



UNIVERSITY OF
TORONTO
MISSISSAUGA

FORENSIC SCIENCE PROGRAM

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2024-2025 FSC482HY5/FSC483H5 COLLABORATIVE RESEARCH INTERNSHIP IN FORENSIC SCIENCE APPLICATION INFORMATION

MANDATORY ELIGIBILITY REQUIREMENTS:

YOU MUST:

- Be a **Forensic Science Program student** entering your **final year** in 2024-2025
- Be a **Forensic Science Program Specialist** who requires FSC482H5, FSC483H5 for program completeness
- Have completed **15 credits** by August 31, 2024
- Have completed your Forensic Science Program **required statistics** course(s)

APPLICATION DEADLINE: February 28th 2024, 11:59pm

The Forensic Science Program is responsible for placing students. This is not the student's responsibility, please do not contact potential mentors until advised by the program.

**LATE APPLICATIONS MAY RESULT IN LOSS OF YOUR CAPSTONE
PLACEMENT OPPORTUNITY!**

Course Descriptions

FSC482H5Y Professional Practice in Forensic Science

This course will address practical considerations of professional practice, including professional writing, ethics in research, interviews, mock trial, and journal publication. **Students MUST apply for this course.**

Exclusion: FSC481Y5

Prerequisite: Enrolment in a Forensic Science Specialist Program and completion of the statistics course(s) requirement listed within the student's Forensic Science Program (STA215H5 or FSC350 or BIO360 or ANT407) and permission of instructor. (Restricted to Forensic Science Specialists)

Corequisite: FSC483H5 or FSC485H5

FSC483H5 Collaborative Research Internship

As one of the capstone experiences for the Forensic Science Specialist Programs, this course provides students the opportunity to work in a cross-disciplinary collaborative environment to address case-based research questions. **Students MUST apply for this course**, and topics will be made available at the time of application.

Exclusion: FSC481Y5 or FSC485H5

Prerequisite: Enrolment in a Forensic Science Specialist Program and completion of the statistics course(s) requirement listed within the student's Forensic Science Program (STA215H5 or FSC350 or BIO360 or ANT407) and permission of instructor. (Restricted to Forensic Science Specialists)

Corequisite: FSC482H5Y

Important Capstone Application Information

EMAIL ADDRESSES: All students **MUST** use their UTM email address. **DO NOT** use Gmail, Rogers, Hotmail, Sympatico, or Yahoo – these types of addresses are problematic in receiving documents from UTM stations at times and can critically impact your placement arrangement. If you currently use one of these e-mail providers, you **MUST** forward your current e-mail address(es) to your UTM account. All CV's and applications must list your UTM email address.

PLEASE NOTE: Placement notification occurs on a rolling basis, beginning March 15th until August 1st, as placements become available. Be sure that your summer information is updated, as you may not be notified until a point in the summer. **All** placement communications will be sent by e-mail to your UTM account. It is **YOUR**

responsibility to check your UTM e-mail account **DAILY** going forward regarding any placement information.

Up to date info on ACORN: Ensure that all Personal Information on ROSI / ACORN (ie. mailing/permanent/e-mail addresses, phone #s, emergency contact etc.) is up-to-date. Any changes should be updated **promptly** and you should also inform my office by e-mail or you may miss important correspondence critical to your placement.

Capstone Placement Application Instructions

All questions about the Forensic Science Capstone Placement Application should be e-mailed directly to Murray Clayton:

murray.clayton@utoronto.ca

Please include "FSC483 Capstone 2024-25" in the subject line.

1. Fill out the on-line Collaborative Research Internship Placement Application by the deadline date: **February 28th 2024, 11:59pm. Be sure to fill out the entire form.**
2. Email your CV to Murray Clayton at murray.clayton@utoronto.ca. All students must submit their CV in the same format - please use the model 'Internship Placement Format CV' found at: <http://www.utm.utoronto.ca/forensic/inforamation-appying-internship-placement/internship-forensic-science-application/cv-internship>
3. In addition to an **electronic copy** of your CV, you must also send an electronic copy (screenshot/attachment/printout) of your current ACORN transcript (an official copy is not required) of all marks to date (& any other marks printout from other post-secondary institution, if you have attended elsewhere -- official transcripts are NOT necessary, but the marks page should show the other university somewhere.) CV and transcript of marks-to-date must also be submitted by the application deadline **February 28th 2024 11:59pm**, by e-mail to: murray.clayton@utoronto.ca
4. **E-mail Attachments:** they **MUST** be **SAVED** and **SENT** in **BOTH** Word and PDF formats.
5. When **SAVING** your files, please do so as follows:
CV: YourLastName_FirstName_cv.doc / YourLastName_FirstName_cv.pdf
MARKS: YourLastName_FirstName_marks.doc / YourLastName_FirstName_marks.pdf
6. Only 2 good referees are necessary. You should have at least 1 academic referee and 1 work referee.

7. **References:** Only names are required --**Do not ask for reference letters.** You can tell your referees that they could be contacted at any time up to 6-8 months from now for a verbal reference. A reference is the same as a referee.
8. When listing your courses on the CV, PLEASE list **IP** (in progress) beside all the “S” Winter courses you are currently taking this term, or ‘Y’ courses not yet completed.
9. The statement of interest for the Collaborative Research Internship should address why you are interested in conducting research in an interdisciplinary, collaborative setting.

Capstone Placement Information

All students may select up to a total of two (2) potential research areas. Students only need to provide ONE statement of interest, indicating why you are interested in collaborative research.

- Once you have been assigned a mentor, you cannot decline the position. If there are exceptional circumstances please contact the instructor immediately.
- Placement options depend on availability of mentors in any given year.

Transportation to Placements:

- All 482/483 collaborative research opportunities will take place on the UTM campus. For 481 placements, students are responsible for their own transportation to greater GTA placement locations. If in doubt, speak to the instructor/Director immediately.

Sharing of Information with Potential Mentors

In the process of proposing students to potential mentors the FSC program must provide some basic, relevant information to help the mentors decide which students to take, including your application, CV, 'Statement of Interest' and highlights of applicable good marks (NOT your full ROSI printout). Please read the notice below, which is also included on the application form. You will be prompted to read and indicate that you have read and understood the notice and that you agree to have your information shared with potential employers.

You may request that we do not give out any private information; however, please note that the information is only used to solicit supervisors to mentor you.

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government agencies for statistical purposes. Portions of: your digital CV; information related to marks in your undergraduate courses; and your personal contact information will be shared with potential work placement supervisors, as needed for the purpose of securing a work placement. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act.

If you have questions, please refer to www.utoronto.ca/privacy

