

Hi Student,

I am glad to hear you want to complete an internship. In order to obtain a permit for the class you have to complete the steps below.

Please note that you can register for SOCI 495 after your registration window has closed – no worries, you will be able to enroll in the class.

First question – do you meet the qualifications?

- Yes – have completed 12 units of Sociology courses
- Yes – have at least 3.0 GPA (exceptions can be made – please ask).

Second question – have you found an internship location?

If YES, then follow the steps below.

If NO, then you will need to review the CSUF Center for Internships & Community Engagement website for possible internship locations.

Center for Internships & Community Engagement Website– **“watch the video” - they explain the steps to find an academic internship and register with CICE-** <http://www.fullerton.edu/cice/students/internships.php>

Also, review the Human Services website - list of approved agencies and types of positions at <http://hhd.fullerton.edu/husr/Fieldwork/agencydir.htm>

STEPS TO ENROLL IN SOCI 495

Step 1: Contact Jessica Grimes via email at jgrimes@fullerton.edu

- Include the following in the email
 - Name
 - CWID
 - Phone Number
 - Current GPA
 - Completed units of sociology courses

Step 2: I will have the department provided you a permit to register for SOCI 495 course – this will be emailed to you.

Step 3: Find an internship location.

Step 4: After you have secured on internship location – complete the attached PDF forms “SOC 495 department forms”.

You have two options –

- (1) Bring the completed forms and a copy of your Titan Degree Audit to the Sociology Department Office at College Park, 900. The papers will be forwarded to me – Internship Coordinator.

OR

- (2) Email the completed forms and Titan Degree Audit directly to me at jgrimes@fullerton.edu. You can scan papers or take pictures with your phone and email them to me.

Step 5: You must have secured internship and paperwork submitted to department or directly email to me by the end of the first week of classes OR call me directly to discuss your situation.

I am certain you will have questions along the process.

Please feel free to call me at 714-686-1834 with any questions.

Best regards,
Jessica Grimes
Sociology Internship Coordinator