



Modern Languages & Literature

CHINESE

Academic Internships (MLNG 495)

MLNG Internships must include the following:

- Involve supervised field experience in multinational businesses locally or abroad
- Daily usage of the Chinese language on the job
- Minimum 150 hours required to complete
- 3-units credit/Non-credit course

Prerequisites

- Complete advanced courses: 310, 311, 315, 325
- Have at least a 2.0 GPA

Internship Coordinator

Dr. Jack Liu
H 710-A
(657) 278 -2183
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Department Information

Website: <http://hss.fullerton.edu/ml>
Location: H 835A
Tel: (657) 278-3534

What is an Academic Internship?

At Cal State Fullerton, academic internships are credit-bearing. Students enroll in an internship course and complete course requirements. This course 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

1. Go to the MLL Department
 - Collect the Internship Course Packet containing:
 - MLNG 495 Approval form
 - MLNG 495 Syllabus
 - Internship Supervisor's Evaluation Forms
 - MLL Internship Learning Plan
 - Complete forms as directed by department
2. Complete the CICE Registration (site must be registered):
 - 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". *Note: International business majors completing MKTG and MLNG internships in one semester can add both courses on the **Courses** page. Consult the MKTG Info Card.*
 - During registration, print the **Internship Course Approval** and the **CICE Registration Complete Forms**
3. Return the following 4 completed forms to MLL department:
 - MLNG 495 Approval Form (signed by internship Coordinator and Department Chair)
 - CICE Internship Course Approval Form (signed by Internship Coordinator)
 - MLL Internship Learning Plan (signed by student and Internship coordinator)
 - CICE Registration Complete Form
4. Confirm Enrollment for MLNG 495 via Titan Online

International Students

International students must obtain a **CPT I-20** from the International Education and Exchange (IEE) office in UH-244. The following additional registration steps are required:

1. Obtain an official internship offer letter from your site (must be signed by your supervisor and include your start date)
2. When completing the CICE Registration, print the following forms:
 - a. Internship Course Approval Form
 - b. Consent Form
 - c. Registration Complete Form.
3. Take the CICE Registration forms and offer letter to CICE for signature before visiting department for permit
4. Submit all forms to IEE to process CPT I-20