



## Instructions

Interested students should contact their college or university internship coordinator who should contact:

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U.S. Fire Administration  
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FEMA

U.S. Fire Administration  
16825 S. Seton Avenue  
Emmitsburg, Maryland 21727



U.S. Fire Administration

# Internship Program



FEMA



## Program Description

Students accepted into the intern program receive the opportunity to work in several different disciplines at the U.S. Fire Administration in Emmitsburg, Maryland.

Students accepted may be provided:

- campus housing in a private room. The housing arrangement promotes social interactions with both fire and emergency management professionals from around the United States and provides a wonderful opportunity to forge long-lasting friendships and potential career contacts.
- opportunity to attend up to two (2) National Fire Academy (NFA) courses that may provide up to six (6) transferable credits to their school.

Students are expected to work full-time, participate in meetings, and assist with emergent projects as needed. The United States Fire Administration is part of the Department of Homeland Security, Federal Emergency Management Agency. The campus is located in rural Maryland, about 10 miles south of historic Gettysburg, Pennsylvania, and about 60 miles from Baltimore and Washington, D.C.

## Eligibility

Applicants must:

- be enrolled not less than half time in a high school, trade school, technical or vocational institute, junior college, university, or other accredited educational institution
- be a U.S. citizen
- receive approval from the educational institution prior to participating in the program

**Applicants applying for NFA specific internships must:**

- be currently enrolled not less than half time in an accredited junior college or university
- be at least a sophomore who has successfully completed introductory courses in a field related to fire and emergency services or instructional design
- maintain a 3.0 GPA in the discipline
- have demonstrated an interest in training and education, and a career in the fire and emergency services or allied disciplines



## Submission

For all USFA internships you must submit a complete application consisting of:

- resumé
- cover letter
- three (3) letters of reference from college or university faculty
- college transcripts

## Status

Volunteer service is limited to services performed by a student, with the permission of the institution at which the student is enrolled, as part of an agency program established for the purpose of providing educational experience for the student.

A student participating under an agency volunteer program is not considered to be a Federal employee for any purposes other than injury compensation or laws related to the Tort Claims Act. Service is not creditable for leave accrual or any other employee benefits.