# Academic Internships

**Psychology (PSYC 495)**

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 PSYC 495 (see Internship steps)
- Complete course requirements as prescribed in the University catalog

## Prerequisites

- Completion of nine units of upper division psychology coursework (three courses)
- At least a 2.0 GPA

## 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/](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. 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 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](http://www.fullerton.edu/career).

### Step 2: Apply (3 Months before)

**Option A: Find an internship in Titan Connection**
- Visit [www.fullerton.edu/career](http://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 Search Jobs & Internships  
- Click Position Type and select Intern (academic/college-credit)  
- Enter relevant Keywords and 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 Academic Internship Resources menu on [fullerton.edu/cice/students/internships.php](http://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](http://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](http://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. 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)

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](http://www.fullerton.edu/cice/placement_instructions)

A video guide demonstrating the process above can be found at [fullerton.edu/cice/students](http://fullerton.edu/cice/students)