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  
lseigmund@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)

**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

**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  
- 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.

**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)**

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 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)**

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

REV: 10 March 2020