

## FAQs about Internships

### 1. What are the different types of internships?

- Paid vs. Unpaid
- At a For-Profit Company vs. Non-Profit/Government
- Academic Credit (495 course + internship) vs. Non-Academic Credit (internship only; not enrolled in a 495 course). Academic Credit options: Letter-grade vs. Credit/No Credit; some courses have 1-3 units vs. fixed 3-unit options

### 2. How do I find an internship?

Use platforms like [Handshake](#), [TITAN Connection](#), [LinkedIn](#), Glassdoor, Indeed, Google, Internships.com, etc. It's a good idea to utilize an [Application Tracking Sheet](#).

### 3. Do I need to enroll in an academic internship 495 course?

Not necessarily. You only need to enroll if: you want academic credit, the internship is *unpaid* at a *for-profit company*, you are an *international student*, or you are trying to fulfill the *practicum requirement* (if applicable) via the academic internship pathway (must be for 3 units, letter-grade option). Some graduate students may complete an academic internship for their program (must be for 3 units, letter-grade option); consult with your advisor first.

### 4. I have a practicum requirement; do I need to do an academic internship?

The main benefit of pursuing the academic internship pathway is developing relevant work experience on your resume and earning degree credit toward a graduation requirement. However, the academic internship pathway is just *one* option for the practicum requirement; you have other options. Refer to the Business Advising Center's [practicum website](#) for more information.

### 5. How many hours are expected for academic credit?

1 unit = 40 hours minimum; 2 units = 80 hours minimum; 3 units = 120 hours minimum (note: some 495 courses are fixed 3-unit courses).

### 6. What are the steps to the internship process for academic credit?

Refer to your respective [CICE 495 Instruction Card](#). All steps must be completed by the add deadline of the term; refer to the [Registration Calendar](#).

*Entertainment & Hospitality Management, Entrepreneurship, General Management, HR Management, Legal Studies, and Operations & Supply Chain Management are under the Management Department (MGMT 495). Business Analytics, Decision Sciences, and Information Systems are under the Information Systems & Decision Sciences Department (ISDS 495).*

### 7. Can I still get academic credit even though the internship is paid?

Absolutely! You can earn academic credit regardless of if the internship is paid or unpaid. You would need to follow the process for academic internships; refer to your respective [CICE 495 Instruction Card](#).

### 8. What can I expect from the 495 course?

Refer to the [University Catalog](#) for the course description. The letter-grade option is only offered as 3 units and has required scheduled class meetings held later in the evenings. The 495 course primarily focuses on debriefing your internship experience. You will reflect on how you are applying what you have learned in your major at your internship site.

### 9. When are the 495 courses offered?

Fall, spring, and summer. Students who have winter internships may potentially take the 495 course in the spring (depending on start/end dates); connect with Internship Advisor in Business Career Services.

**10. I have a double concentration, and I'm interested in the academic internship pathway for practicum; does it matter which internship option I pursue?**

If you are a double concentration, you only need one practicum requirement. If you are interested in the academic internship pathway for practicum, you may choose an internship option relevant to either concentration.

**11. My internship site isn't registered through CICE; what do I do?**

You initiate the process through the CICE website: <https://www.fullerton.edu/cice/newsite>.

**12. How hard is it to get a company/position approved for academic credit?**

It depends on the company. It can take up to 3 weeks, but mostly it depends on how fast the internship site can provide the [necessary information](#) to CICE. Be sure to give your internship site a heads up that you are seeking academic credit and communicate deadlines.

**13. When should I take the 495 course?**

It depends; you must fulfill pre-requisite requirements and consider your course load. Usually, it is during your junior or senior year.

**14. What is the last date to enroll in the 495 course?**

Follow the Registration Calendar deadlines: <http://records.fullerton.edu/apps/calendars.aspx>.

**15. What is the last date to obtain an internship for the 495 course?**

Refer to your respective [CICE 495 Instruction Card](#) for ideal timeline recommendations. Note that some companies/organizations (especially accounting) recruit during your junior year for internships that start the following year. Ultimately, all steps of your respective [CICE 495 Instruction Card](#) must be completed by the add deadline of the term (see #14 above).

**16. How do I document my hours for academic internships?**

It is your responsibility to track your hours and have them confirmed by your internship site. See the [sample timesheet](#), or use one provided by your internship site or professor.

**17. Can I use my current internship for next semester?**

*Both the internship and the 495 course must happen simultaneously.* The point of an academic internship is for you to receive dual supervision, both from your internship site and your professor.

**18. Can I use my current job?**

It depends. There needs to be an additional or new component because an internship is supposed to be a *learning experience*; connect with Internship Advisor in Business Career Services.

**19. I'm an international student, what do I need to know?**

You can do an internship (paid or unpaid), but it must be for academic credit to be authorized to legally work in the U.S. via the Curricular Practical Training (CPT) process. Work with International Student Services (ISS) to determine eligibility and parameters first. ISS has some helpful information on its [website](#).

**20. Who do I contact if I have any questions?**

Please reach out to [businessinternship@fullerton.edu](mailto:businessinternship@fullerton.edu) with any questions.