Academic Internships
Management
(MGMT 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 MGMT 495 (see Internship Steps to the right) and complete the course requirements as prescribed in the University Catalog
- Both the internship and MGMT 495 must happen simultaneously

**Prerequisites**

- ✓ A concentration in management or international business
- ✓ Completed at least one semester at CSUF
- ✓ Junior standing with minimum 2.5 GPA
- ✓ Six units of upper-division management courses including MGMT 339
- ✓ Obtain departmental verification and permit to complete registration

**Unit/Hours Requirement**

- 1-3 units (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
lsieg mund@fullerton.edu

Refer to the following Internship Resources:
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

**Internship 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/career-services

**Step 2: Apply (3 Months before)**

**Option A: Find an internship in Titan Connection**

- Visit apps.fullerton.edu/career
- 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 (Handshake, Linkedin etc.)**

If you secured an internship outside of Titan Connection:

- Go to fullerton.edu/cice/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 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 lsieg mund@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

**需 Assistance?**

Visit: Langsdorf Hall 206
Hours: Monday-Friday 8am-5pm
(657) 278-3746 cice@fullerton.edu

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