



## Academic Internships Finance (FIN 495)

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 s
- 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](mailto: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](mailto: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/>

## INTERNSHIP STEPS

Note: timelines are suggested; however, **the final step must be completed prior to beginning your internship hours and by the [add deadline](#) of the term.**

### 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](http://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
  - *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/](http://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/](https://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](mailto: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](http://www.fullerton.edu/cice/placement_instructions)