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:
- 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 take it your department

Once you have permission from your department, enroll in the course.

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

Finally, complete the CICE Registration at https://apps.fullerton.edu/cice

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