Internship Steps

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
1. Visit www.fullerton.edu/career
2. Click on Students > Jobs & Internships
3. Click on View Jobs & Internships on Titan Connection
4. Login using your campus portal
   o Fill out survey if first time logging in
5. In the left menu, click the Jobs and then click Search Jobs & Internships
6. Click Position Type and select Intern (academic/for college-credit)
7. Enter relevant Keywords and click Search
8. 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.
   - Complete a New School Form at: http://www.fullerton.edu/cice/_resources/pdfs/student/NewSchoolForm.pdf
   - Submit form to CICE to have your school added.

Option C: Find your own
If you secured an internship outside of Titan Connection:
1. Go to fullerton.edu/cice/students
2. Select My Academic Internship Site Isn’t Registered on the left of the screen
3. 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. Please allow up to 3 weeks to finalize your site registration.

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)
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

Faculty Internship Coordinator
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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