

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

- ✓ Completion of HESC 500, HESC 501, HESC 508, HESC 515, HESC 524 and HESC 540

Faculty Internship Coordinator

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Department Information

Website: <http://hhd.fullerton.edu/hesc/index.htm>
Tel: (657) 278-3316
Location: KHS 121

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.

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
 - *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/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.

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)

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>

A video guide demonstrating the process above can be found at fullerton.edu/cice/students