



### The Position:

The Minnesota Department of Public Safety Division of Homeland Security and Emergency Management (DPS-HSEM) provides students with opportunities to apply their classroom knowledge and theory to real work examples. This Internship Program is designed for participants to learn first-hand about a variety of program areas from the perspective of a state emergency management agency.

As an intern, students will strengthen their understanding of emergency management concepts, build key contacts and gain confidence to further prepare them for future job opportunities in the field of emergency management and homeland security.

### The Mission:

DPS-HSEM helps Minnesota prevent, prepare for, respond to and recover from natural and human-caused disasters. Our team of professionals develops and maintains partnerships, collects and shares information, plans, trains and educates, coordinates response resources, and provides technical and financial assistance.

### Eligibility:

To be considered for an internship with Homeland Security and Emergency Management, students must meet the following criteria:

- Be enrolled in a two or four year accredited college or university and a course requiring an internship in a field applicable to emergency management, homeland security, public safety administration or similar field of study;
- Submit to and successfully pass a criminal history check;
- Possess a valid driver's license

### Internship Details:

- All interns will work from our division headquarters located in downtown St. Paul
- All internships are unpaid and parking costs are the responsibility of the intern
- The length of an internship is either a semester or a quarter, depending on the college or university attended
- A minimum of two hundred (200) hours must be worked during the internship
- Internships are available Monday-Friday during business hours of 8 a.m. to 4:30 p.m. Some flexibility is possible to accommodate class or outside work schedules



*What type of work will I do as an intern?*

Emergency Management is an interdisciplinary field. A variety of duties are available for an intern to observe and assist division staff members. Examples include: performing research, reviewing planning documents, helping to develop exercises, monitoring grant programs, participating in community outreach activities, citizen meetings and more.

*Application Timeline:*

**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

*Application Requirements - All students must minimally provide the following:*

- A [Minnesota State Internship Application](#)
- A letter outlining their career goals and specific interest in working with HSEM;
- A resume including specialized qualifications (i.e., computer, audio/visual, communications, etc.) and listing their full name and e-mail address;
- A letter from the college or university official overseeing the student's internship verifying that this is an authorized college or university program. The letter must also verify the student will receive credit upon completion of the internship.

**All required materials should be sent to:**

Patti Bennett, DPS Internship Coordinator  
Minnesota Department of Public Safety  
445 Minnesota Street, Suite #135  
Saint Paul, Minnesota 55101-5135  
Phone: 651-201-7383  
Email: [patricia.bennett@state.mn.us](mailto:patricia.bennett@state.mn.us)