



UCF Office of Emergency Management

Internship Packet



UNIVERSITY OF CENTRAL FLORIDA
OFFICE OF EMERGENCY MANAGEMENT

Version 1
September 21, 2011

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Internship Packet Instructions

Thank you for your interest in an internship with the UCF Office of Emergency Management (OEM). If selected for this internship you will be taking a great step toward increasing your knowledge and experience in the Emergency Management field.

Please read over the contents of the entire internship packet carefully to familiarize yourself with our organization, its goals, and to ensure that you meet the necessary qualifications for an internship at our office.

Contact your academic advisor, internship coordinator, or other school counselors to obtain course credit hours for your internship.

If you have any questions concerning an internship with our office, please contact:

Jennifer Fleischman

Emergency Plans and Programs Coordinator

UCF Office of Emergency Management

E-mail: Jennifer.Fleischman@ucf.edu

Phone: (407) 823-0678



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Introduction

Emergency Management covers a large facet of topics. Any disaster, whether man-made or natural, falls into our responsibility. If emergency managers handle an event poorly, the consequences will be grave and public backlash can destroy careers, departments, or even large organizations.

Emergency Management can be broken down into four main categories: mitigation, preparedness, response, and recovery. These four stages are seen as a wheel that constantly keeps revolving. To keep this wheel in motion Emergency Managers plan, train, and coordinate to facilitate success of their office. The success of an emergency management office lies not only in their own plans, but the assistances of other offices and agencies at the federal, state, and local levels. The mutual aid provided from these partnerships offers the extra support needed to help keep an office afloat when disaster strikes.



The UCF OEM prepares the University of Central Florida for responding to, recovering from, and mitigating against any natural or manmade disaster and/ or crisis we may face. We strive to protect the well-being of UCF students, faculty, staff, and guests. Our Office is responsible for the following:

- Developing and maintaining the UCF Comprehensive Emergency Management Plan
- Developing, planning, and evaluating emergency exercises
- Emergency Operation Center management
- Providing training to individuals that have emergency management roles and responsibilities
- Providing the University with preparedness information
- Conducting Homeland Security threat and vulnerability assessments, antiterrorism measures, and force protection
- Participate in Security Management functions like CCTV, access control, and emergency notification systems
- Acting as the UCF liaison for federal, state, and local emergency responders & agencies.

These responsibilities are all completed under the cooperative effort of our office and partners in all forms of government. Keeping UCF and its population safe is our mission and priority.



Why Do an Internship?

Students graduating from universities are facing increasingly tighter job markets. As competition for jobs becomes stronger, recent graduating students need any opportunity they can get. Interning with our office, students will gain experience to strengthen their resume which can help them secure jobs upon graduation.

The knowledge you will obtain while at an internship will be vast. Not only will you learn about the emergency management field, but you may find yourself learning more about what you want to do in life. Many students begin seeing a clearer picture of the path they want to follow after seeing real world experience at their internship. The growth you will gain from the experience will boost your self-esteem and give you confidence in pursuing further careers. On top of that, you will be networking with many professionals in the field who could turn out to be valuable contacts when it's time for you to begin your job search.

Interns within our office take on different roles. Their help can be used for critical projects, coordination of resources for the community's plans, work on new programs, website management, training, and exercises. Through participation in special events and public outreach programs, interns get a realistic look at how to work with the public, interact with government and non-profit agencies, and build long-lasting community relationships. We also benefit greatly from what you bring us. With limited funding, we maintain a small staff while still having a large workload. By bringing on student interns, the office can increase its outputs and work more successfully toward accomplishing its goals.

Our office treats Interns as employees, receiving training and professional development opportunities. Our office will work with you to see what types of jobs interest you, and use connections to make certain you have some opportunities to seek employment upon completion of your internship.



Internship Program Guidelines

Goal

An internship will not only benefit you, but it aids our Office greatly. Our interns bring us a sense of motivation and drive to better themselves and our University's Emergency Management program. Interns provide us with the extra set of hands to help in many aspects of our current affairs, planning, community outreach, training, exercises, and field operations like Game Day events. We know this program will provide you with a great deal of insight into the inner workings of an emergency management office, as well as an insight into UCF and how it functions on a day to day basis. Our goal is to make sure you feel like you are benefiting from the internship and expanding your knowledge to aid you in future career endeavors. You will join us in meetings not only at the campus level, but at the county, state, and even federal level. Within these meetings, you will be able to network with many professionals in the field and make valuable contacts for future career possibilities. You will work with your coordinator to set up on-going projects and a list of expectations and hopes to accomplish during your tenure with us.

Qualifications & Requirements

Those interested in this internship should be current college level students who are pursuing a degree, minor, or concentration in the field of Emergency Management, Public Administration, Homeland Security, or Criminal Justice. You should have some basic understanding of emergency management and also be in good academic standing with the University. Interns should have a valid driver's license and be able to operate a motor vehicle. Interns may also be required to lift heavy objects from time to time.

Work Schedule

Interns will work 10-20 hours per week for one semester. If you are doing the 6.0 Credit Hour Option for your internship, 20 hours is required. Your schedule is fairly flexible and we will work with you to create your preferred agenda. Our normal operating hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. There are exceptions to these hours during sporting events, training, exercises, or if a disaster occurs. If one of these circumstances does occur, you may be called upon to volunteer your time in aiding our office.



