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 management science concentration 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

Faculty Internship Coordinator
Dr. Rahul Bhaksar
SGMH 4170
(657) 278-3328
rbhaskar@fullerton.edu

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

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

INTERNERSHIP 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
- 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/students
- Select My Academic Internship Site Isn’t Registered on the left of the screen
- Complete the online request form
An email with instructions will be sent to your site supervisor. Approval takes 1 – 3 weeks. Confirm approval by attempting the CICE Registration or contacting CICE.

International Internships: Internships outside the U.S. are not currently being approved by CICE. Contact the Study Abroad office in UH-244 about these internships.

Step 3: Enroll (1 – 2 months before)
Once you have accepted an internship offer and know your start date 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 and take it your department

Once you have permission from your department enroll in the course.

Step 4: Complete CICE Registration (1 – 4 weeks before)
Finally complete the CICE Registration at https://apps.fullerton.edu/cice

A video guide demonstrating the process above can be found at fullerton.edu/cice/students

Updated 8/13/18