INFORMATION SYSTEMS & DECISION SCIENCES

Academic Internships (ISDS 495)

The ISDS internship is a one to three units course for students concentrating in Information Systems or Management Science. The internship should be a planned and supervised work experience. The course may be repeated for credit up to a total of six units. It is a credit/no credit grading course only.

Prerequisites
- **BUAD 301**
- Students in the information systems concentration must have completed **ISDS 309** and **402**; students in the management science concentration must have completed **ISDS 361A** and **361B**;
- At least Junior class standing
- At least a 2.5 GPA
- At least one semester in residency at the university
- Obtain departmental verification and stamp to complete registration

Faculty Internship Coordinator

Dr. Rahul Bhaskar
SGMH 4170
(657)278-3328
rbhaskar@fullerton.edu

Department Information

**Website:** www.business.fullerton.edu/isds/
**Tel:** (657)278-2221 **Location:** SGMH 4113

What is an Academic Internship?

At Cal State Fullerton, academic internships are credit-bearing. Students enroll in an internship course and complete course requirements. The number of units you receive depends on the number of hours you complete at your internship site.

1 unit = 40-60 hours, 2 units = 80-100 hours, 3 units = 120-150 hours

Finding an Internship

Students are responsible for seeking and securing internships for themselves. There are two ways you search:

**Option one: Find an internship in Titan Connection**

Visit [www.fullerton.edu/career](http://www.fullerton.edu/career)
- Click on Students > Jobs & Internships
- Click on View Jobs & Internships on Titan Connection
- Login using your campus portal
- Fill out the subsequent survey if you have never been to this page before
- To upload a resume/cover letter, point to the Documents tab and click Documents. Click Add New and browse to document to upload.
- 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

**Option Two: Find your own**

If you secured an internship at a site that is not already registered in Titan Connection, complete a short online request form and an immediate email with instructions will be sent to you and your site supervisor. Simply visit fullerton.edu/cice/students and select My Academic Internship Site Isn't Registered in the left menu column.

Please allow up to 3 weeks to finalize your site registration.

**INTERNSHIP OUTSIDE OF THE US**

Please contact CICE a minimum of 3 months before the semester you plan to take your internship in. If your internship is through a third-party agency contact the Study Abroad office at sabroad@fullerton.edu or 657-278-4594.

Registration Instructions

1. Complete CICE Registration (Academic Internship site must be registered and approved PRIOR to your start date):
   - Navigate to [http://www.fullerton.edu/cice](http://www.fullerton.edu/cice)
   - Under “For Students” Click on CICE Registration
   - Log in using your Campus username and password and select: Academic Internship
   - Enter all information as required clicking “Continue” to progress
   - Print the Registration Complete page for your instructor if required

2. Enroll for ISDS 495 internship class on Titan Online or through the CSUF Admissions Office.

International Students

**CPT and Registration Steps:**

All international students are required to obtain a CPT I-20 before beginning an 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

**REV: 8 FEB17**