

STATE OF CONNECTICUT

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

Division of Scientific Services

Student Internship Packet Information and Forms



Student Internship Checklist

To be completed by Student:

Please review this packet before completing all parts of the application.

Read Important Dates and Milestones (page 3)

Please review and sign Internship Program Acknowledgment Form (page 4)

Please review and complete the Internship Application (pages 5, 6 & 7)

Include Cover Letter, Curriculum Vitae (CV) and Transcript

Important Dates and Milestones

All information and forms must be submitted by a specific month and date to be eligible for each internship program.

Below please find the internship cycles and their respective deadlines for applications to be received.

Spring School Semester – February to May

Application Deadline: November 1st of the previous year

Summer School Semester – June to August

Application Deadline: March 15th of the same year

Fall / Winter School Semester – September to December

Application Deadline: July 1st of the same year

Available internships are limited:

- There is no guarantee that all applicants will receive an internship.
- If you are not selected for an internship, you can resubmit your application and updated supporting documentation by sending an email to DSS.Student.Internship@ct.gov
- After applying if you need to withdraw your application for any reason, please notify us immediately by sending an email to DSS.Student.Internship@ct.gov

Email the completed checklist, Internship Program Acknowledgment Form, Application, Cover Letter, Curriculum Vitae (CV) and Transcript to:

DSS.Student.Internship@ct.gov

Note: submissions with incomplete documents will not be reviewed.



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INTERNSHIP PROGRAM ACKNOWLEDGMENT FORM

The Department of Emergency Services and Public Protection (DESPP), Division of Scientific Services (DSS) is looking for students in the area of Forensics. The internship position is non-paid and is for college students who are required to receive college credit upon completion of the internship assignment. As a requirement of an internship, the student will have to go through a modified background investigation which includes a criminal state and federal check, fingerprinting and a buccal swab will need to be on file in our DNA staff index for possible contamination issues. Selection for internship is contingent upon satisfactory completion of the background investigation.

The purpose of the internship is to provide the intern with hands on working knowledge of the various functions of the Division. The intern may assist in filing and general case management type duties which may include phone calls or emails to various police departments or scanning of discovery/FOIA documents. Some Sections of the Division may be working on special projects such as instrument validation or outsourcing. In these cases, the intern may be asked to assist in portions of these projects. Interns are prohibited from handling evidence during the internship. However, when approved by the Director, interns may handle evidence items, if the items in question are marked for destruction. The intern will also have a rotation through the various Sections of the Division. Depending on their skills and work experience, they may have more hands-on roles in various areas.

Please fill out the attached application. Upon receipt of required information, placements will be made according to areas of interest/experience and in order by when the request was received. If selected, the student will be contacted via e-mail to confirm placement and begin the background process.

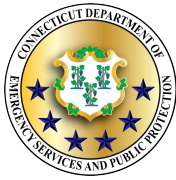
Print Name: _____

Signature: _____

My signature acknowledges that I am aware of the background investigation and buccal swab.

A typed name will substitute for a handwritten signature.

Date: _____



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INTERNSHIP APPLICATION FOR COLLEGE STUDENTS

PERSONAL INFORMATION

Name: _____ DOB: _____

Current Address _____

Permanent Address: _____

Contact Phone: _____ Email Address: _____

Where do you intend to stay during your internship if accepted? _____

PRONOUNS

Check one or more options for the set(s) of pronouns you want people to use to refer to you.

he, him his

she, her, hers

they, them, theirs

sie, hir, hirs

Other: _____

ETHNICITY/RACE

Are you Hispanic or Latino? Yes No

Regardless of your answer to the prior question, please indicate how you identify yourself. (Select one or more)

American Indian or Alaska Native

Asian

White

Decline to State

Native Hawaiian or Other Pacific Islander

Black or African American

SCHOOL INFORMATION

College: _____

Intern Counselor/Advisor: _____ Telephone # _____

Major: _____ Expected Graduation Date: _____

Is an internship required for your school? Yes No

If required, how many hours are needed to fulfill the requirement? _____ hours

Overall GPA: _____ Please check one: Undergraduate or Graduate

The following items must be attached: Resume Unofficial transcript Cover Letter

Questionnaire Information

If you need additional space, please feel free to attach a separate sheet of paper. Make sure that you number the questions you are answering accordingly.

1. What is your knowledge of Forensic Science? (mark all that apply)

I have taken a Forensic Science course

I have read books and articles about Forensic Science

I enjoy watching non-fictional television shows about Forensic Science

I enjoy watching fictional television shows about Forensic Science (CSI, etc.)

Other (explain):

2. What Forensic Science Courses have you taken or are you currently taking? (please list)

3. What type of career would you like to have?

4. What are your reasons for wanting this internship?

5. Please provide information on any special projects or research done in the scientific fields that relate to forensic science.
6. There are a limited number of internships available at the Forensic Laboratory. Please tell us why you feel that you should be chosen for one of these internships.
7. Please indicate the term in which you wish to carry out your internship, along with the approximate start and end dates. Reminder: Students needing more than 200 hours to fulfill their program's requirement will only be considered for the summer session.

Select which internship cycle you are applying for (please select only one):

Spring (February – May)

Summer (June – August)

Fall / Winter (September – December)

Approximate Start Date: _____

Approximate End Date: _____

Please check the disciplines you are interested in working in during internship

Forensic Biology/DNA Section

Chemical Analysis Section

Identification Section

Administrative Support Section (e.g., Evidence Receiving / Case Management)

8. Questions/Comments:

My signature acknowledges that, I am aware my internship hours must be completed within the months allocated for the semester(s) approved.

Signature: _____

Date: _____