



COMMUNICATIONS RADIO-TV-FILM HUMAN COMM

Academic Internships
(COMM 495 & RTVF 495 & HCOM 437/495)

The Communications, Radio-TV-Film, Human Communications academic internships are supervised work experiences in a wide variety of communications media industries, agencies, and nonprofit organizations that are aligned with the student's major concentration. The COMM-RTVF internship is a 3-unit, 120-hours, Credit/No Credit course. HCOM is 3-unit, 120 hours, graded course.

Prerequisites

- 📁 Senior class standing (at least 90 units completed or in progress) and an active University student and a declared COMM/Concentration, RTVF or HCOM student
- 📁 A minimum 2.25 GPA in CSUF, MAJOR and CUM
- 📁 Check specific prerequisites in major/concentration at <http://communications.fullerton.edu/internships>.

Internship Requirements

- 📌 Minimum of 120 hours at one location
- 📌 Internship experience must relate to the student's field of study
- 📌 Must complete hours during the term of enrollment
- 📌 Complete CICE Registration Process
- 📌 Must complete all curriculum by the last day of semester as outlined on Titanium.

Faculty Internship Coordinator

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Website: <http://communications.fullerton.edu/internships>

Internship Process

1. Review the prerequisites, course overview and curriculum at <http://communications.fullerton.edu/internships>. PLEASE NOTE you may not take prerequisites concurrently.
2. Register through Titan Online for the class appropriate for your major during your open enrollment. You do not need an internship before registration.
3. Find a site (see next page for tips).
4. Get a cover letter and résumé stamped & signed off at Career Center *before you send it out* and stamped/signed-off for Step 6.
5. Secure an approved internship on Titan Connection at www.fullerton.edu/career. If you find your internship outside of Titan Connection, make sure that your site supervisor completes the registration steps before you begin. (Company representative see below)
6. Log onto student CICE website at www.fullerton.edu/CICE and complete CICE registration. You do not need a signature to CONTINUE through the Consent and Placement and Registration Complete Form. Save or print final page – Registration Complete form – for step 6.
7. Complete all curriculum components through Titanium before the last day to add the class for the term of enrollment to receive CREDIT or GRADE. NO EXCEPTIONS!

Company Approval Process

- **Find your own!** If you find a site on your own and are offered an internship, great! Have the company or organization follow the CICE directions to get University approval. Step-by-step instructions for sites are located on the CICE website at www.fullerton.edu/CICE. Click "Register and Post Positions" under Partners tab to post an ACADEMIC INTERNSHIP. The University must approve all internships.



The Center for Internships
and Community Engagement (CICE)
Location: LH 206 Tel: (657) 278-3746

Finding an Internship

Students are responsible for seeking and securing internships for themselves. The University must approve all internships.

There are two ways you search:

Option one: Find an internship in Titan Connection

- Navigate to the *CSUF homepage*, www.fullerton.edu
- Log in to your Portal
- Under *Quick Links* on the Student Portal page, click *Career Center*.
- If you have never been to this page before, you may have to fill out a short form to access the database.
- Click on *Jobs & Internships* on the blue toolbar on the left
- Click on *Jobs & Internships on Titan Connection*
- Click on *Jobs & Internships* on the toolbar at the top of the page.
- Highlight and Click *Titan Connection Jobs*
- Select **Academic Internships** under position type
- Click **Search**

Option Two: Find your own

If you found a site on your own and were offered to complete your academic internship there, great! Simply ask the agency or organization to register in our database on our website, www.fullerton.edu/cice/academicinternships.htm. Please allow a minimum of 3 weeks to complete site registration.

International Students

International students must obtain a **CPT I-20** from the International Education and Exchange office in UH-244. Check with IEE for admissible dates prior to completing the CICE Registration.

Additional Registration Steps

When completing the CICE Registration:

1. Print the following forms:
 - Internship Course Approval Form
 - Consent Form
 - Registration Complete Form.
2. If possible, obtain an official offer letter from your internship site.
3. Bring the CICE Registration forms and offer letter if available to CICE for signature
4. Submit all forms to IEE to process CPT I-20