



UNIVERSITY OF
TORONTO
MISSISSAUGA

FORENSIC SCIENCE PROGRAM

4th Floor, Terrence Donnelly HSc Complex
3359 Mississauga Road
Mississauga, Ontario, L5L 1G6

2022-2023 FSC482HY5/FSC485H5 PROFESSIONAL OPPORTUNITY IN FORENSIC SCIENCE APPLICATION INFORMATION

MANDATORY ELIGIBILITY REQUIREMENTS:

YOU MUST:

- Be a **Forensic Science Program student** entering your **final year** in 2022-2023
- Be a **Forensic Science Program Specialist** who requires FSC482H5, FSC485H5 for program completeness
- Have completed **15 credits** by August 31, 2022
- Have completed your Forensic Science Program **required statistics** course(s)

APPLICATION DEADLINE: February 28th 2022, 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: 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.

**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 Internship 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 15th until August 1st, 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** 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.

Professional Opportunity Application Instructions

All questions about the Forensic Science Opportunity Placement Application should be e-mailed directly to Teresa Cabral:

teresa.cabral@utoronto.ca

Please include "FSC Internship 2022-23" in the subject line.

1. Fill out the on-line Professional Opportunity Placement Application by the deadline date: **February 28th 2022, 11:59pm. Be sure to fill out the entire form. It is mandatory to fill out the FSC481 portion as a second option in the case of rejection or cancellation of the 485 proposal.**
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. 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>

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 28th 2022 11:59pm**, by e-mail to: 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. **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 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.**
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. In addition to the 485 statement, you must also provide separate statements for your top 3 alternative internship options, in the event of the professional opportunity no longer being an option. You must provide a separate “Statement of Interest” for each of your 3 placement options. Statements should be reflective of each placement area requested. This statement is used when proposing students to prospective mentors.

Internship 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.

In addition, students MUST provide an alternative application that includes their three (3) preferred 481 internship options. Each 481 option will require its own brief statement of interest. Although we do our best to provide you with your preferred option, there is no guarantee 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.
- For the 481 internship, 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 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.

481 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 spatter analysis, ident training, fingerprint or ballistics analysis, crimescene 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, '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 or contact **Teresa Cabral, FSC Placement Coordinator**: teresa.cabral@utoronto.ca.

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)

2. Potential FSC481Y5 Forensic Science 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**
- **The 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 FSC481Y5 Forensic Science Internship Summer 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 Dr. Tracy Rogers 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)