Academic Internships
Psychology (PSYC 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

Prerequisites
- Completion of nine units of upper division psychology coursework (three courses)
- At least a 2.0 GPA
- Register for the class

Please Note
- All sections of Psych 495 will accommodate sites with a variety of psychological orientations. There is no restriction of placement sites to specific sections of Psych 495
- Observations of therapists and participation in group activities are acceptable for students at clinical sites
- Students at clinical sites should NEVER be involved in one-on-one therapy sessions with clients

Faculty Internship Coordinator
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Department Information
Website: http://psychology.fullerton.edu/
Tel: (657) 278-3514
Location: Humanities 830M

Unit/Hours Requirement
- 3 (40 hours of internship per unit enrolled)
- Max 6 units of internship can count toward graduation (at department advisor discretion)

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)
Psychology students should prepare a résumé and cover letter for use in applying for internships and for one class assignment. The CSUF Career Center will offer their assistance in LH208 or www.fullerton.edu/career.

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 COVID Intern (academic/college-credit)
- Enter relevant Keywords and click Search
- Click on positions to review and apply

Option B: Internship at an approved school
If you wish to intern at a public school it MUST BE part of a school district approved by CICE. For a list of approved school districts:
1. Go to the Service-Learning Resources menu on fullerton.edu/cice/students/internships.php
2. Check the Approved School Districts list to verify your district is approved.

Once you secure an internship at a school:
1. Go to: fullerton.edu/cice/newsite
2. Complete the online request form
3. Wait for an email notification that your school is approved (3 - 4 days)

Option C: Find your own
If you secured an internship outside of Titan Connection:
- Go to www.fullerton.edu/cice/newsite
- Complete the online request form
An email with registration instructions will be sent to your site supervisor. It is the student’s responsibility to ensure their site is approved in a timely manner. Allow up to 3 weeks for approval. Contact CICE for updates.

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)
Enroll in your internship class. Consult your department for enrollment instructions.

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

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