



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

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SGMH 1401
(657) 278-5299
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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

Need Assistance?

Visit Us: Langsdorf Hall 206
Hours: Monday-Friday 8am-5pm
Phone: (657) 278-3746
Helpdesk: <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
- 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 <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
- 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
- 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