



NATIONAL CENTER FOR THE ANALYSIS OF VIOLENT CRIME VOLUNTEER PRACTICUM PROGRAM

The National Center for the Analysis of Violent Crime (NCAVC) is part of the FBI's Critical Incident Response Group (CIRG). The NCAVC provides training and investigative support to law enforcement agencies around the world for crimes including, but not limited to, serial homicides, child abductions or exploitation, terrorism, bombings, cyber crimes, arson, threats, serial rapes, or extortion. Services include profiles of unknown offenders, threat assessments, crime analysis, investigation support, interview or interrogation strategies, trial preparation and prosecution strategies, expert testimony, and coordination of other resources. The NCAVC also conducts research, and results are often disseminated via publications, training classes, seminars, and conferences. The professional staff members of the NCAVC come from a wide variety of academic and professional backgrounds and are willing to spend time discussing experiences, career options, and academic choices with the Practicum students.

The NCAVC Practicum Program offers students an opportunity to view the FBI from the inside and to contribute significantly to research from a law enforcement perspective. The program also allows the NCAVC to enhance its liaison with the academic institutions attended by these students and to benefit from their contributions to the research. The practicum is an unpaid position.

Applicants need to be aware that the subject matter involved is **graphic** and **violent** in nature. Practicum students are exposed to details of investigations, including written statements, audio or video taped interviews, and crime scene and autopsy photographs. Cases and research often involve child victims and graphic sexual details.

The NCAVC Practicum Program is heavily focused on supporting the research component of the NCAVC. Practicum students may be given significant assignments in the social science research of the NCAVC. Assignments take into account the academic level and research experience of the students so they are challenged, but not overwhelmed. Students have contributed at all phases of the research process, including research design; literature search and review; data collection, coding, entry, and analysis; and publications.

In addition to a strong focus on research as described above, the NCAVC Volunteer Practicum Program may provide students with opportunities to assist the Violent Criminal Apprehension Program (ViCAP) under Behavioral Analysis Unit-4, attend training at the FBI's National Academy, and observe case consultations.

Required Qualifications

Because a limited number of slots are available for this program, only individuals possessing strong academic credentials, outstanding character, and a high degree of motivation will be selected. In order to be considered, individuals must meet all of the following qualifications at the time they apply:

- * Candidates must be attending a college or university that is accredited by one of the regional or national institutional associations recognized by the United States Secretary of Education.
- * Undergraduate students must be at least in their junior year, attending a college or university at least part-time.
- * Graduate students (Master's, Doctoral, and Law) must be enrolled in a college or university, attending at least part-time.
- * Students must have a minimum cumulative grade point average (GPA) of 3.0 or above on a 4.0 scale and be in good standing with their academic institution.
- * Candidates must have strong writing skills, analytical abilities, and computer skills.
- * Candidates must be citizens of the United States.
- * Candidates must meet all FBI Employment Requirements and be able to pass a basic FBI Background Investigation.

FBI Drug Policy

The FBI is firmly committed to a drug-free society and work place. Therefore, the unlawful use of drugs is not tolerated. Furthermore, applicants for employment with the FBI who currently use illegal drugs will be found unsuitable for employment. The FBI does not condone any prior unlawful drug use by applicants. We realize, however, some otherwise qualified applicants may have used drugs at some point in their pasts. The following policy sets forth the criteria for determining whether any prior drug use makes an applicant unsuitable for employment, balancing the needs of the FBI to maintain a drug-free workplace and the public integrity necessary to accomplish the FBI's intelligence and law enforcement missions. Applicants who do not meet the listed criteria should not apply for any FBI position.

Criteria:

You can easily determine whether you meet the FBI's illegal drug policy by answering the following questions:

1. Have you used marijuana at all within the last three years?
2. Have you used any other illegal drug (including anabolic steroids after February 27, 1991) at all in the past 10 years?
3. Have you ever sold, distributed, manufactured, or transported any illegal drug?
4. Have you ever used any prescription drug or used a legally obtainable substance in a manner for which it was not intended within three years (36 months) preceding the date of the preliminary application for employment?

If you answered 'Yes' to any of these questions, you are not eligible for an internship with the FBI.

