Capstone Application FAQ Sheet

What requirements should I have completed before completing the Capstone Application

- Must be able to meet requirements for graduation (refer to your degree sheets for these requirements)
- Must be nearing the end of the program (within 1 or 2 semesters of graduation)

Additional requirements before completing the Capstone Application.

- Before applying for the capstone, students must have already completed or currently enrolled in all the required core forensic courses (i.e. Introduction to Forensic Science, Crime Scene Processing, Criminal Procedures, and Forensic Science Analysis) to fill out the Capstone Application
- Most, if not all, of your Forensic Science elective courses should also be completed or in progress

What all should be included in the Capstone Application packet?

- Forensic Science Degree Check with the Forensic Science advisor. Email Jenny Johnson at jjohnson210@uco.edu to set up an appointment
- Forensic Science Institute Practicum application
- UCO transcript (unofficial)

How do I know what Potential Practicum sites I should apply for?

There is information about each potential practicum site that should be taken into consideration when choosing your three location selections on the capstone application. Many of these sites only offer one internship position each semester. If you have not taken the classes to prepare you for the internship at that location, you will not be placed there to complete the capstone. To increase your chances of getting the site of your choosing, only pick ones that match your degrees and courses you have taken. See the information below about each site to help you decide.

**UCO FSI Cold Case Course**

This course is offered by UCO’s Forensic Science Institute. Students must take the following courses: Introduction to Forensic Science, Crime Scene Processing, Medicolegal, Crime Scene Reconstruction, and Bloodstain Pattern Analysis. In addition to these courses, students must have the approval of the professors overseeing this course.
OSBI Forensic Science Center

This internship is best for Forensic Science-Chemistry or Forensic Science – Biology majors. This site is currently offering one student position in the Latent Unit. Students wishing to be a latent examiner should take courses such as Advanced Fingerprint Analysis. Students wishing to be a crime scene investigator or firearms examiners should **not** apply for this site, as they do not have interns in those areas.

AT&T Digital Forensics Laboratory

This site is also geared towards students wishing to have a career in digital forensics. These are typically Computer Science/Forensic Science or MIS/Forensic Science majors. Students applying for this site should have taken or are currently taking digital forensic classes, such as Digital Evidence, Digital Forensics and Lab, Digital Forensic Tools and Analysis, and Mobile Device Forensics and Lab to adequately prepare them for this internship.

Edmond Police Department, Technical Investigative Unit

This unit does crime scene investigations for Edmond Police Department. This internship is best fit for students looking for a career in death and crime scene investigations. These students should have completed advanced crime scene classes like Crime Scene Reconstruction, Crime Scene Photography, Fingerprint Classification, Bloodstain Pattern Analysis, etc...

Edmond Police Department, Digital Lab

This site is also geared towards students wishing to have a career in digital forensics. These are typically Computer Science/Forensic Science or MIS/Forensic Science majors. Students applying for this site should have taken or are currently taking digital forensic classes, such as Digital Evidence, Digital Forensics and Lab, Digital Forensic Tools and Analysis, and Mobile Device Forensics and Lab to adequately prepare them for this internship.

ARL Laboratory, OKC

This site is for students majoring in Forensic Science – Chemistry.

DNA Solutions, OKC

This site is for students majoring in Forensic Science – Molecular Biology.

Oklahoma City Police Dept., Crime Scene

This unit does crime scene investigations for Oklahoma City Police Department. This internship is best fit for students looking for a career in death and crime scene investigations. These students should have completed advanced crime scene classes like Crime Scene Reconstruction, Crime Scene Photography, Fingerprint Classification, Bloodstain Pattern Analysis, etc...
**Oklahoma City Police Dept., Laboratory**

This site is for students majoring in Forensic Science – Molecular Biology seeking a career in DNA.

**Rape Crisis Center, YWCA, Oklahoma City**

This site is geared towards students wishing to pursue a career in Forensic Psychology or Sociology. It is highly recommended that students wishing to be placed at this site have taken Forensic Psychology.

**Office of Student Conduct, UCO**

Students selected for this internship can expect to gain valuable experience in investigations and interviewing, case management, conducting background checks, and other relevant practices for those pursuing a career in fields such as law enforcement and forensics. It is applicable for students pursuing a degree in forensic science, psychology, sociology, and criminal justice.

**Midwest City Police Department Crime Lab**

This unit does crime scene investigations for Midwest City Police Department. This internship is best fit for students looking for a career in death and crime scene investigations. These students should have completed advanced crime scene classes like Crime Scene Reconstruction, Crime Scene Photography, Fingerprint Classification, Bloodstain Pattern Analysis, etc...

