



*U.S. Department of Homeland Security*  
Federal Law Enforcement Training Center  
**College Intern Program**  
**Applicant Handbook**



**Homeland  
Security**



## ***“We Train Those Who Protect Our Homeland”***

~FLETC Mission Statement~

The Federal Law Enforcement Training Center (FLETC) serves as the Federal Government’s leader for and provider of world-class law enforcement training, preparing new and experienced federal law enforcement professionals to fulfill their responsibilities in a safe manner and at the highest level of proficiency. A consolidated training environment achieves economies of scale while enabling law enforcement personnel from over 80 Federal law enforcement agencies to train and work together to combat and prevent crime and terrorism throughout the world.

Interns may be placed at either the main facility in Glynco, Georgia or at one of three field-training sites in Artesia, New Mexico, Cheltenham, Maryland or Charleston, South Carolina.



Since its inception in 1970, the FLETC has invested heavily in renovation, expansion, acquisition, and new construction to meet the ever increasing training needs of its Partner Organizations. This effort gained considerable momentum following a series of Congressional mandates in the 1990’s, and again following the terrorist attacks of Sept. 11, 2001.

### **Flagship basic training programs**

- Criminal Investigator Training Program – for special agents from 50+ agencies
- Uniformed Police Training Program (UPTP) for uniformed officers
- Land Management Police Training (LMPT) for land management agencies

### **Did you know?**

The FLETC Glynco campus is located an equal distance between Savannah, GA, and Jacksonville, FL. The Center is actually a town unto itself with its own zip code (31524). It is known as Glynco, GA, and is located on the northwestern edge of Brunswick, GA.

## ***College Intern Program Overview***

---

The FLETC College Intern Program (CIP) provides a unique experience to college seniors and graduate students, by providing an opportunity for interns to participate in the Federal law enforcement training environment. Each year, three sessions of the CIP are conducted, with each session lasting twelve (12) weeks in length.

The FLETC CIP exposes selected interns to world-class training exercises, classes and hands-on training by placing the student with a mentor from one of the FLETC training divisions. The program is designed so the intern spends 50 percent of his or her time attending various components of the Federal law enforcement basic and advanced training programs, and the remaining 50 percent working on meaningful law-enforcement training related research and writing projects under the guidance of their mentor.



### **What are the benefits of the FLETC CIP?**

- Interns receive a per diem rate of \$56/day, including weekends and holidays while at FLETC to offset incidental expenses, meals, and personal expenses.
- Interns are housed on center in one of the dormitories
- Interns attend training sessions and participate in world-class training before applying to an agency
- The internship is an excellent networking opportunity

### **Who is Eligible to Apply?**

To be accepted into the FLETC CIP, all of the following criteria must be met unless you have a written waiver from the FLETC Intern Coordinator. Selection is highly competitive and is based upon grade point average in the applicant's declared major and overall course of studies, leadership and community involvement, work experiences, professional experiences related to the applicant's major, content and communication skills demonstrated in narrative essay, and contents of nomination form, and if necessary the responses given during a telephonic interview following the initial selection process.

### **Required Admission Criteria:**

- Enrolled full-time in an accredited college/university both at time of application and during course of internship;
- Majoring in one of the following degree programs: Criminal Justice, Criminology, Psychology, Forensic Science, Juris Doctorate or related degrees, although students with other majors such as Accounting and Information Technology have been selected in the past;



- A strong desire to pursue a career in federal law enforcement;
- Applicants must be a senior or graduate student (135 quarter hours or 90 semester hours in a Baccalaureate program, but not be granted a degree by the date the intern session will end),
- Applicants must be citizens of the United States of America;
- Applicants must be enrolled in a college or university degree program in which the successful completion of an internship is either required or in which credits are granted for the successful completion of an internship; and

## ***Frequently Asked Questions***

---

### **How many interns are selected per intern session?**

The number of interns selected may vary by session, however, it is routine to recruit seven (7) interns per session. Since the program's inception in 1978, FLETC has recruited over 300 interns to participate in the world-class internship, so selection is extremely competitive.

### **Are interns considered to be either full-time, temporary, or career conditional federal employees?**

No - the FLETC CIP is just as the name implies - an internship, therefore it falls under the Student Volunteer Services Program. Students selected to participate in the program, may utilize their experience on their resume and to apply to federal jobs. Although interns receive \$56/day during their internship, they do not acquire sick leave or federal benefits.

### **Are interns subject to complete a background investigation?**

Yes, all interns will be subject to completing a pre-employment security review.

### **Can an intern who has an interest in a particular federal law enforcement agency, meet with that agency's staff, to acquire further insight into the agency?**

Absolutely, interns are encouraged to get out of the "college student mode" and expand their professional network while at the FLETC; because it truly is a remarkable experience that very few students get to experience. FLETC has training agreements with approximately 85 different federal law enforcement agencies, ranging from the Border Patrol, Immigration and Customs Enforcement, U.S. Forest Service, Department of the Interior, U.S. Secret Service and more. Therefore, interns are in the center of the finest law enforcement training center in the world with access to all 85 agencies, and are encouraged to expand their career horizons by visiting with instructors and staff from agencies they are considering for employment following their college career.



