

# 495 INTERNSHIP CLASS

Communications.fullerton.edu/internship

FAQ

## STEPS TO YOUR INTERNSHIP

### PREREQUISITES

ADV COMM 351 COMM 352 COMM 353	ENT COMM 346 COMM 446	JOURN COMM 372 or COMM 325	PR COMM 361 COMM 362	CTVA 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**  
Get resume & cover letter  
reviewed by Career Center

**Step 5**  
Search, apply, interview & secure  
an academic internship

**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*

## AM I ELIGIBLE TO ENROLL?

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

## WHERE CAN I SEARCH FOR ACADEMIC INTERNSHIPS?

### ★ Titan Connection ★

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



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

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



All internships must be  
approved by CICE and then  
registered to qualify for credit

### Not Eligible

1099 Employment  
Brand Ambassadors  
Home Based Business\*

\*CTVA students speak with Professor Murray

## NAMING YOUR ASSIGNMENTS

#1TuffyTitanSummer1967

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

## 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.

## 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**

## 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

A

**Amber Wilson**  
Communications  
Internship Coordinator

657-278-7128  
achitty@fullerton.edu  
Office: CP 460-16

C

**Shelley Murray**  
Cinema & Television Arts  
Internship Coordinator

657-278-5302  
samurray@fullerton.edu  
Office: CP 650-16

**Career Center**

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

**CICE**

657-278-3746  
cice@fullerton.edu  
Office: LH 206  
fullerton.edu/cice

B

D

**QUESTIONS?**

Email: [CommInternship@fullerton.edu](mailto:CommInternship@fullerton.edu)

FOR THE  
QUICKEST  
RESPONSE!