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

Dr. Jie Weiss
KHS- 225
(657)278-4388
jweiss@fullerton.edu

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

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
- Point to the Jobs & Internships tab and click Titan Connection Jobs
- Click the Intern (academic/for college-credit)* tab
- Enter relevant keywords and click Search
- Click on position titles 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.

**International Internships:** Internships outside the U.S. are not currently being approved by CICE. Contact the Study Abroad office in UH-244 about these internships.

**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