

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

- ✓ Minimum of 12 units of upper-division Kinesiology courses completed
- ✓ Consent of faculty sponsor, field supervisor, fieldwork coordinator and chair
- ✓ Junior or Senior class standing
- ✓ At least a 2.0 GPA
- ✓ Obtain departmental verification and stamp to complete registration

Faculty Internship Coordinator

Dr. Kavin Tsang
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Department Information

Website: <http://hhd.fullerton.edu/knes/>
Tel: (657)278-3316
Location: KHS-121

Unit/Hours Requirement

- 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

INTERNSHIP 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)

The CSUF Career Center in LH208 can help you develop a résumé and cover letter and prepare for interviews. Visit www.fullerton.edu/career.

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*
- Point to the Jobs & Internships tab and click Titan Connection Jobs
- Click the Intern (academic/for college-credit)* tab
- Enter relevant keywords and click Search
- Click on position titles 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. It is the student's duty to ensure their site is approved in a timely manner. Please allow up to 3 weeks to finalize your site registration.

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/
- Select your site and position then click next
- 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