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)**
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 COVID Intern (academic/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/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 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 and submit to MCBE Internship Advisor, Lindsay Siegmund in SGMH 1401.
- Enroll in the course once you receive permission

**Step 4: Complete CICE Registration (1 – 4 weeks before)**
Wait 24 hours after enrolling in your academic internship course then 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

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**Academic Internships**
Management (MGMT 495)

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
- Class does not count toward concentration graduation requirements

**Prerequisites**
- Six units of upper-division management courses including Management 339
- Concentration in management or international business
- At least junior standing and one semester in residence at the university
- At least a 2.5 GPA
- Obtain departmental verification and signature approval to complete registration

**Faculty Internship Coordinator**
Dr. Shaun Pichler
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**Mihaylo Careeer Services**
Lindsay Siegmund
(657) 278-5299
SGMH 1401
lsiegmond@fullerton.edu

**Unit/Hours Requirement**
- 1 – 3 (40 hours of internship per unit enrolled)
- Max 6 units of internship can be taken

**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