

# 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](mailto: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 2Ls or 3Ls. Rising 2Ls are also eligible to apply.
- Applicants must be in good academic standing with a minimum cumulative GPA of 3.0
- Applicants must be able to work a minimum of 25 hours per week in the summer and 12 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.*

### Internship Areas:

Assignments may vary and will depend on current project needs. Placement in certain disciplines are not assured as this internship is competitive and positions are limited.

#### *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, 2021 – February 28, 2021
Fall	July 1, 2021– July 31, 2021
Spring	October 1, 2021 – October 31, 2021

\* *Deadlines are strictly enforced. No applications will be accepted outside of the filing period.*

## 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. **To be considered for the internship program, all application documentation must be received by 11:59 pm on the closing date. Incomplete applications will not be reviewed.** 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](mailto: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 are to be emailed directly to the submission email address by the professor or academic advisor.

## More Information

- Interns may receive academic credit
- Interns must be willing to submit a DNA buccal swab
- Interns must abide by all company rules and regulations
- Interns must have the ability to maintain strict confidentiality