apps.fullerton.edu/career
➢ Login using your campus portal
  o Fill out survey if first time logging in
➢ In the left menu, click Jobs and then 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 www.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)

Note: If you followed Step 2 -Option B you must wait for your internship to be approved before proceeding. To obtain a class enrollment permit:
➢ Log in to apps.fullerton.edu/cice/permit/
➢ Fill out the required sections and click “Submit”
➢ Print the Course Approval Form as “Adobe PDF” and submit to Lindsay Siegmund, Academic Internship Advisor, at lsiegmund@fullerton.edu
➢ Enroll in the course once you have received permission from the internship advisor.

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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