

U.S. Fire Administration

Internship Program



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

(continued on next page)



FEMA

Sarah Horman, Program Services Specialist
U.S. Fire Administration

16825 S. Seton Avenue, Emmitsburg, Maryland 21727

Telephone: 301.447.1029 • Fax: 301.447.1052

E-mail: sarah.horman@fema.dhs.gov

Applicants applying for NFA specific internships must:

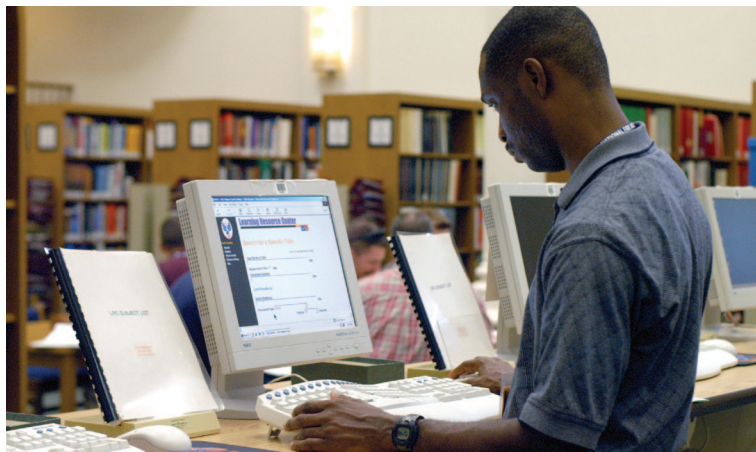
- be currently enrolled not less than half time in an accredited junior college or university
- be at least a sophomore who has successfully completed introductory courses in a field related to fire and emergency services or instructional design
- maintain a 3.0 GPA in the discipline
- have demonstrated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



Instructions

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

Sarah Horman, Program Services Specialist
U.S. Fire Administration
16825 S. Seton Avenue
Emmitsburg, Maryland 21727
Telephone: 301.447.1029
Fax: 301.447.1052
E-mail: sarah.horman@fema.dhs.gov

Department of Homeland Security, Federal Emergency Management Agency, U.S. Fire Administration is an equal opportunity employer.