

INFORMATION SYSTEMS & DECISION SCIENCES

Academic Internships (ISDS 495)

The ISDS internship is a one to three units course for students concentrating in Information Systems or Management Science. The internship should be a planned and supervised work experience. The course may be repeated for credit up to a total of six units. It is a credit/ no credit grading course only.

Prerequisites

- Students in the information systems concentration must have completed **ISDS 309**; students in the management science concentration must have completed **ISDS 361B**; students in the international business concentration must have completed **ISDS 309** or **ISDS 361B**
- At least Junior class standing
- At least a 2.5 GPA
- At least one semester in residency at the university
- Obtain departmental verification and stamp to complete registration

Faculty Internship Coordinator

Rahul Bhaskar
SGMH 4170
(657)278-3328

rbhaskar@fullerton.edu

Department Information

Website: www.business.fullerton.edu/isds/

Tel: (657)278-2221 **Location:** SGMH 4113

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.

1 unit = 40-60 hours, 2 units = 80-100 hours,
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. 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 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 ISDS department to be permitted.**
- 3. Once permitted, enroll for ISDS 495 internship class on Titan Online or through the CSUF Admissions Office**
- 4. Complete CICE Registration Placement and Consent Forms (Academi 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, click "Print Course Approval Information" and continue the registration process 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
4. Submit all forms to IEE to process CPT I-20