Academic Internships
Accelerated Masters in Software Engineering (EGGN 495)

An academic internship is work experience for which you receive academic credit. Students must:

- Seek and secure an internship prior to the commencement of the semester that is relevant to your major
- Enroll in an internship course
- Complete course requirements as prescribed in the course catalog
- Course fee: $2,500

Prerequisites

- At least one year of enrollment at CSUF
- Minimum GPA of 3.0 in graduate study plan
- Approvals from AMSE Academic Advisor and ECS Dean’s Office

Faculty Internship Coordinators

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Department Information

Tel: (657) 278-3362  
Location: CS 502

Unit/Hours Requirement

- 3 (minimum of 120 hours)

International Students

Please read and adhere to the Academic Internship Policy to avoid complications and disappointment: [http://bit.ly/2kUFvFr](http://bit.ly/2kUFvFr). All international students are required to obtain a CPT I-20 before beginning an off-campus internship. Contact the International Students & Scholars Office (ISS) office for full information before beginning your internship search to understand the process and timelines.

Step 1: Prepare your application (4 months before)

The CSUF Career Center in LH208 can help you develop a résumé and cover letter and prepare for interviews. Visit [www.fullerton.edu/career](http://www.fullerton.edu/career).

Step 2: Apply (3 Months before)

**Option A: Find an internship in Titan Connection**

- Visit [www.fullerton.edu/career](http://www.fullerton.edu/career)
- Click on Students > Jobs & Internships
- Click on View Jobs & Internships on Titan Connection
- Login using your campus portal
  - Fill out survey if first time logging in
- Point to the Jobs & Internships tab and click Titan Connection Jobs
- Click the Intern (academic/for college-credit)* tab
- Enter relevant keywords and click Search
- Click on position titles to review and apply

**Option B: Find your own**

If you secured an internship outside of Titan Connection:

- Go to [fullerton.edu/cice/students](http://fullerton.edu/cice/students)
- Select My Academic Internship Site Isn’t Registered on the left of the screen
- Complete the online request form

An email with instructions will be sent to your site supervisor. It is the student’s duty to ensure their site is approved in a timely manner. Please allow up to 3 weeks to finalize your site registration.

International Internships: Internships outside the U.S. are not currently being approved by CICE. Contact the Study Abroad office in UH-244 about these internships.

Step 3: Enroll (1 – 2 months before)

Once you have accepted an internship offer and know your start date obtain a class enrollment permit:

- Log in to [apps.fullerton.edu/cice/permit/](http://apps.fullerton.edu/cice/permit/)
- Select your site and position then click next
- Print the Course Approval Form and take it your department

Once you have permission from your department, contact Program Analyst – Anh Tran at anhqtran@fullerton.edu for registration instruction.

Step 4: Complete CICE Registration (1 – 4 weeks before)

Finally complete the CICE Registration at [https://apps.fullerton.edu/cice](https://apps.fullerton.edu/cice)

A video guide demonstrating the process above can be found at [http://www.fullerton.edu/cice/students/internships.php](http://www.fullerton.edu/cice/students/internships.php)

Need Assistance?

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

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