

# HOUSTON FORENSIC SCIENCE CENTER INTERNSHIPS

## Summer 2018 Internship

*Application Dates: January 17, 2018 – March 2, 2018*

### 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 for 20 or more hours each week for a minimum of two months. Additionally, interns will participate in weekly events, including a speaker series, site tours and workshops to further their development. 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.**

### Eligibility Requirements\*

- Applicant must be at least 18 years of age
- Applicant must be a current undergraduate or graduate student of a college or university
- Applicants for the Legal Division must be a junior or senior in an accredited Texas law school
- Applicant must be in good academic standing with a minimum cumulative GPA of 3.0
- Applicant must be able to work a minimum of 20 hours per week
- Applicant must be able to 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
- Controlled Substances
- Digital and Multimedia Evidence
- Firearms
- Latent Prints
- Methods and Validation
- Quality
- Toxicology

#### *Business Operations*

- Finance
- Legal
- Media/Public Relations

## **Application Timeline**

HFSC will be accepting applications for its summer 2018 internship program between January 17 and March 2. The process is competitive and internship positions are limited. **Applications must be received by 11:59 pm on March 2 to be considered for the program.** Members of HFSC's research and development division will contact applicants selected for an interview in March. Thank you for your patience during the review and interview process.

## **Application Process**

Qualified candidates must submit the following to apply:

- [HFSC internship application](#)
- HFSC internship agreement
- HFSC forensic survey
- Resume
- A 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 (2) letters of recommendation on official university letterhead from professors and/or academic advisors

Application packages may be e-mailed to: [internships@houstonforensicscience.org](mailto:internships@houstonforensicscience.org). Please put HFSC Internship Summer 2018 in the subject line of the email. Application packages can also be mailed to:

**Houston Forensic Science Center**

**ATTN: Internships**

**1301 Fannin St., Suite 170**

**Houston, TX 77002**

All application items must be submitted as a complete package. **Incomplete applications will not be reviewed.**