**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

**Mihaylo Career Services**

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

**Faculty Internship Coordinator**

Dr. Panayiotis Skordi  
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)

**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.

**Need Assistance?**

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

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**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  
- MCBE 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](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 survey if first time logging in
- In the left menu, click the **Jobs** and then click **Search Jobs & Internships**
- Click **Position Type** and select **COVID Intern (academic/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/](http://apps.fullerton.edu/cice/permit/)
- Fill out the required sections and click “Submit”
- Print the Course Approval Form and submit to MCBE internship advisor, Lindsay Siegmund in SGMH 1401
- 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](http://www.fullerton.edu/cice/placement_instructions)

A video guide demonstrating the process above can be found at [fullerton.edu/cice/students](http://fullerton.edu/cice/students)

**REV: 5 JUN 20**