The NCAVC does not limit the applicant pool to specific areas of study, but will seek to make the "best fit" of applicants with the Practicum. Typically, the most relevant areas of study for this Practicum are Psychology, Sociology, Criminology, Criminal Justice, Forensic Science, Counterintelligence, Strategic Intelligence, Terrorism, Mid-East Studies, Linguistics, or Law. Forensic Science students need to be aware that the NCAVC is not a laboratory setting.

Practicum students must provide their own lodging and transportation. No public transportation is available.

Application Deadlines

Fall Semester: April 1st

Spring Semester: October 1st

How to Apply

The application package must include all of the following:

- Resume (one to three pages in length)
- An essay indicating background, interests, goals, and reasons for wanting to participate in the program (one to two pages in length)
- Official transcripts from all colleges attended
- Two (2) college term papers or other substantial writing samples with references written solely by the applicant (no co-authored papers; topics can cover academic areas outside of those pertaining to this internship)
- Two (2) letters of recommendation (at least one from a faculty member)
- Letter of faculty sponsorship
 - A letter of faculty sponsorship and recommendation is required from your college or university faculty member. Please keep in mind the following requirements:
 - The letter must come from a school official and must indicate their willingness to serve as your "sponsor."
 - The sponsor can vary according to the practices of your school. The appropriate person might be a central internship coordinator, a dean or department head, a professor within the department who coordinates internships and practicums, or simply a professor who agrees to sponsor or guide the particular student in this Practicum.
 - It must also include the sponsor's contact information (phone number, email address, mailing address).
 - The sponsor must inform the FBI of any changes in the status of the student (e.g., no longer a student) and advise the FBI of any paperwork or other requirements unique to the school.
 - The sponsor should also generally be available for telephone conversations or email exchanges regarding questions about the student. For those students eventually selected for the program, an agreement will be signed by the FBI, the student, and the sponsor setting forth the expectations for the program. This agreement is forwarded to the school as soon as the practicum student is selected.

Questions not answered within the application may be sent to: **BAU5@fbi.gov**

Packages should be forwarded to:

**Dawn Wolfington
FBI Academy CIRG/NCAVC
Quantico, VA 22135**

Selection Process

Candidates must submit their completed application package to the NCAVC Internship Coordinator. NCAVC staff members will review the applications and select finalists for interviews. Selections are based upon life/work experiences, academic achievement, demonstrated and expressed skills and abilities, fit between the applicant and the Practicum, and perceived benefit to the student and the FBI.

Interviews are conducted by NCAVC staff and take approximately one hour. Every effort is made to give two weeks' notice for the interviews. Generally, about 15-20 applicants are interviewed for 3 positions.

Applicants may choose to interview in person at the NCAVC offices near Quantico, VA, or to interview via videoconferencing. Most universities have videoconferencing capabilities. The FBI will pay the cost of the telephone call. Should a student choose videoconferencing and need to rent a site, the student will be responsible for the fee.

Students travelling to the NCAVC for interviews must do so at their own expense. Information about local hotels and airport shuttle services can be provided at the time of scheduling.

Students who are selected based on the interview results will be given a conditional offer. The initial offer is conditional because candidates selected must undergo a limited FBI Background Investigation in order to be eligible to participate in the Practicum, which will take approximately 30 days to complete. The basic background check does not entitle the Practicum student to a clearance. A member of the NCAVC will contact the student to arrange a preliminary processing appointment. Final official notification of acceptance will be given to the student as soon as the clearance has been granted.

A non-disclosure agreement will be initiated with the student and the FBI, which will clearly state each party's responsibilities.

Duty Hours

The minimum hours required to receive credit for your internship is dependent on your college or university. The NCAVC requires a minimum of three days a week for a period of 14 weeks. We highly encourage students to participate full time for the 14 week period. There is an opportunity to extend beyond the 14 weeks but will be based on the current needs of the NCAVC.

Compensation

This is a VOLUNTEER Practicum Program. All expenses, transportation, housing/lodging, meals and incidentals are the sole responsibility of the student.

