



# FINANCE

## Academic Internships (FIN 495)

The Finance academic internship course provides an opportunity for students to formally integrate academic studies with practical work experience prior to graduation. It should be a planned and supervised work experience. The course may only be taken for a grade and will count as a finance elective provided that the Department of Finance approves the Course Substitution form.

### Prerequisites

- Finance 332
- Concentration in Finance
- At least junior (3<sup>rd</sup> year) class standing
- At least a 2.5 GPA
- Complete CICE registration (instructions on back)

### Faculty Internship Coordinator

**Dr. Mark Stohs**  
SGMH 5113 A  
(657) 278-3074  
[mstohs@fullerton.edu](mailto:mstohs@fullerton.edu)

### Department Information

**Website:** <http://www.business.fullerton.edu/finance>  
**Tel:** (657)278-2217  
**Fax:** (657) 278-2161  
**Location:** SGMH 5113

### What is an Academic Internship?

At Cal State Fullerton, academic internships are credit-bearing. Students enroll in an internship course and complete course requirements. The number of units you receive depends on the number of hours you complete at your internship site. FIN 495 requires 3 units and

3 units = 120-150 hours.

An academic internship is a work-learning partnership between a student, the university, and a host company or organization that bears a direct relationship to a student's major and professional goals.

### Need Assistance?

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



### Finding an Internship

Students are responsible for seeking and securing internships for themselves, though the Finance Internship Coordinator may provide some assistance. There are two ways you search:

#### Option one: Find an internship in Titan Connection

- Navigate to the **CSUF homepage**, [www.fullerton.edu](http://www.fullerton.edu)
- Log in to you Portal
- Under **Quick Links** on your Student Portal page, click on **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 toolbar on the webpage.
- 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](http://www.fullerton.edu/cice/academicinternships.htm). Please allow a minimum of 3 weeks to complete site registration.

### Registration Instructions

1. Complete CICE Registration Internship Course Approval Form
  - Navigate to <http://www.fullerton.edu/cice>
  - Under "Students" Click on **CICE Registration**
  - Log in using your Campus username and password and select: Academic Internship
  - Complete the registration up to **Internship Course Approval Form**
  - Print the **Internship Course Approval Form** and click "Log Out"
2. Submit the Internship Course Approval Form to the Finance department to be permitted.
3. Once permitted, enroll for FIN 495 internship class on Titan Online or through the CSUF Admissions Office
4. Complete CICE Registration Placement and Consent Forms (Academic Internship site must be registered):
  - Return to CICE Registration at <http://www.fullerton.edu/cice> and log in
  - After selecting your semester and clicking continue, skip through the registration to the "Placement Site Information" page and continue to completion

### 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:
  - a. Internship Course Approval Form
  - b. Consent Form
  - c. 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