



## **ECS Academic Internship Policy Change/Update effective September 1, 2022**

### **I. Academic Internship**

1. An academic internship is an experiential learning opportunity for which academic credit is earned.
2. The internship must align with the student's major and offer academic learning outcomes.

### **II. Student Eligibility**

1. Student must be an undergraduate Junior or Senior in Engineering or Computer Science, or a graduate Student in Engineering or Computer Science.
2. Undergraduate students must have a minimum GPA of 2.0 and must be in good academic standing. Graduate students should have a minimum GPA of 3.0 and must be in good academic standing.
3. Students must have completed two (2) semesters of course work in the College of Engineering and Computer Science (ECS) prior to the internship start date.
4. Students must receive approval from the Department Chair and ECS Dean's Office.

### **III. Internship Dates, Hours and Limitations**

1. The requisite number of hours for course credit must be completed within the semester dates. The first day of the internship must be on or after the first day of the instructional week, and the last day of the internship must be on or before the last day of the final exam week of the term.
2. The academic internship offer letter must state if the internship is paid or unpaid and adhere to United States labor laws.
3. The academic internship requires a minimum of 120 hours in the Fall, Spring, and Summer term.
4. In the Fall and Spring semester, only a part-time academic internship (20 hours per week or less) will be allowed. No exceptions will be allowed.
5. In the Summer term, full-time academic internship (40 hours per week) may be allowed. *Note:* The Computer Science Department will *not* allow a full-time internship if a student is concurrently taking a core computer science course during the summer.
6. International students may *not* apply for a full-time nor part-time summer academic internship if the Summer Session is the final term for a degree program.
7. Students may not hold an Academic Internship and on-campus job simultaneously during the same semester.

### **IV. Internship Location**

1. In the Fall and Spring semesters, the student must be physically present in Southern California (reside and "sleep" in Southern California address) during the internship period. During the Summer, approvals for internships outside of Southern California will be considered at the discretion of the College of Engineering and Computer Science (ECS) Dean's Office, Center for Internships and Community Engagement (CICE), and International Student Services (ISS). \*Special allowance during the COVID-19 pandemic: Virtual internships may be considered on a case-by-case basis.

2. The internship company must be a United States based company.

### V. Internship Registration Policy, Duration and Deadline

1. International students must review the ISS website regarding eligibility for the appropriate off-campus work permit before pursuing an internship (Curricular Practical Training (CPT) for F-1 students; Academic Training (AT) for J-1 students; Pre-Completion Optional Practical Training (OPT) for F-1 students). International students should visit the following site for more information: <http://international.fullerton.edu/students/employment/>.

2. Deadline to submit the ECS Academic Internship Application (including Internship Offer Letter, Department Chair Approval, CICE Approval Form, and Unofficial Transcript) to the ECS online application site (<https://bit.ly/3AnGvYO>) is the **second Friday** of the instructional week of a new semester or term (Fall and Spring) and the **Thursday** prior to the instructional week of the Summer Term, 5pm PST. No exceptions will be allowed with this deadline. *International Students:* All internships must be approved by ECS Dean's Office before they can be forwarded to the ISS Office.

3. Academic Internship Application must be submitted by the student who will be doing the internship. No designated submission by a delegate will be allowed.

4. Extension of the internship period from the same company will *not* be allowed. Academic internship is not a job. It is a practical work experience that is integral to the degree program. The company must provide the University a structured, **fixed period** program that is blended into the academic program.

5. EGGN 495 must be registered for **3 units** (Fall, Spring, and Summer semesters). Course enrollment for 1 unit or 2 units is *not* allowed.

6. Course units for graduate students will *not* count toward the degree requirement. Course units for Computer Science undergraduate majors may count toward the degree completion with approval from the Department Chair. In general, Engineering majors cannot count course units toward the undergraduate degree requirement.

7. A student registered in GS-700 is not eligible for academic internship.

8. International students must complete CPT/AT application requirements with ISS prior to the start of the internship. International students cannot change the internship company within a given term once the Academic Internship Application has been submitted to the ISS Office unless CICE determines that a site violation has occurred that would require the student to leave.

*By signing the below, I acknowledge that I understand and agree to the terms and conditions of the ECS Academic Internship Policy.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
CWID

\_\_\_\_\_  
Email

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