**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**

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

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  
Monday-Friday 8am-5pm  
(657) 278-3746  
cice@fullerton.edu

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**INTERNERNSHIP 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/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@fullerton.edu 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 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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