Frequently Asked Questions (FAQs)

FAQs are divided into two sections:

Application/Selection Process

Logistics

Application/Selection Process

1. How does the NCAVC Practicum selection process work?

There are four stages of the NCAVC Practicum selection process:

- i. Application Package – A complete application package must be submitted to the NCAVC Internship Coordinator.
- ii. Initial Selection and Interviews – Based on the application packages, the most competitive candidates will be selected for interviews. Interviews are conducted in a timely fashion. NCAVC staff members will make the final determination among those candidates interviewed. Students who are selected will be given a conditional offer acceptance.
- iii. Limited Background Investigation – Candidates who accept a conditional offer will be asked to complete the required background investigation paperwork and fingerprinting at the FBI Field Office nearest to their college/university or the NCAVC.
- iv. Enter on Duty - Upon successful completion of the background investigation, you will be contacted and will be given a start date.

2. How long does it take to start working as an NCAVC Practicum Student?

The length of the hiring process will depend upon the length of the background investigation. Following the Conditional NCAVC Practicum offer and the completion of the background paperwork, the limited security clearance is typically obtained within approximately 30 days after the paperwork is submitted.

3. I am a citizen of another country. May I apply?

No. All Practicum students must be United States citizens. If you are a U.S. citizen and hold dual citizenship with another country, the FBI Security Division will have to review your file to make a determination if you are eligible for employment with the FBI.

4. I will be graduating soon. May I still apply for an NCAVC Practicum Program?

All Practicum students must still be students at the time of the Practicum. Your school is a partner in the Practicum Program so you need to be in the same school when you participate in the Practicum as when you apply. You simply cannot have graduated and must still be considered a student by the school.

5. How many credits can I receive for the Practicum?

The student is responsible for negotiating with his or her school for any credits to be granted. The NCAVC staff is available to speak with school representatives about the activities within the Practicum Program in order to assist school officials in determining an appropriate number of credits to award.

6. May I submit my application electronically?

No. Electronic applications are not accepted.

7. How is the interview conducted?

Interviews are conducted in person or by videoconference by the NCAVC staff. The interview lasts approximately one hour.

8. One of the required items in the application package is "a letter of faculty sponsorship from your college or university." What exactly do you mean?

The FBI views schools as partners in the Practicum Program. For those students eventually selected for the program, an agreement will be signed by the FBI, the student, and the sponsor that sets forth the expectations for the program. That agreement is sent to the school as soon as the intern is selected. The "sponsor" can vary according to the practices of your school. The appropriate person might be a central internship coordinator, a dean or department head, a professor within the department who coordinates practicums, or simply a professor who agrees to sponsor or guide the particular student in this practicum. The required "letter" from the sponsor may be a short letter in which the sponsor confirms his or her willingness to take that role and gives contact information (phone number, email, mailing address). If the sponsor is also writing a letter of recommendation, the letters must be separate documents.

The school may have specified duties required of the sponsor. The FBI asks that the sponsor inform the FBI of any changes in the status of the student (e.g., no longer a student) and advise the FBI of any paperwork or other requirements unique to the school. The sponsor should also generally be available for telephone or email contact regarding any questions about the student. Final evaluations of the student will also be sent to the sponsor.

Logistics:

1. Will I need a car?

It is strongly recommended you have a vehicle. Neither the FBI Academy nor the off-site location of the NCAVC is accessible through public transportation.

2. May my internship supervisor from school make a site visit?

The NCAVC staff is eager to meet with school representatives and to provide whatever feedback is requested. Of course, school officials will not be allowed access to case files, consultations, or other sensitive materials or activities.

3. May I use my work at the NCAVC for fulfillment of a written school assignment?

Requests will be decided on a case-by-case review based on the specific circumstances involved. Practicum students in the NCAVC are given significant research tasks, and the NCAVC retains control over all of the materials and information with which the Practicum students work. A request to use the information for other than its primary purpose (FBI research) has to be closely studied.

4. How should I dress for work during the NCAVC Practicum?

Appropriate attire for men includes dress shirts with ties, sport coats, or suits. Appropriate attire for women includes suits, dresses or skirts/slacks with blazers/business blouses/sweaters.

Occasional "dress-down days" allow for more casual attire.

5. Will I be offered a full-time position with the FBI at the conclusion of my NCAVC Practicum?

Students are not guaranteed to receive a job offer for a full-time position. Students who do an outstanding job over the course of their Practicum, however, may receive a job offer to return to the FBI on a full-time basis once they graduate.