

HOUSTON FORENSIC SCIENCE CENTER

INTERNSHIP OPPORTUNITIES

Program Overview

The Houston Forensic Science Center (HFSC) provides **unpaid**, academically oriented internships for baccalaureate- and graduate-level students with career aspirations in the forensic sciences or other business functions that support the operation. Interns will gain experience and training by working in an HFSC discipline or business operation. Internships typically run for 10-12 weeks during the summer with flexible schedules in the fall and spring. HFSC internships offer an opportunity to work in a large, full-service forensic laboratory, allowing participants to network in a professional environment, explore career options, gain knowledge and skills that complement their academic studies and build resumes. **Interns will not perform independent casework on evidence.**

For questions regarding the program please email internships@houstonforensicscience.org.

Eligibility Requirements*

- Applicants must be at least 18 years of age
- Applicants must be current college or university undergraduate or graduate students
- Legal division applicants must be juniors or seniors in an accredited law school
- Applicants must be in good academic standing with a minimum cumulative GPA of 3.0
- Applicants must be able to work a minimum of 20 hours per week in the summer and 8 hours during the fall and spring semesters
- Applicants must pass a security background check

**Exceptions may be made at the discretion of the president and CEO or the internship program director*

Internships Areas

Forensic Laboratory Operations

- Biology/DNA
- Seized drugs
- Latent prints
- Toxicology
- Firearms
- Quality
- Multimedia evidence unit
- Research and development

Business Operations

- Finance
- Legal
- Media/public relations
- Information technology

Application Deadlines

<u>Term</u>	<u>Application Filing Period</u>
Summer	February 1, 2019 – February 28, 2019
Fall	July 1, 2019 – July 31, 2019
Spring	October 1, 2019 – October 31, 2019

Application Process

Qualified candidates must submit the following information:

- [HFSC internship application](#)
- Resume
- 500-word narrative essay describing your interest, objective or motive for participating in the internship program
- Two writing samples (*Only for media/public relations applicants*)
- An unofficial college transcript
- Two letters of recommendation on official university letterhead from professors and/or academic advisers

The application process is competitive, and internships are limited. **Applications must be received on the closing date by 11:59 pm to be considered for the program.** Applicants selected for an interview will be contacted within two weeks of the application close date.

Please email the application information to internships@houstonforensicscience.org with the subject line: *HFSC Internship Application*.

All application items must be submitted as a complete package except for the letter of recommendation. Letters of recommendation should come directly from the professor or academic advisor. **Incomplete applications will not be reviewed.**

Special Projects Internships

Special internship projects are available year-round. These are short- and long-term assignments. [Click here](#) to see project availability.

Special-Project: IT Help Desk Internship

HFSC's information technology (IT) division is seeking a help desk intern. This person will act as the first point of contact for all IT-related issues. **This is an unpaid internship.**

The intern will assist in providing support to end users. Specific responsibilities include, but are not limited to, the following:

- Prioritize help desk support requests
- Identify and escalate situations requiring urgent attention
- Interact with users and gather information on help desk tickets
- Track problems, request and document resolutions
- Assist with projects as needed

Requirements:

- Applicants must be current college or university undergraduate or graduate students working toward a degree in a relevant computer studies program, including, but not limited to, computer science, engineering and information technology
- Applicants must be at least 18 years of age
- Applicants must work a minimum of eight hours per week
- Applicants must pass a security background check
- Applicants must have strong working knowledge of Microsoft desktop software

Preferred Qualifications:

- Knowledge of Windows 7, 8, 10 Desktop Operating Systems
- Knowledge of the Microsoft Office Suite/Office 365
- Knowledge and experience with ticketing systems
- Excellent communication skills, including the ability to convey technical information in a user-friendly way

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