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**

- Poli Sci 100 or its equivalent; Poli Sci 320 or 509 (for graduates) is required for Public Administration majors.
- At least a 2.0 GPA
- Obtain departmental verification and stamp to complete registration

**Faculty Internship Coordinator**

Dr. Shelly Arsenault  
UH-535  
(657) 278-2456  
sarsenault@fullerton.edu

**Department Information**

Website: hss.fullerton.edu/paj/  
Tel: (657) 278-3521  
Location: University Hall 511

**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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**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)**

The CSUF Career Center in LH208 can help you develop a résumé and cover letter and prepare for interviews. Visit www.fullerton.edu/career.

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

You can find many internship opportunities in the CSUF Titan Connection system:

- 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
- Point to the Jobs & Internships tab and click Titan Connection Jobs
- Click the Intern (academic/for college-credit)* tab
- Enter relevant keywords and click Search
- Click on position titles to review and apply

**Step 3: Enroll (1 – 2 months before)**

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