



# **FSC482HY5/FSC485H5**

## **PROFESSIONAL OPPORTUNITY 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 FSC482H5, FSC485H5 for program completeness
- Have completed **15 credits** by August 31
- Have completed your Forensic Science Program **required statistics** course(s)

**APPLICATION DEADLINE: February 28<sup>th</sup>, 11:59pm**

Unlike FSC481 and FSC483, students are responsible for proposing an intended placement in FSC485. You are given the opportunity to locate and select your own experience relevant to your career goals, which may include (but is not limited to) a: conference workshop, professional certification, non-credit field school, paid or unpaid internship, or agency co-op. All opportunities must be approved by the program director in the term prior to enrolment.

**LATE APPLICATIONS MAY RESULT IN LOSS OF YOUR 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

## **FSC485H5 Professional Opportunity in Forensic Science**

This course provides students with the opportunity to engage in, and reflect on, a professional forensic experience that contributes to their employment eligibility after graduation. They will develop networking skills, enhance professional competencies, and are given the opportunity to locate and select their own experience relevant to their career goals, which may include (but is not limited to) a possible: work-study position, conference workshop, professional certification, field school, paid or unpaid internship or agency co-op. **All opportunities must be approved by the program director in the term prior to enrolment.**

**Exclusion:** FSC481Y5 or FSC483H5

**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 approval occurs on a rolling basis, beginning March 15<sup>th</sup> until August 1<sup>st</sup>, as placements are verified for eligibility. 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 capstone 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.

## Professional Opportunity Application Instructions

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

**[murray.clayton@utoronto.ca](mailto:murray.clayton@utoronto.ca)**

*Please include "FSC485 Capstone <Year>" in the subject line.*

1. Fill out the on-line Professional Opportunity Placement Application by the deadline date: **February 28<sup>th</sup>, 11:59pm. Be sure to fill out the entire form.**
2. Please note: Students are **NOT** permitted to contact any of the FSC481 placements. FSC485 is for established/existing field school, workshop, paid internship, etc. positions. Students are **NOT** to solicit 'new' opportunities (they must already exist). They may consider some of, though not limited to, the following:
  - [Ontario Public Service Summer Job](#)
  - [Transylvania Bioarchaeology Field School](#)
  - [Blackfriary Archaeology Field School or Internships](#)
  - [NSERC Student Employment Program](#)
  - [SSHRC Summer student](#)
  - [Federal Student Work Experience Program](#)
  - [Royal Ontario Museum internship](#)
  - [American Academy of Forensic Science Workshops](#) - (Minimum of 4 full day workshops)
3. Email your CV to Murray Clayton at [murray.clayton@utoronto.ca](mailto: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>
4. 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 28<sup>th</sup> 11:59pm**, by e-mail to: [murray.clayton@utoronto.ca](mailto:murray.clayton@utoronto.ca)

5. **E-mail Attachments:** they **MUST** be **SAVED** and **SENT** in **BOTH** Word and PDF formats.
6. 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
7. Only 2 good referees are necessary. You should have at least 1 academic referee and 1 work referee.
8. **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.
9. 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.
10. 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 CV. **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.
11. The statement of interest for the Professional Opportunity Placement should address why you are interested in engaging in this experience, and how it will contribute to your employment after graduation.

# Capstone Placement Information

Students enrolling in FSC485 may propose their professional opportunity during the application process. Students only need to provide ONE statement of interest, indicating why you are interested in this opportunity.

## Transportation to Opportunities:

- 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/province/country opportunities:

- 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.

## 1. Professional Opportunity in Forensic Science

Students are NOT permitted to contact any of the FSC481 placements. FSC485 is for established/existing field school, workshop, paid internship, etc. positions.

Students are NOT to solicit 'new' opportunities (ie. the opportunity must already exist). They may consider some of, but not limited to, the following (select link below to be taken to the website):

- [Ontario Public Service Summer Job](#)
- [Transylvania Bioarchaeology Field School](#)
- [Blackfriary Archaeology Field School or Internships](#)
- [NSERC Student Employment Program](#)
- [SSHRC Summer student](#)
- [Federal Student Work Experience Program](#)
- [Royal Ontario Museum internship](#)
- [American Academy of Forensic Science Workshops](#) - (Minimum of 4 full day workshops)
- [National Institute for Science Research Summer Internship](#)