

# STATE OF CONNECTICUT

## DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

### Commission of Fire Prevention and Control

### 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) or Resume and Transcript
- Include two letters of reference. One from a current professor and one from a current or previous supervisor or manager from a place of employment, agency, or department you worked or volunteered within

## **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 do not receive your 1st, 2nd or 3rd option for an internship in your first requested semester, you can request to move your application to the next semester by sending an email to [paul.norwood@ct.gov](mailto:paul.norwood@ct.gov)

### **Internship Options:**

#### **Marketing Intern**

The intern will work with Director of training, training coordinators, program managers, and instructor development coordinator to design both electronic and print marketing material for courses and leverage our social media presence to increase course enrollment. The intern will monitor and assist in managing the academy's social media platforms, adjusting outreach tactics as needed. The intern will increase our social media presence by analyzing the past two years of analytics to better define how and when our users utilize our information. Those analytics would be utilized to increase the CFA's social media interactions.

#### **Data Scientist/Analyst Intern**

Work with the State Fire Administrator and contract vendor to support the ARPA funded 3-Year Pilot Fire Service Data Collection Project. The intern would assist in communication with partner fire departments and work with the vendor in the development of illustrative and meaningful reporting mechanisms and live response dashboards for participating fire departments, the General Assembly, and the public.

### **Information Technology**

The intern would work with the program coordinators, managers, and instructors to increase understanding of software utilization and increase productivity. The intern will assist in maintaining and troubleshooting issues with software and hardware. The intern would analyze current technology and create a technology plan to guide the academy with future purchasing. The intern will be working with a range of employees concerned with information technology and its impacts on their roles at different levels. Check computer hardware (HDD, mouses, keyboards, etc.) to ensure functionality.

### **Retail/Business**

The intern will work with the bookstore supervisor on sales, customer service, business analysis, and inventory management. The intern would work on store promotions and marketing campaigns. Supporting the CT Fire Academy's Recruit Firefighter Training and Introduction to the Fire Service Summer Camp needs for clothing and related support materials. Supporting the bookstore supervisor by working with training and certification unit staff, regional fire school directors, local fire department chiefs, and training officers to identify fire service training and related educational support material needs.

### **Accounting Intern**

The intern will work with training coordinators, program managers, and instructor development coordinators to evaluate current programs and complete as detailed cost analysis of each program. Intern will complete a thorough analysis to identify areas where the academy can implement cost savings practices to improve deliverables to our customers.

### **Curriculum Design**

The intern will work with training coordinators, program managers, and instructor development coordinators to evaluate current curriculum and look for opportunities to enhance it into engaging training course content (videos, quizzes, and activities). The intern will evaluate and recommend ways to organize physical and digital resources for instructors and trainees. The intern will research and recommend modern educational methods (e.g., gamification). The intern will assist in managing and maintaining our LMS and recommending new ways of displaying content. The intern will also make recommendations for instructional design and employer branding strategies. The intern will evaluate current educational materials, devise a plan, and begin creating consistent branding and messaging amongst all courses.

Email the completed checklist, Internship Program Acknowledgment Form, Letters of recommendation, application, cover letter, curriculum vitae (CV) and transcript to:  
[paul.norwod@ct.gov](mailto:paul.norwod@ct.gov)

*Note: submissions with incomplete documents will not be reviewed.*

*Note: If at any point in the process you determine you are no longer interested in or able to accept an intern position, please immediately notify the Director of Training at [paul.norwood@ct.gov](mailto:paul.norwood@ct.gov). If you have already begun your background check, please also notify the Human Resources and Background Check Unit at the same time via email.*



# STATE OF CONNETICUT COMMISSION OF FIRE PREVENTION AND CONTROL



## **INTERNSHIP PROGRAM ACKNOWLEDGMENT FORM**

The Department of Emergency Services and Public Protection (DESPP), Commission of Fire Prevention and Control is looking for college students to fill a variety of positions within the Connecticut Fire Academy. These internship positions are non-paid and is for college students who are required to receive college credit for completion of an internship assignment. As a requirement of an internship, the student will have to go through a background investigation which includes a criminal state and federal criminal check and fingerprinting. 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 experience and knowledge of the various functions within the Connecticut Fire Academy. Each intern position has a specific area of specialty as outlined in the intern positions listed. Each intern position is conducted in person at the Connecticut Fire Academy, 34 Perimeter Road Windsor Locks CT.

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.*

A typed name will substitute for a handwritten signature.

Date: \_\_\_\_\_

# **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? \_\_\_\_\_

## **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:

- Acknowledgment Form
- Cover Letter
- Application
- Unofficial Transcript
- CV or Resume
- Two Reference Letters

## Questionnaire Information

If you need additional space or prefer to type out your replies, please feel free to attach a separate sheet of paper. Make sure to number the questions you are answering accordingly.

1. What intern position are you applying for?

- Retail/Business Associate Intern
- Curriculum Designer Intern
- Marketing Intern
- Data Scientist/Data Analyst Intern
- Information Technology Intern
- Accounting Intern

2. Detail your experience with the position you are applying for.

3. What Courses have you taken or are you currently taking that is in line with the position you are applying for? (Pleaselist)

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

5. What are your reasons for wanting this internship?
  
  
  
  
  
  
  
  
  
  
6. Please provide information on any special projects, research, volunteerism that you have done in the fields that relate to the intern position you are applying for.
  
  
  
  
  
  
  
  
  
  
7. There are a limited number of internships available at the Fire Academy. Please tell us why you feel that you should be chosen for one of these internships.
  
  
  
  
  
  
  
  
  
  
8. Questions/Comments:



Please indicate the term in which you wish to carry out your internship, along with the approximate start and end dates.

**First Choice**      Approximate Start Date: \_\_\_\_\_ Approximate End Date: \_\_\_\_\_  
 Spring (February – May)  
 Summer (June – August)  
 Fall / Winter (September – December)

**Second Choice**      Approximate Start Date: \_\_\_\_\_ Approximate End Date: \_\_\_\_\_  
 Spring (February – May)  
 Summer (June – August)  
 Fall / Winter (September – December)

**Third Choice**      Approximate Start Date: \_\_\_\_\_ Approximate End Date: \_\_\_\_\_  
 Spring (February – May)  
 Summer (June – August)  
 Fall / Winter (September – December)

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date