Academic Internships
Kinesiology (KNES 550/595)

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

- Completion of all required documentation as prescribed by Graduate Program Coordinator
- Consent of faculty supervisor, site supervisor, and Graduate Program Coordinator

Graduate Program Coordinator

Dr. Do Kyeong Lee
KHS-223
(657) 278-3334
dolee@fullerton.edu

Department Information

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

Unit/Hours Requirement

- 1 - 3 (minimum 40 hours of internship per unit enrolled)

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?

Contact CICE

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

INTERNSHIP STEPS

Note: Timelines are suggested though final step must be completed prior to beginning your internship hours.

Step 1: Prepare your application (Semester 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 (Semester 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 discipline-relevant Keywords and click Search
- Click on appropriate 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. 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.

IMPORTANT NOTE - Public School and Medical/Clinical Settings:

Please contact CICE to clear these internships a minimum of two months prior to the semester commencing.

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/
- Fill out the required sections and click “Submit”
- Print the Course Approval Form as “Adobe PDF” and save it.
- Log in to the CANVAS Kinesiology Graduate Program page and complete the Internship Application form
- Submit all forms to Dr. Do Kyeong Lee, Graduate Internship Coordinator at dolee@Fullerton.edu
- Enroll in the course once you receive permission from the department

Step 4: Complete CICE Registration (1 – 4 weeks before)

Follow the instructions by using this link:
www.fullerton.edu/cice/placement_instructions

Revised: 9/15/2021