**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  
lsiegmund@fullerton.edu

Refer to the following Internship Resources:  
[business.fullerton.edu/career-services/internship-resources](http://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](mailto:iss@fullerton.edu)  
(657) 278-2787

**Need Assistance?**

Visit Us: Langsdorf Hall 206  
Hours: Monday-Friday 8am-5pm  
Phone: (657) 278-3746  
Helpdesk: [http://www.fullerton.edu/cice/](http://www.fullerton.edu/cice/)

**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](http://fullerton.edu/career)
- Business Career Services (SGMH 1401): [business.fullerton.edu/career-services](http://business.fullerton.edu/career-services)

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

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

- Visit [apps.fullerton.edu/career](http://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](http://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 [http://www.fullerton.edu/cice/students/](http://www.fullerton.edu/cice/students/) 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](http://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 [lsiegmund@fullerton.edu](mailto:lsiegmund@fullerton.edu)
- Enroll in the course once you receive permission from the internship advisor.

**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](http://www.fullerton.edu/cice/placement_instructions)

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