**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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(657) 278-2251
managementdept@fullerton.edu

### Mihaiko 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

### 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 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/students
- Select My Academic Internship Site Isn’t Registered on the left of the screen
- 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

REV: 10 March 2020