CICE
CENTER FOR INTERNSHIPS & COMMUNITY ENGAGEMENT

Course-Related Internship and Service Registration Process Overview

CSUF students engaging in academic internships or community-engaged learning (including service learning) must do so in accordance with Chancellor's Office and campus policy requirements and labor law. The Center for Internships & Community Engagement (CICE) has developed a process which community partners or internship host organizations must complete to ensure requirements are met.

Initiation

- Students who find their own experiences complete the Academic Internship/Service Opportunity Registration Request form which will trigger an invitation and instruction email to be sent to a community partner/host organization.

- Service learning or community-engaged learning faculty can complete the Service Opportunity Registration Request form which will trigger an invitation and instruction email to be sent to a community partner/host organization.

- Community Partners/Host Organizations can always access registration instructions at http://www.fullerton.edu/cice/partners/.

Registration

A representative from the community partner/host organization registers their service and/or internship opportunity. The registration process differs depending on certain parameters, including on campus or public-school positions. The respective process is prompted automatically by the user's response in the initiation forms and registration completion is dependent on the community partner/host organization.

Review
(1 – 2 weeks)

CICE will review the registration information submitted for approval. Initial review will occur 1-4 business days after a registration submission. If insufficient information is provided to make an approval decision, CICE will reach out to the community partner/host organization. This may delay the review outcome. Non-response will result in a registration being declined after 7 business days. Typical reviews and approval outcomes are completed in 1 – 2 weeks, and may take longer dependent on the aforementioned delays.

Outcome Notifications

Whether the position is approved or declined, the outcome will be communicated to the community partner/host organization and the student or faculty initiator as applicable.