

**STEPS TO YOUR INTERNSHIP**

**PREREQUISITES**

- ADV 351
- COMM 352
- COMM 353
- ENT 346
- COMM 446
- COMM 372
- JOURN
- COMM 361
- COMM 362
- CTVA 100
- HCOM
- 9 units of Upper Division

**Step 1**
Attend Mandatory Internship Orientation

**Step 2**
Complete any remaining prerequisites

**Step 3**
Enroll in 495 Class

**Step 4**
Search, apply, interview & secure an academic internship

**Step 5**
Get resume & cover letter reviewed by Career Center

**Step 6**
Get position APPROVED.⚠️
If not posted on Titan Connection

**Step 7**
Complete CICE Registration

**Step 8**
Begin Internship

**Complete a minimum of 120 hours & all coursework on Titanium during the semester you are enrolled**

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**NAMING YOUR ASSIGNMENTS**

#1TuffyTitanSummer1967

Hashtag ---------- #
Assignment -- 1, 2, 3...8
Name ********** Tuffy Titan
Term/Year **** Summer1967

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**CICE REGISTRATION**

1. Go to Fullerton.edu/CICE
2. Find tab labeled “FOR STUDENTS”
3. Click “CICE Registration”

Tip: Download the CICE Registration Guide from the internship website for step by step instructions.

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**HOW DO I GET MY POSITION APPROVED?**

- **Academic Internships** found on Titan Connection are already approved!
- To seek approval for internships found outside of Titan Connection, visit:
  
  bit.ly/startapproval

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**AM I ELIGIBLE TO ENROLL?**

- Prerequisites completed
- Declared Major/Concentration
- Junior or Senior (60+ units)
- 2.25 GPA (Cumulative, CSUF & Major)
- Attend Internship Orientation

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**WHERE CAN I SEARCH FOR ACADEMIC INTERNSHIPS?**

★ Titan Connection★
- Company Websites
- Indeed.com
- BigInternships.com
- EntertainmentCareers.net
- Individual Research & Networking

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**Join us on Facebook at CSUF Comm Careers & Internships for great leads and tips!**

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**COMM 495 / CTVA 495**
may be repeated (6 units max)

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**TITANIUM ASSIGNMENTS**

#1 - Mandatory Orientation Doc.
#2 - Signed Resume & Cover Letter
#3 - CICE Registration 🚫
#4 - Forty Hour Paper
#5 - Photos
#6 - Site Evaluation Survey
#7 - Final Report
#8 - Signed Timesheet

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**AM I NOT ELIGIBLE?**

- 1099 Employment
- Brand Ambassadors
- Home Based Business*

*CTVA students speak with Professor Murray

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**QUESTIONS?**

Email: CommInternship@fullerton.edu

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**Career Center**

657-278-3121
Office: LH 208
fullerton.edu/career

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**CICE**

657-278-3746
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fullerton.edu/cice