



## Modern Languages & Literature

# SPANISH

### Academic Internships (MLNG 495)

MLNG Internships must include the following:

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

#### Prerequisites

- Complete advanced courses: 310, 311, 315, 316
- Have at least a 2.0 GPA

#### Internship Coordinator

Dr. Josefina Hess  
H 835-H  
(657) 278 -5329  
[jhess@fullerton.edu](mailto:jhess@fullerton.edu)

#### 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](mailto: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](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**
- 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](http://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