



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 **relevant to your major** prior to the start of the semester
- Enroll in ISDS 495 (see **Internship Steps** to the right) and **complete the course requirements** as prescribed in the University catalog
- **Both the internship and ISDS 495 must happen simultaneously**

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**
- ✓ Junior standing with minimum 2.5 GPA
- ✓ Completed at least one semester at CSUF
- ✓ Obtain departmental verification and stamp to complete registration

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**

Business Career Services

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SGMH 1401
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Refer to the following Internship Resources:

<https://business.fullerton.edu/career-services/internship-resources>

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 (657) 278-2787

Need Assistance?

Visit Us: Langsdorf Hall 206
Hours: Monday-Friday 8am-5pm
Phone: (657) 278-3746
Helpdesk: <http://www.fullerton.edu/cice/>

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