

FORENSIC SCIENCE PROGRAM

Teresa Cabral

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2018-19

INTERNSHIP IN FORENSIC SCIENCE APPLICATION INFORMATION

IF YOU:

- ARE A FORENSIC SCIENCE PROGRAM STUDENT ENTERING YOUR FINAL YEAR IN 2018-2019
- ARE A FORENSIC SCIENCE PROGRAM SPECIALIST WHO **REQUIRES** FSC481Y5 FOR PROGRAM COMPLETENESS
- HAVE COMPLETED 15 CREDITS BY AUGUST 31, 2018.
- HAVE COMPLETED YOUR FSC PROGRAM REQUIRED STATISTICS COURSE(S)
- HAVE COMPLETED *FSC300H5 & *FSC302H5 -- *FOR STUDENTS WANTING A FORENSIC IDENTIFICATION PLACEMENT (*FSC407H5 HIGHLY RECOMMENDED)

Then You Are Eligible To Apply For a 2018 - 2019 Forensic Science Internship Placement

APPLICATION DEADLINE: FEBRUARY 1ST, 2018

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

**** “LIMITED Opportunity SUMMER Placement”:** Students **MUST** still complete and submit a regular internship application. ALL students **MUST** list 4 **regular** potential placement opportunities in this application process – LIMITED Summer Placements are **NOT** to be included as one of your 4 options in this application. Once you have submitted your regular application, you **MUST** then contact and seek approval directly from Dr. Tracy Rogers tracy.rogers@utoronto.ca for a **POSSIBLE** Limited Summer Placement Opportunities.

INTERNSHIP PLACEMENTS

- Internship placements are **guaranteed** to all students enrolled in one of the **Forensic Science Specialist Programs**.

IMPORTANT INTERNSHIP APPLICATION INFORMATION

EMAIL ADDRESSES: All students **MUST** use their UTM email address. **DO NOT** use 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:** 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 Internship 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 and submission of supporting documentation for the Forensic Science Internship Placement Application should be e-mailed directly to Teresa Cabral:
teresa.cabral@utoronto.ca

- **Please include “FSC Internship 2018-19” in the subject line.**

1. Fill out the on-line Internship Placement Application by the deadline date:
February 1st, 2018.
2. **E-mail Teresa your CV:** All students 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 1st, 2018**, by E-mail to: teresa.cabral@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.doc
6. If you don't have 3 good referees, then 2 good referees are ok. You should have at least 1 academic referee and 1 work referee, but 2 of either is better.
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. 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.