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
SGMH 5396
(657) 278-2251
managementdept@fullerton.edu

Mihaylo Career Services

Lindsay Siegmund
(657) 278-5299
SGMH 1401
lsiegmund@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

INTERNETSHIP 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
  o 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

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. Approval takes 1 to 3 weeks. Confirm approval by attempting the CICE Registration or contacting CICE.

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)

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/
➢ 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 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

A video guide demonstrating the process above can be found at fullerton.edu/cice/students