



HUMAN COMMUNICATION STUDIES

Academic Internships (HCOM 437)

The Human Communication Studies academic internship is a three-unit course that includes on-site involvement with communication principles as they function in ongoing organizational settings. The student works in an organization and participates in occasional seminar activities.

Prerequisites

- ⦿ Any two of the following courses: Human Comm 320, 324, 326, 333, 420 or consent of instructor
- ⦿ At least a 2.5 GPA
- ⦿ Obtain departmental approval to complete registration

Faculty Internship Coordinator

Pamela Caldwell

CP-460-24

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Department Information

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

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Location: College Park 420-1

What is an Academic Internship?

At Cal State Fullerton, academic internships are credit-bearing. Students enroll in an internship course and complete course requirements. Human Communication Studies requires you to complete 120-150 hours at your internship site to receive 3 units.

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

Finding an Internship

Students are responsible for seeking and securing internships for themselves. 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 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**
- Highlight **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

Registration Instructions

1. Review prerequisites. PLEASE NOTE: if you do not meet the prerequisites, you will not be authorized to register.
2. Review course overview and curriculum at <http://commfaculty.fullerton.edu/pcaldwell>.
3. Get a cover letter and resume signed off at Career Center before you send it out.
4. If all prerequisites met, find 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 – more information below.
5. After you find your internship, go to the CICE website at www.fullerton.edu/CICE, click **CICE Registration** and log in.
6. Complete the registration and print CICE Registration Complete Form (final page of registration)
- Note: You do not need to print the Consent and Placement forms.**
7. Submit CICE Registration Complete Form and signed off cover letter and resume to the Professor Caldwell in CP460-24 during the Coordinator's office hours (<http://commfaculty.fullerton.edu/pcaldwell>) to be permitted to enroll in your course.
8. Enroll in HCOM 437 on Titan Online.

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
4. Submit all forms to IEE to process CPT I-20