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: $2,880

**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. James (Song) Choi  
CS-503  
CS-427  
(657) 278-7161  
(657) 278-7247  
sjoh@fullerton.edu  
jchoi@fullerton.edu

**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.

**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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**INTERNERSHIP 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](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
- 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 CICE 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/](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, 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](http://www.fullerton.edu/cice/placement_instructions)

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)

**REV: 081820**