Academic Internships
Information Systems & Decision Sciences (ISDS 495)

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
- BUAD 301
- Students in the Information Systems concentration must have completed ISDS 309 and 402; students in the Decision Sciences & Business Analytics must have completed ISDS 361A and 361B; students in the International Business concentration must have completed ISDS 309 or ISDS 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

Business Career Services
Lindsay Siegmund
SGMH 1401
(657) 278-5299
lsiegmund@fullerton.edu

Faculty Internship Coordinator
Dr. Panayiotis Skordi
(657) 278-2221
SGMH 4195
pskordi@fullerton.edu

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)
- Practicum requirement must be 3 units, graded option

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
Call Us: (657) 278-3746
Email Us: cice@fullerton.edu

INTERNERNSHIP 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)
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 CICE for updates on your site approval. Allow up to 3 weeks for approval

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 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)
Wait 24 hours after enrolling in your academic internship course then 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