



BCA INTERNSHIP PROGRAM

Position:

The mission of the Minnesota Bureau of Criminal Apprehension Internship Program is to provide students with opportunities to learn about the criminal justice system from the perspective of a statewide investigative agency. Interns assume a variety of roles, assisting with general clerical functions and observing the work performed within their assigned unit. Interns will gain a wide variety of experience and will have the ability to explore other areas of interest and participate in outside activities to learn more about the criminal justice system.

Qualifications:

- Education requirement (See Education)
- Possess a valid driver's license
- Submit to and successfully pass a thorough background investigation
- Strong problem solving abilities and strong critical thinking
- Proficient in Microsoft Office Suite (Word, Excel, Access and PowerPoint)

Education:

- Undergraduate junior or senior status at a four-year accredited college or university in a field applicable to criminal justice
- Applicant must be taking the internship for course credit

Internship Details

- Unpaid internship
- Minimum of 200 hours must be worked during the internship
- Interns work during BCA business hours (Monday-Friday, 8 a.m. to 4:30 p.m.)

Deadlines:

- **Spring internship (January-May)** -- Application deadline: Last Friday in October
- **Summer internship (June-August)** -- Application deadline: Last Friday in March
- **Fall internship (September-December)** -- Application deadline: Last Friday in May

TO APPLY FOR A BCA INTERNSHIP, ALL STUDENTS MUST MINIMALLY PROVIDE:

1. [Minnesota State Internship Application](#)
2. Letter outlining the career goals of the applicant and their specific interest in working with the Bureau of Criminal Apprehension
3. Resume including specialized qualifications (i.e., computer, audio/visual, communications, etc.) and listing their full name
4. Letter from the college or university official overseeing the student's internship verifying that this is an authorized college or university program
5. Proof of Hepatitis B vaccination (this can be waived at the discretion of the BCA Internship Coordinator)

All required materials should be sent to:

Andrea Callender, DPS Internship Coordinator
Minnesota Department of Public Safety
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Saint Paul, Minnesota 55101-5135
651-201-7371 | andrea.callender@state.mn.us