

TENNESSEE BUREAU OF INVESTIGATION VOLUNTEER INTERNSHIP PROGRAM

The Tennessee Bureau of Investigation (TBI) Volunteer Internship Program, which is administered by the TBI Training Division, is a valuable learning experience for college and university students who are interested in a criminal justice or forensic career. Internships, which last ten weeks, are available at TBI during the spring, summer and fall semesters.

Interns participating in the Bureau's internship program are offered a comprehensive and balanced program of professional apprenticeship. Throughout this training, particular emphasis is placed on acquainting the interns with all facets of Bureau activities and knowledge of how this is integrated within the State's criminal justice system. A number of interns wish to become TBI Special Agents after their graduation, and this program affords them the opportunity to "fine tune" their career goals.

The Tennessee Bureau of Investigation is committed to providing quality internship opportunities to students, which is designed to correlate the interns' classroom studies with the career related experiences from their internships.

ELIGIBILITY REQUIREMENTS:

- Must be a United States citizen who is at least 18 years old.
- Must be junior or senior status or first year graduate student.
- Must be recommended by a college/university faculty member to participate in the TBI Volunteer Internship Program.
- Criminal Justice interns must have a 2.5 or higher cumulative grade point average (GPA). Interns seeking a position in the Forensic Crime Laboratory must have a cumulative grade point average (GPA) of 3.0 or above.
- Interns seeking a position in the Forensic Crime Laboratory must have completed a minimum of 18 hours in chemistry.
- Must be willing to participate for a minimum of ten weeks and two full work days (15 hours) per week.
- Must pass an extensive background check.

The following required documentation must be submitted to the TBI Training Division by all intern applicants:

1. A resume.
2. A 500 word essay on why the applicant wants to be an intern with TBI and how the internship fits in his/her overall career plans.
3. A written recommendation letter from a college or university faculty member.
4. A certified copy of applicant's college or university transcripts.

**TENNESSEE BUREAU OF INVESTIGATION
INTERNSHIP APPLICATION**

Please submit this application with a current resume, one letter of recommendation, and a cover letter detailing your interest in an internship with the TBI.

Semester for which you are applying: **SPRING** _____ **SUMMER** _____ **FALL** _____

1. PERSONAL INFORMATION

Name: _____

Current mailing address: _____

School mailing address: _____

Cell phone #: _____

E-mail address: _____

Date of birth: _____ Driver License Number: _____

Parent/Guardian's name: _____

Parent/Guardian's address: _____

2. EDUCATION

Undergraduate/Graduate institutions: _____

Major/Minor: _____

Year: _____ GPA: _____

3. AREAS OF INTEREST

Please rank three of your areas of interest. Please note: final placement is made by the Intern Advisors.

Criminal Division _____ **Information Systems** _____ **Forensic Services** _____

Drug Division _____ **Medicaid Fraud** _____

Please tell us where you heard about the TBI Volunteer Internship Program _____

Please email completed applications and the accompanying documents to:

TBI.Training@tn.gov

If you have any questions please call, 615-744-4374 or 615-744-4234

*******Please note that incomplete applications will not be considered*******



BILL HASLAM
Governor

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MARK GWYN
Director

MEMORANDUM OF UNDERSTANDING

The Tennessee Bureau of Investigation, in cooperation with _____
University, has agreed to offer the opportunity for students in the TBI Volunteer Internship Program to correlate their classroom studies with career-related experiences by working with employees and Special Agents of the TBI.

CONFIDENTIALITY

All reports and activities relating to investigations and functions of the TBI are restricted and are confidential. It must be understood and agreed upon by the intern that any matters relating directly or indirectly to these functions, investigations, and reports, whether spoken, written, electronically transmitted, or made known to the intern by any other means are to be held strictly confidential are not to be discussed with or revealed to anyone except Bureau employees with whom the intern is working or his/her SAC/ASAC/Supervisor.

It must be understood that if said intern violates this agreement he/she not only may be terminated by the Bureau from the TBI Volunteer Internship Program, but also could be subjected to criminal prosecution as set forth in TCA 10-7504(a)(2).

I, _____, have read the above Memorandum of Understanding, and thoroughly understand the contents thereof. I agree to abide by the provisions of this Memorandum with the understanding that I could be subject to criminal prosecution for violating the confidentiality described herein.

DATE

SIGNATURE OF INTERN

Sworn and subscribed to me, this _____ day of _____, 20__

NOTARY PUBUC

My commission expires

