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**

Dr. Joanne Hoven Stohs
Humanities 810D
(657) 278-3105
Jstohs@fullerton.edu

**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.

**Need Assistance?**

Visit Us: Langsdorf Hall 206
Hours: Monday-Friday 8am-5pm
Call Us: (657) 278-3746
Email Us: cice@fullerton.edu

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**INTERNMENT 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)
- 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: 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](http://www.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. Complete a New School Form at: [http://www.fullerton.edu/cice/_resources/pdfs/student/NewSchoolForm.pdf](http://www.fullerton.edu/cice/_resources/pdfs/student/NewSchoolForm.pdf)
2. Submit form to CICE to have your school added.

**Option C: 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. 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)**

Finally complete the CICE Registration (CalStateS4) at [https://apps.fullerton.edu/cice](https://apps.fullerton.edu/cice)

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