### **What is a typical day like for an intern?**

Interns and their mentors are responsible for coordinating a customized training and work schedule for each intern, therefore there is no set standard, because each day is open to the discretion of the intern and the programs that he/she would like to participate in. If an intern knows what area of federal law enforcement he/she is interested in entering upon obtaining their degree, then it is encouraged that the intern audit the classes and participate in the training that coordinate with his/her interests such as the Land Management Training Program, Uniformed Police Training Program or the Criminal Investigator Training Program. However, the intern must remember to divide his/her time equally between training and meaningful projects that advance the mission of the FLETC.



### **What is the function of the Intern Mentor?**

After being selected and prior to arriving at the FLETC, students are assigned a mentor from a training division or partner agency on site. The mentor exists to provide guidance to the mentor in his/her selection and completion of a meaningful project that will further the mission of the FLETC, in addition to attending worthwhile training classes. The mission of the CIP is to allow interns to be actively engaged in the training environment of the FLETC, and is accomplished by allowing interns to select classes that they are interested in and allowing them to participate to their comfort level.

### **The narrative essay asks which partner agency or FLETC division I would be interested in being placed with during the intern session. Where do I find more information on the training divisions?**

The focus of the FLETC CIP is to develop the intern's understanding of federal law enforcement and guide the student to applying and becoming a federal law enforcement agent. In order to accomplish this, FLETC seeks to pair interns with a training division or partner organization that best corresponds with their abilities and interests. A list of the FLETC training divisions where interns can be assigned during their internship session is included at the bottom of this page, and more information regarding each division and their focus can be found at <http://www.fletc.gov/training/programs>.

### **Interns can attend basic and advanced training programs, but what does entail?**

Interns are allowed to audit a wide array of training programs during their internship session at the FLETC, which can include auditing classes from one of the basic training programs such as the Criminal Investigator Training Program (CITP), the Land Management Police Training (LMPT) program or the Uniformed Police Training Program (UPTP). Interns also have the ability to audit training courses from advanced programs being taught at the FLETC such as forensic and crime scene evidence collection classes, computer and financial crime investigations, and more. Information regarding basic and advanced programs is available online at <http://www.fletc.gov/training/programs>.

**Are interns responsible for getting to the FLETC on their own or does FLETC pay for transportation?**

Interns are responsible for providing their own transportation to and from FLETC, whether it is by personal automobile, airplane or bus. After being selected, interns will receive a packet with information about what materials to bring and highlights on travel arrangements.

***FLETC College Interns May Be Assigned To:***

---

Behavioral Sciences Division

Forensics and Special Investigations

Financial Fraud Institute

Legal Division

Counterterrorism Division

Physical Techniques Division

Driver and Marine Division

Training Management Division

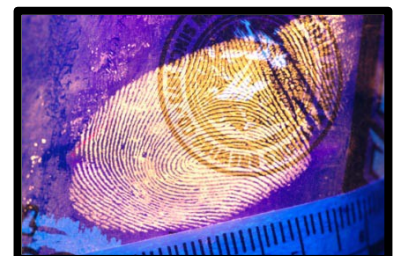
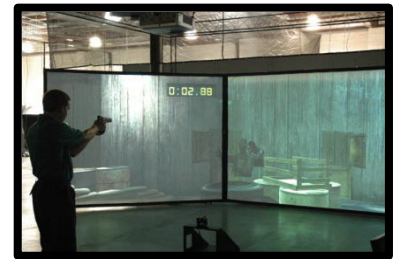
Enforcement Operations Division

Partner Organizations (e.g. OIG Academy)

***FLETC Partner Organizations***

---

A complete list of the 85+ Federal law enforcement agencies that train at the FLETC is available by visiting the following link: (<http://www.fletc.gov/about-fletc/partner-organizations>).



## ***Completing the Application***

---

Intern applicants must complete all paperwork and submit it to the FLETC Intern Program Coordinator before the ending date of the application period for the intern session which they are applying to, (intern session dates are available online at [www.fletc.gov/student-informatin/college-inter-program](http://www.fletc.gov/student-informatin/college-inter-program)).

### **What is the Application Process?**

- 1) Submit your completed application process during the defined application deadline period;
- 2) FLETC officials will review all submitted applications and select a pool of worthy candidates within one month of the closing date of the application period;
- 3) Initial selectees will then be invited to participate in a telephonic conference call with FLETC staff, after which FLETC officials will weigh the responses given during the interview;
- 4) Finalists will be notified via email approximately one (1) month prior to the start of their session at FLETC, during which time they will receive full details regarding materials to bring to FLETC and transportation etc.

### **Submitting the Application**

Once all paperwork has been properly completed and all documents signed by proper officials, students must submit a postmarked, hard copy of their application to the FLETC Intern Program Coordinator by the ending date of the application period.

#### ***Mailing Address:***

Human Capital Operations Division

Attn: FLETC Student/Intern Program Coordinator

1131 Chapel Crossing Road,

Townhouse393

Glynco, GA 31524