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 relevant to your major prior to the start of the semester
➢ Enroll in EGGN 495 (see Internship steps)
➢ Complete course requirements as prescribed in the course catalog
➢ Course fee: $2,880

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

Dr. Sang June Oh
Dr. Bin Cong
CS- 503
CS-427
(657) 278-7161
(657) 278-7247
sjoh@fullerton.edu
bcong@fullerton.edu

Department Information

Tel: (657) 278-3362
Location: CS 502
https://amse.fullerton.edu/fees.aspx

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. 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. iss@fullerton.edu (657) 278-2787

Need Assistance?

Visit Us: Langsdorf Hall 206
Hours: Monday-Friday 8am-5pm
Phone: (657) 278-3746
Helpdesk: http://www.fullerton.edu/cice/

INTERNSHIP STEPS

Note: Timelines are suggested though final step must be completed prior to beginning your internship hours.

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

Step 2: Apply (3 Months before)

Option A: Find an internship in Titan Connection
➢ Visit www.fullerton.edu/career
➢ Click on Students > Jobs & Internships
➢ Click on View Jobs & Internships on Titan Connection
➢ Login using your campus portal
  o Fill out survey if first time logging in
➢ In the left menu, click the Jobs and then click Search Jobs & Internships
➢ Click Position Type and select Intern (academic/for college-credit)
➢ Enter relevant Keywords and click Search
➢ Click on positions to review and apply

Option B: Find your own
If you secured an internship outside of Titan Connection:
➢ Go to fullerton.edu/cice/newsite
➢ 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. Contact http://www.fullerton.edu/cice/students/ for updates on your site approval. Allow up to 3 weeks for approval.

Internships outside U.S: Students must begin by contacting the Study Abroad office at minimum 4 months prior to departure AND request academic credit. Do not continue this process until advised by Study Abroad.

Step 3: Enroll (1 – 2 months before)

Note: If you followed Step 2 -Option B you must wait for your internship to be approved before proceeding. To obtain a class enrollment permit:
➢ Log in to 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 – Veronica Martinez at vmartinez@fullerton.edu for registration instruction.

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

Wait 24 hours after enrolling in your academic internship course then follow the instructions by using this link: www.fullerton.edu/cice/placement_instructions

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