



UNIVERSITY OF
TORONTO
MISSISSAUGA

FORENSIC SCIENCE PROGRAM

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

2021-2022 FSC481Y5

INTERNSHIP IN FORENSIC SCIENCE APPLICATION INFORMATION

MANDATORY ELIGIBILITY REQUIREMENTS:

YOU MUST:

- Be a **Forensic Science Program** student entering your **final year** in 2021-2022
- Be a **Forensic Science Program Specialist** who requires FSC481Y5 for program completeness
- Have completed **15 credits** by August 31, 2021
- Have completed your Forensic Science Program **required statistics** course(s)
- Have completed **FSC300H5** and **FSC302H5** (for students wanting a forensic identification placement). **FSC407H5** also highly recommended.

APPLICATION DEADLINE: February 28th 2021, 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 INTERNSHIP
PLACEMENT OPPORTUNITY!**

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

teresa.cabral@utoronto.ca

Please include "FSC Internship 2021-22" in the subject line.

1. Fill out the on-line Internship Placement Application by the deadline date: **February 28th 2021, 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/inforamation-appying-internship-placement/internship-forensic-science-application/cv-internship>

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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 2021 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. 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.