

# MSP Grand Rapids Forensic Laboratory Semester Internship Outline

## Description:

A semester-long internship with the Grand Rapids Forensic Laboratory will offer exposure to multiple disciplines of forensic science. The program will expose students to evidence handling, chain of custody, and the specific functions of each discipline to demonstrate how those processes aid in criminal investigations.

This program will be without monetary inducement and for academic class credit in accordance with LOM 1.13 (Interns and Volunteers). It will be the responsibility of the internship candidate to ensure that they receive academic credit for their experience.

## Target Candidate Requirements:

Candidates for the internship program at the Grand Rapids Forensic Laboratory will meet the following organizational and laboratory requirements:

- College junior or senior with a degree track in a natural or physical science
  - Criminal Justice students are not eligible unless pursuing additional studies in a natural or physical science
- Cumulative GPA of 3.0 or above
- Citizen of the United States at the time of application
  - International students with a valid student visa are also eligible to apply
- Has a valid operator's or chauffeur's license without restrictions (except corrective lenses)
- Does not have a history of criminal convictions or excessive civil infraction violations
- Has completed the Hepatitis B vaccination series by the start of the program
- Ability to pass a fingerprint check
- Ability to comply with a confidentiality agreement

## Internship Coordinator:

The Laboratory Director will designate an Internship Coordinator to be the point of contact for all prospective candidates. This laboratory employee will oversee the entirety of the program from candidate selection through capstone completion. The coordinator will manage all required forms, application materials, follow-up correspondence, acceptance requirements, and scheduling. Any questions regarding the program throughout the internship process shall be directed to the Internship Coordinator.

## Application Process:

Interested candidates who meet the aforementioned requirements should initiate the application process the semester prior to the semester they wish to participate in the internship program. The number of candidates selected per semester may vary and is contingent upon the capabilities and staffing of the laboratory at that time.

1. Interested candidates can initiate the application process by locating the appropriate job posting at <https://www.governmentjobs.com/careers/michigan>. Candidates should contact the Grand Rapids Forensic Laboratory directly if they experience any difficulty locating a posting.
  - **Fall Semester Application Period:** early May – mid July
  - **Winter/Spring Semester Application Period:** early September – mid November
  - **Summer Semester Application Period:** early February – mid April

2. The candidate shall submit their application via NEOGOV and ensure it contains the following completed forms and necessary materials. Incomplete applications will not be considered.
  - CJIS-008 – Background Check Request
  - PD-039 – Application for Internship
  - PD-037 – Agreement for Provision of Unpaid Student Services to the MSP
  - FSD-34 – Forensic Laboratory Internship Program Screening Form
  - Cover Letter
  - Resume
  - Letter of Reference (from a college faculty member)
3. All application materials will be reviewed by the Internship Coordinator. Candidates who are selected to proceed beyond the initial screening process will be contacted to schedule a formal interview with a panel of laboratory staff.
  - Dependent upon the volume of candidates, additional screening interviews (via phone or Microsoft Teams) may be conducted prior to formal interviews.
4. All candidates who take place in an interview will be notified of their selection status. If selected to participate in the program, acceptance is contingent upon the ability to pass a background check.

### **Internship Program Schedule:**

The order of forensic disciplines is subject to change based on staff availability and scheduling. The weeks dedicated to Evidence Receiving and the Case Capstone Project/Presentation will remain consistent with the above proposed schedule. A finalized schedule will be determined by the Internship Coordinator (in collaboration with the Unit Supervisors) and provided to the intern(s) at the start of the program.

- Week 1 – Evidence Receiving / Laboratory Orientation / Laboratory Safety and Security
- Week 2 – Crime Scene Response Team Exercises
- Week 3 – Trace Evidence Unit Observations
- Week 4 – Controlled Substances Unit Observations
- Week 5 – Firearms and Toolmarks Unit Observations
- Week 6 – Body Fluid identification Unit Observations
- Week 7 – DNA Unit Observations
- Week 8 – Latent Print Unit Observations
- Week 9 – Case Capstone Project / Mock Interview Practice
- Week 10 – Case Capstone Presentation / Feedback Survey

The academic schedule of the selected candidates will be taken into consideration when determining the internship schedule. Candidates can expect to dedicate 8-12 hours per week to the program.

### **Discipline Observation Objectives:**

- Provide a detailed overview of the laboratory analyses conducted by the discipline.
- Introduce all members of the discipline and discuss their role(s) within the unit.
- Discuss applicable safety considerations of the discipline.
- Demonstrate examples of the various analyses conducted within the discipline through casework observations and/or mock examples.
- Review previous cases that demonstrate how the specific type of forensic evidence has aided investigations.
- Explain and demonstrate the use of databases, where applicable.
- Review mock evidence associated with the Case Capstone Presentation; each discipline will provide a piece of mock evidence to be reviewed by the intern to present how it would be presented in court.

**Case Capstone Presentation:**

Guidelines will be provided to each intern regarding a final Case Capstone Presentation that will be critiqued by a panel of laboratory staff. The presentation will summarize a mock case and include evidence applicable to each discipline represented at the Grand Rapids Forensic Laboratory. The intern will present the evidence and a proposed processing approach from the perspective of each forensic discipline. The panel will have the opportunity to ask questions and offer feedback at the conclusion of the presentation.