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
- Business Career Services (SGMH 1401): business.fullerton.edu/Programs/CareerServices/

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/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

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 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
- Enroll in the course once you receive permission from the internship advisor

Step 4: Complete CICE Registration (1 – 4 weeks before)

Follow the instructions by using this link:
www.fullerton.edu/cice/placement_instructions

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