



**STATE OF CONNECTICUT
DEPARTMENT OF
EMERGENCY MANAGEMENT AND HOMELAND SECURITY**



INTERNSHIP PROGRAM

The Department of Emergency Management and Homeland Security (DEMHS) offers an internship program to acquaint higher education students with Connecticut's Emergency Management and Homeland Security activities. The internship program is an important initiative and outreach to the community in an effort to inform a diverse body of college and graduate level students about the many possible career choices in the area of public safety and emergency management related fields.

An intern may be placed in any of the DEMHS facilities including but not limited to Regional Offices, the Emergency Operations Center, Headquarters at 25 Sigourney Street, the Connecticut Intelligence Center (CTIC), or the Urban Search and Rescue Office and assigned to a DEMHS supervisor or designated staff member.

Every effort will be made to make an assignment close to the student's residence and that also matches the interest and needs of both the student and DEMHS.

Basic Requirements for an Internship:

- The applicant must have completed at least one full year of college and must be in good standing academically.
- The student must be a college or graduate student fulfilling an Internship Program requirement. Documentation must be provided from the course professor or academic advisor detailing the course/program requirements.
- Students who are doing a for-credit internship during the academic year must comply with their schools' requirements for academic credit and be supervised by a faculty member working closely with DEMHS Supervisory staff.
- All students applying for an internship are subject to a background check.
- A summer intern must commit to a minimum of three days a week for four weeks.
- Interns must maintain strict confidentiality about any of the information that they might be given access to during their internship.
- Interns at all times must dress appropriately and maintain the schedule that has been approved by both the institute of higher education and DEMHS.

An Intern's Duties

Depending on a student's aptitude, level of education, expertise, and interest, duties will be assigned within DEMHS that will enhance the student's educational experience and be the most beneficial to DEMHS.

How To Apply

Interested college or graduate students should send a letter of interest with an updated resume and most recent academic transcript to:

**Office of the Commissioner
Department of Emergency Management and Homeland Security
25 Sigourney Street
Hartford, CT 06106-5042**

The letter should indicate the student's current year in college or graduate school; the internship period for which the applicant is applying; an explanation of the student's interest in an internship with the Department of Emergency Management and Homeland Security, and; an estimate of the number of hours per week and number of weeks that could be committed to the internship program. Documentation from the course professor or academic advisor on the course/program requirements must also be included with the application materials.

Internship Periods and Application Deadlines

Fall Internship (September – December)	Submit Application by August 1
Winter/Spring Internship (January – April)	Submit Application by November 1
Summer Internship (May – August)	Submit Application by March 1