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 12 units of Sociology
- At least a 3.0 GPA

**Faculty Internship Coordinator**

Prof. Jessica Grimes  
CP 900-37  
(657) 278-3252  
jgrimes@fullerton.edu

**Website**  
http://hss.fullerton.edu/Sociology/

**Location**  
College Park 900

**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

**INTERNERNSHIP 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)**

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

**Option B: 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.

**International Internships**

Internships outside the U.S. are not currently being approved by CICE. Contact the Study Abroad office in UH-244 about these internships.

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

Once you have accepted an internship offer and know your start date obtain a class enrollment permit:

- Log in to apps.fullerton.edu/cice/permit/  
- Select your site and position then click next  
- Print the Course Approval Form and take it your department

Once you have permission from your department enroll in the course.

**Step 4: Complete CICE Registration (1 – 4 weeks before)**

Finally complete the CICE Registration at https://apps.fullerton.edu/cice

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