Dress Code

Remember, as an intern within our Emergency Management Office you are representing UCF, the Office, and yourself at all times whether on campus or off. Professional appearance and a positive attitude are critical. Dress is generally business casual unless otherwise advised.

Business casual clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable, and all seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the UCF logo or other University/ Office identification is encouraged.

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt jacket or dress.

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris and nice looking dress synthetic pants are acceptable. Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortable in public. Mini- skirts, jeggings, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Closed toe and closed heel shoes are required. Examples would include conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes.

Piercings, and tattoos should be in good taste, or hidden out of site. Keep in mind that employees may be allergic to certain chemicals in perfumes and cologne, so wear those substances with restraint. Hats are also not appropriate in the office.

Use your judgment on what to wear while interning with our office. If you have any doubts about proper attire please ask and we will provide more specific guidelines for you.



Scope of Work

We hope this opportunity will give interns an introduction into the field emergency management and experience to benefit you upon completion of your internship. To best benefit you, we set some guidelines and goals to complete throughout your internship. With these goals in mind, interns can leave this experience with certifications, knowledge, and a sense of accomplishment to carry them into their next career. This is a general list and may not encompass all of the goals and tasks we would like you to carry out.

1. At least one exercise (tabletop, functional, or full-scale) experience.
2. Attendance in one State or Federal emergency management meeting with other professional emergency management/ homeland security practitioners.
3. Participation in some community outreach events (orientation, welcome expo, safety fair, etc.).
4. Participation in a larger scale event where our office may be activated (football game day, large concerts, etc...) as applicable.
5. Completion of FEMA or State level emergency management courses.
6. Completion of the Professional Development Series courses.
7. Assist in the development and review of emergency plans for the UCF Comprehensive Emergency Management Plan.
8. Tour city and county Emergency Operations Centers.
9. Network with local, state and federal partners.
10. Assist in administrative office duties.

Your personal expertise or interest in an area may allow additional opportunities for projects to become available to you. We want you to gain as much as possible from this internship.



Frequently Asked Questions

1. Is this a paid or unpaid internship?

More than likely this internship will be unpaid, but it doesn't hurt to ask.

2. How long is the internship?

Generally our interns are here for one full semester, working 10-20 hours per week.

3. Is college credit required for the internship?

College credit is not required for this internship. Many majors here have internship credit hour options which you can take advantage of to get college credit while working with us. Speak with your academic advisor or internship coordinator to get more details on how to go through that process.

4. What is the average day like for an intern?

Good news is that it varies from day to day. Some days may be more office related work whether writing and reviewing plans or researching topics for improving the program. Other days may be spent out of the office in meetings, events, exercises, outreach programs, preparing game day functions and so on. If a disaster is to occur while you are an intern, your day can quickly change to E.O.C. operations and aiding in any way we may need.

5. What major do I need to qualify for an internship?

You must be a college student who is pursuing a degree, minor, or concentration in the field of Emergency Management, Public Administration, Homeland Security, or Criminal Justice. If you do not fall under these but still feel qualified and interested in the emergency management field, do not hesitate to contact our office.

6. Will this internship lead to a job?

We can't guarantee any job upon internship completion. Finding a job is essentially up to you, but the experience and networking you will gain during our internship will provide crucial advantages for you over your peers when it comes to applying for jobs. Our past interns have had a good track record in finding a position at the conclusion of their college career. If you do well during your tenure with us, we can provide a good reference for prospective employers looking to hire you.

7. What other requirements may be asked of me?

Interns should have a valid driver's license and be able to operate a motor vehicle. Interns may be asked to use state vehicles for transportation. Interns may also be required to lift heavy objects from time to time.



Acknowledgement of Responsibilities

Please sign and complete the following forms to apply for our internship program. Remember to send a copy of your resume to Jennifer.Fleischman@ucf.edu to continue with the application process.

Below is a list of responsibilities that you will face while participating in the Internship Program. All Interns are expected to follow these guidelines while in our program:

1. Committing to office work hours and all office policies and procedures.
2. Adhering to policies on handling or observing confidential information.
3. Maintaining professional relationships with co-workers and other offices and agencies.
4. Completing assignments and tasks given on time and meeting expectations.
5. Seeking guidance if unsure of duties required for a particular project; do not be afraid to ask for help.
6. Taking responsibility for your actions and handling any situation with maturity and professionalism.
7. Read and clearly understand this Internship Packet.

Print Name

Date

Signature



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Internship Application

Full Name:		PID:			
Phone Number:		E-mail:			
Address:					
Educational Experience					
Major/ Minor:		Certificates and Relevant Coursework:			
GPA:		Expected Graduation Date:			
Year (circle one):	Freshman	Sophomore	Junior	Senior	Graduate
Availability					
Monday	Tuesday	Wednesday	Thursday	Friday	
Will you be earning college credit? (Circle your response. If yes, indicate how many credit hours)					
No	Yes: _____				
Why Do You Want This Internship?					
Career Plans and Aspirations:					

