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 course requirements as prescribed in the University catalog
- Both the internship and MGMT 495 must happen simultaneously

### Prerequisites

- Concentration in management or international Business
- Completed at least one semester at CSUF
- Junior standing with minimum 2.5 GPA
- Obtain departmental verification and permit to complete registration

### Unit/Hours Requirement

- 1 - 3 (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, grade graded option

### Business Career Services

Lindsay Siegmund  
(657) 278-5299  
SGMH 1401  
lsiegmond@fullerton.edu

Refer to the following Internship Resources:
https://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  
(657) 278-3746 cice@fullerton.edu

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**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
- CBE 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
- Login using your campus portal
  - Fill out survey if first time logging in
- In the left menu, click 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. 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 lsiegmund@fullerton.edu
- Enroll in the course once you receive permission

### Step 4: Complete CICE Registration (1 – 4 weeks before)

Follow the instructions by using this link:
www.fullerton.edu/cice/placement_instructions