



FSC481Y5

RESEARCH INTERNSHIP IN FORENSIC SCIENCE APPLICATION INFORMATION

MANDATORY ELIGIBILITY REQUIREMENTS:

YOU MUST:

- Be a **Forensic Science Program student** entering your **final year**
- Be a **Forensic Science Program Specialist** who requires FSC481Y5 for program completeness
- Have completed **15 credits** by August 31
- Have completed your Forensic Science Program **required statistics** course(s)
- Have completed **FSC302H5** (for students wanting a forensic identification placement). **FSC407H5** also highly recommended for those students.

APPLICATION DEADLINE: February 28th, 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 PLACEMENT
OPPORTUNITY!**

Course Description

As one of the capstone experiences for the Forensic Science Specialist Programs, this course provides students with professional practice and research experience. Students are required to attend the FSC481Y5Y classes that address proper research design and methodology, as well as issues of professional practice in the forensic sciences including: ethics; research protocols; written and verbal communication skills; professional communication (interviews, letters, emails, reports, presentations, and publications); and expert witness testimony. Students will also be placed with a participating forensic agency to conduct research and gain an understanding of the unit's daily operations. In addition to practice presentations, critiques, an ethics approval application, a 10-15 page research proposal, and a mock interview, students are required to formally present the results of their research at the annual Forensic Science Day symposium and submit a publication quality manuscript of their work.

Prerequisite: FSC340H5 and (ANT407H5 or BIO259H5 or FSC341H5 or STA215H5 or STA220H5 or PSY201H5) and Enrolment in a Forensic Science Specialist Program and Permission of Instructor. Students seeking an IDENT capstone placement must also have completed FSC302H5.

Students requesting a placement with a Forensic Identification (Police agency) **MUST** have completed FSC302H5. Students are also strongly encouraged to take FSC407H5 Forensic Identification Field School.

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** Internship 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.

Internship Placement Application Instructions

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

murray.clayton@utoronto.ca

Please include "FSC481 Capstone <Year>" in the subject line.

1. Fill out the on-line 481 Capstone Placement Application by the deadline date:
February 28th, 11:59pm.
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/information-applying-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 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. **CV 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. If you intend to take any professionally related safety/certificate courses (ie. WHMIS, Red Cross Life Saving, Gun Safety and Certification) but have not yet done so, please state this in the appropriate spot on your resume. **YOUR CHANCES OF GETTING SOME OF THESE PLACEMENTS RESTS ON YOUR APPARENT INTEREST.**
Interested in GUNS/BALLISTICS? – please make the attempt to get this background so that you have

a better chance of being hired at the OPP, RCMP, CFS, Police, Police College after your graduation or in GETTING THIS PLACEMENT NOW.

10. Statements of Interest for each of the 4 placement options: You must provide separate “Statement of Interest” for each of your 4 placement options. Statements should be reflective of each placement area requested. This statement is used when proposing students to prospective Mentors.

Research Placement Information

Students MUST provide a total of 4 preferred placement options, along with a brief ‘Statement of Interest’ for each placement option: Although we do our best to match you with one of your 4 preferred placements, there are no guarantees that you will get your choice.

- 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.
- Students must have one free day per term (Monday - Friday; Fall & Winter Terms) to work at the placement and must be in their final year before graduation.

Transportation to Local GTA Placements:

- Students are responsible for their own transportation to greater GTA placement locations. If in doubt, speak to the instructor/Director immediately.

Transportation for Out-of-town/Out-of-province/Out-of-the-country placements:

- Students should discuss plans with the instructor and receive confirmation before finalizing plans.
- Students are responsible for making arrangements for their own accommodations within their placement location area.
- Students are responsible for making their own travel arrangements (air/train/car/public transportation) to placement location.

Police Agency Projects

Students interested in forensic IDENT related placements must have completed FSC300H5 and FSC302H5. FSC407H5 also highly recommended for those students.

Police agency projects vary widely from blood stain analysis, Ident training, fingerprint or ballistics analysis, crime scene analysis, statistical analysis, equipment or facilities research or training analysis etc.

- **Students interested in ballistics** should take or plan to take the firearms safety and licencing course. *Note: There is no guarantee that you will receive this placement, but some agencies require the training to be complete BEFORE they will consider you.*

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, 'Placement 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 resume; 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

Potential Forensic Science Research Internship Placement Opportunities

All students must select a total of four (4) potential placement opportunities from the list below.

- Centre for Addiction and Mental Health (CAMH)
- Durham Police
- Hamilton Police
- Halton Police
- Peel Police
- Toronto Police
- Toronto Police – Bloodspatter Lab, Irv Albrecht
- York Regional Police or York Regional Police – Canine (Cadaver) Unit
- Waterloo Police
- RCMP Newmarket (*RCMP placements require Canadian citizenship*)
- Office of the Chief Coroner for the Province of Ontario
- Ontario Forensic Pathology Service
- Forensic Anthropology
- Innocence Canada (Osgoode Hall Law School location)
- Ontario Court of Justice
- Novroski Forensics Genetics Lab (UTM), Dr. Novroski
- Ai2-3D, Eugene Liscio and Team (Forensic Engineering, 3D Technology & Crime Scene) Reconstruction
- Clotho AI (Algorithmic Machine Learning, and Artificial Intelligence in Forensic Science)
- Home and Community Care Support Services (Hamilton/Niagara/Haldimand/Brant)
- Toronto Rehab University Health Network/The Acquired Brain Injury Research Lab (University of Toronto location)
- Dr. Woodall (Forensic Toxicology)
- Centre of Forensic Sciences: *Please note that the CFS provides limited placements for undergraduate students, most of which involve data analysis. Practical experience, if available, will be limited to orientation and a possible training day. Internships at CFS are competitive and placement will involve an initial interview. You may not get the department of choice. Please list the departments at CFS in order of preference:*
 - Biology Section or Chemistry Section or Toxicology Section
 - Central Receiving Office
 - Firearms and Tool marks
 - Documents and Photo Analysis

*Some travel assistance may be provided by the FSc Program for the following placements – but students **MUST** have regular access to a car.:*

- **OPP** - Barrie Detachment
- **OPP** – Ident Lab Orillia
- **OPP** – Ident Lab Peterborough

LIMITED Forensic Science Internship Summer Placement Opportunities

*Summer placements are granted under special circumstances only. Students **MUST** contact Dr. Rogers for information and permission.*

PLEASE NOTE

If you are interested in one of the following *Limited Summer Placements* below, you **MUST** still complete and submit the regular Forensic Science Internship Application (listing 4 placement choices from the above list).

Once the regular form is submitted, please speak to the program Chair about a **POSSIBLE** summer placement.

- **Canadian Border Services Agency, Ottawa**
- **Durham University, Durham, UK** (Forensic Psychology placement only)
- **Joint POW/MIA Accounting Command (JPAC) – Forensic Anthro** *Must be an American citizen (must stay 2-3 months)
- **Mental Health Centre/Waypoint Centre for Mental Health Care, Ontario, Penetanguishene** (Forensic Psychology placement only)
- **Northern Regional Laboratory of the Centre of Forensic Sciences, Sault Ste. Marie**
- **Nova Scotia Medical Examiner, Halifax** (Anthropology or Pathology placement)
- **RCMP** (*placements require Canadian citizenship)
 - **RCMP – Ottawa, Montreal, Vancouver, Nova Scotia, Red Deer, Charlottetown**
- **Singapore Police Force, Forensic Management, Criminal Investigations, Singapore**
- **University of Central Lancaster, England - Lancaster, England** (Forensic Psychology placement)