**Norman Police Department**

This unit does crime scene investigations for Norman Police Department. This internship is best fit for students looking for a career in death and crime scene investigations. These students should have completed advanced crime scene classes like Crime Scene Reconstruction, Crime Scene Photography, Fingerprint Classification, Bloodstain Pattern Analysis, etc...

**Kansas Bureau of Investigation**

This agency offers internship positions in several disciplines. To be considered for a specific discipline you will need to take the appropriate courses.

**Biology / DNA Analysis**

Students majoring in Forensic Science – Molecular Biology

**Chemistry**

Students majoring in Forensic Science – Chemistry

**Crime Scene Response**

All the required forensic science courses in addition to:

Crime Scene Reconstruction, Crime Scene Photography, Bloodstain Pattern Analysis I & II, etc...
Digital Evidence

  Digital Evidence, Digital Forensics and Lab, Digital Forensics Tools and Analysis and Lab, and Mobile Device Forensics and Lab

Firearms / Toolmarks

  All the required forensic science courses in addition to:
  
  Firearm and Toolmark Analysis and Advanced Firearm and Toolmark and Lab

Latent Prints

  All the required forensic science courses in addition to:
  
  Advanced Fingerprint Analysis

Toxicology

  Students majoring in Forensic Science – Chemistry

Trace

  All the required forensic science courses in addition to:
  
  Crime Scene Reconstruction, Crime Scene Photography, Bloodstain Pattern Analysis I & II, etc...

  It is also important to understand that KBI has four (4) laboratory locations throughout the State of Kansas. Not all disciplines are represented at each of the laboratories. Depending on requests and staffing, internships in specific disciplines may be fulfilled in one of the satellite laboratory locations. For specific information and locations, please visit http://www.kansas.gov/kbi/about/about_lab_internships.shtml

  Students wishing to be placed here for the summer semester will need to submit their Capstone Applications no later than January 28th to be considered.

Bell & Rhodes Accounting

  Students wishing to apply for this site should be Accounting and Forensic Science majors. They should take/have taken courses in accounting in addition to their forensic science courses.

How do students get chosen for each practicum site?

  Students are grouped by discipline (Crime Scene, DNA, Digital Forensics, etc...). Students competing for the same practicum sites will be chosen based on their overall GPA and the courses they have taken to prepare for the internship at that site.

What if I want to apply for a practicum site not listed?

  If a student has found a location that is willing to take them as an intern, it must first be approved for it to fulfill the capstone requirement. The student must submit a description of the duties they will be completing as part of the internship with that organization to Ms. Rachael Elliott (email relliott@uco.edu) for approval. It will only be approved if those duties align with the program here at
FSI. It is the student's responsibility to work out this partnership and coordinate with the site to ensure all the requirements are met. It is still mandatory for these students to complete all the other requirements for the practicum as outlined in the syllabus.

**What if I do not get selected for one of the Practicum Sites I requested?**

If you are not selected to complete the capstone at one of the sites you requested you will be given permission to enroll in the FSI Internship class. Students will receive an email informing them of this and at that time they will be given further instructions. The FSI Internship capstone experience takes the student from crime scene to courtroom and includes evidence examination, as well as courtroom testimony.

**Will I be required to complete a polygraph or background check for my internship?**

Some of these practicum sites do require students to go through a background process before being allowed to complete an internship with them. The process is different for each agency. However, it is important that all students know and understand the statement on drug abuse and background checks related to the Forensic Science Program:

Individuals seeking careers in forensic science and related fields are subject to background checks as they will work with sensitive information. These careers demand a high level of trust, unquestioned ethics, and professionalism. Students pursuing a degree in forensic science can also expect a background check as part of the required internship or practicum program. A background investigation typically includes review of arrest or conviction records; drug and alcohol use and abuse screening; review of credit reports; interview of friends, teachers, and supervisors; and possibly a polygraph examination. Issues derived from background investigations often preclude internships and employment in forensic science or related fields. Even though law enforcement agencies may differ in specific policies, tolerance levels, and practices related to the background investigation, it is unlikely that a candidate failing a background check will be accepted for an internship or able to secure employment in the forensic science field.

**What if my primary major also requires a capstone?**

Each department has their own requirements. You must complete those requirements for each major. When meeting with your advisors, please discuss these requirements and how they need to be completed.

**What is the deadline for submitting my application packet?**

Application due dates are dependent on the semester you will be doing the capstone. See information below:

- Fall semester capstone applications are due **February 7**
- Summer semester capstone applications are due **February 7**
- Spring semester capstone packets are due **September 7**