Academic Internships
Human Services
(HUSR 396, 495, 496)

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 an internship course
➢ Complete course requirements as prescribed in the University catalog

Prerequisites
✓ HUSR-201 Introduction to Human Services and HUSR-380 Theories and Techniques of Counseling or HUSR-310 Case Management or SOCI-305 Social Work Practice (formerly Techniques of Social Welfare)
✓ At least a 2.0 GPA

Faculty Internship Coordinator
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Department Information
Website: http://hhd.fullerton.edu/husr/
Tel: (657) 278-8444
Location: EC-405

Unit/Hours Requirement
➢ 3 (40 hours of internship per unit enrolled)
➢ 9 units are required for 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

Need Assistance?
Visit Us: Langsdorf Hall 206
Hours: Monday-Friday 8am-5pm
(657) 278-3746 cice@fullerton.edu

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 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 cice@fullerton.edu for updates on your site approval. Allow up to 3 weeks for approval.

Note on School Districts: If you wish to pursue an internship at a public school, please contact CICE a month before the semester begins

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)
Follow the instructions by using this link: www.fullerton.edu/cice/placement_instructions
A video guide demonstrating the process above can be found at fullerton.edu/cice/students