

STATE OF CONNECTICUT

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

Division of Scientific Services

Student Internship Application



Student Internship Checklist

To be completed by Applicant (Student):

Applicant Action: Please review this packet before completing all parts of the application.



Read Important Dates and Milestones (page 2)

Complete Internship Cycle and Discipline Section (page 3)

Complete Applicant Information and Questions (pages 4, 5 & 6)

Review and sign Internship Program Acknowledgment Form (page 7)

Include Cover Letter, Resume and Transcript

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 are not selected for an internship, you may resubmit your application and updated supporting documentation by emailing DSS.Student.Internship@ct.gov
- If you need to withdraw your application for any reason, please notify us immediately by sending an email to DSS.Student.Internship@ct.gov

Submission Instructions:

Email the completed **Internship Application, Cover Letter, Resume and Transcript** to:

DSS.Student.Internship@ct.gov



Important: When submitting your application, please include a brief message in the body of your email identifying yourself, your school affiliation, and the internship cycle (e.g., *Summer 2026*). This helps ensure your application is properly received and distinguished from spam or incomplete submissions. Submissions without this information may be overlooked or not properly processed.

Note: Submissions with incomplete documents will not be reviewed.

Internship Cycle and Discipline Section

Applicant Action: Please indicate the term in which you wish to carry out your internship, along with the approximate start and end dates. Reminder: *Students needing more than 200 hours to fulfill their program's requirement will only be considered for the summer session.*

Select which internship cycle you are applying for (*choose one option only*):



Spring (February – May)

Summer (June – August)

Fall / Winter (September – December)



Approximate Start Date: _____

Approximate End Date: _____

Please check the disciplines you are interested in working in during internship:

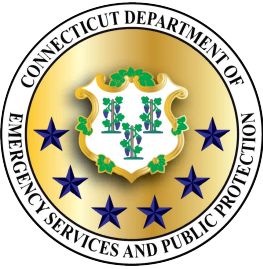


Forensic Biology/DNA Section

Chemical Analysis Section (*e.g., Controlled Substances, Chemistry, Toxicology, Breath Analysis*)

Identification Section (*e.g., Firearms/Toolmarks, Latent Prints, Digital Forensics*)

Forensic Support Section (*e.g., Evidence Receiving, Case Management*)



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Applicant Information

PERSONAL INFORMATION

Name: _____ DOB: _____

Current Address _____

Permanent Address: _____

Contact Phone: _____ Email Address: _____

Where do you intend to stay during your internship if accepted? _____

PRONOUNS

Check one or more options for the set(s) of pronouns you want people to use to refer to you.

he, him his she, her, hers they, them, theirs sie, hir, hirs

Other: _____

ETHNICITY/RACE

Are you Hispanic or Latino? Yes No

Regardless of your answer to the prior question, please indicate how you identify yourself. (Select one or more)

American Indian or Alaska Native Asian White Decline to State
Native Hawaiian or Other Pacific Islander Black or African American

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 select one: Undergraduate or Graduate

The following items must be attached: Resume Unofficial transcript Cover Letter

Questionnaire Information

If you need additional space, please feel free to attach a separate sheet of paper. Make sure that you number the questions you are answering accordingly.

1. What is your knowledge of Forensic Science? (mark all that apply)



I have taken a Forensic Science course

I have read books and articles about Forensic Science

I enjoy watching non-fictional television shows about Forensic Science

I enjoy watching fictional television shows about Forensic Science (CSI, etc.)

Other (explain):

T

2. What Forensic Science Courses have you taken or are you currently taking? (please list)

T

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

T

4. What are your reasons for wanting this internship?

T

5. Please provide information on any special projects or research done in the scientific fields that relate to forensic science.

T

6. There are a limited number of internships available at the Forensic Laboratory. Please tell us why you feel that you should be chosen for one of these internships.

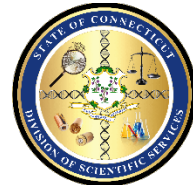
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7. Questions/Comments:

T



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INTERNSHIP PROGRAM ACKNOWLEDGMENT FORM

The Department of Emergency Services and Public Protection (DESPP), Division of Scientific Services (DSS), is seeking motivated students pursuing studies in the field of Forensic Science or a closely related hard science such as Biology, Chemistry, Biochemistry, Molecular Biology, Physics, Microbiology, Environmental Science, Genetics or Computer Forensics.

This unpaid internship opportunity is available to college students who are required to receive academic credit upon successful completion of their internship.

As a condition of participation, students must complete a modified background investigation, which includes a state and federal criminal history check, fingerprinting, and submission of a buccal swab for inclusion in the DNA staff index to address potential contamination issues. Selection for the internship is contingent upon satisfactory completion of this background process.

The purpose of the internship is to provide students with hands-on exposure to the various functions of the Division. Interns may assist with administrative and case management tasks, including filing, scanning discovery or FOIA documents, and corresponding with law enforcement agencies.

Some sections of the Division may also involve interns in special projects, such as instrument validation or outsourcing initiatives. Interns are prohibited from handling evidence, except in limited cases, when explicitly approved by the Director.

Interns will also participate in rotations through multiple sections of the Division to gain broader insight into forensic operations. Depending on their background and experience, interns may take on more involved responsibilities within certain areas.

Please note: The laboratory does not respond to crime scenes; therefore, interns will not receive field training or crime scene experience.

To apply, please complete the attached Internship Application and submit all required materials as indicated. Placement decisions are based on areas of interest, relevant experience, and the order in which applications are received. Selected students will be contacted via email to confirm placement and initiate the background investigation process.

T

Print Name: _____



Signature: _____

A typed name will substitute for a handwritten signature.

T

Date: _____

My signature acknowledges that I am aware my internship hours must be completed within the months allocated for the semester(s) approved and that I am aware of the background investigation and buccal swab.