



# Sign Up to Host Cal State Fullerton Students as Academic Interns and/ or Service-Learning Volunteers!

Now, signing up to host academic interns and service-learning volunteers from Cal State Fullerton can be done online! Visit the Center for Internships & Service-Learning website, [www.fullerton.edu/cisl](http://www.fullerton.edu/cisl), read about academic internships and service-learning positions, and follow these simple steps.

## Step 1: Registering Your Company/ Organization

- ⇒ Click on "Partners"
- ⇒ Learn about our services to you and click "Register and Post Positions"
- ⇒ Enter Titan Connection by clicking at the bottom of the page where it says, "To enter Titan Connection, click here."
- ⇒ Fill out the registration form completely in **Titan Connection**. Red asterisks indicate mandatory fields
- ⇒ Finally, click "Submit" at the bottom of the page.
- ⇒ Wait to receive an automatic email with a password

## Step 2: Posting Academic Internship Positions or Service-Learning Positions

- ⇒ Within one to two business days, you will receive an automatic email with a password.
- ⇒ Return to above instructions to log back into Titan Connection
- ⇒ Click on **Sign in tab**
- ⇒ Login with the registered email address and the password that was emailed to you
- ⇒ Click on "Jobs & Internships" at the top of the screen
- ⇒ Click on "Add New"
- ⇒ Fill out the form completely. The "posting date" is the date the position will be posted and the "expiration date" is the date the position posting will taken off the website.
- ⇒ Under "position type", make sure you select, "academic internship," or "service-learning"

## BENEFITS OF THE SYSTEM

- It's free! You can post your career opportunities, full, part-time, internships (credit and non-credit), service-learning and community service opportunities all in ONE location without any charges.
- Access other services: You may access and utilize services and support of the Career Center and the Center for Internships & Service-Learning.
- Less work: 1) You can retrieve past position postings from the archive folder to post new positions; 2) You may view resumes online or receive resumes via email.

## ACADEMIC INTERNSHIPS VS. INTERNSHIPS

An academic internship gives students *academic credit* for their work at a job site, while an internship does not. Many Cal State Fullerton students must complete an academic internship to fulfill requirements for their major. The average number of hours that students must complete to obtain academic credit is 120-150 hours per semester. You may choose to post the position as an internship AND academic internship.

## SERVICE-LEARNING

Service-learning is a teaching methodology which utilizes service experiences in the community as text for the classroom. Students become more capable of mastering the course material through their direct examination and participation of real life situations and needs. In most cases, students enrolled in service-learning courses have the option of participating in service-learning, by engaging in 10 to 40 hours of service (with the average being 20 hours) per semester, to meet unmet community needs.

## NEED HELP?

The Center for Internships & Service-Learning is located at 800 State College Blvd, Langsdorf Hall 206, Fullerton, CA 92831.  
Call Us: (714) 278-3746; Email Us: [Internships\\_sl@fullerton.edu](mailto:Internships_sl@fullerton.edu)