

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 Capstone Application found on the FSI website
- Forensic Science Degree Check with the Forensic Science advisor. [Schedule an appointment](#) with the Forensic Science Advisor, Katherine Ferrell. Your Capstone Application should be completed and uploaded **before** your appointment.

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 additional approval of the professors overseeing this course.

OSBI Forensic Science Center

This internship site currently offers positions in the following lab units:

- **Drug Chemistry** – Forensic Chemistry majors
- **Toxicology** – Forensic Chemistry majors
- **Biology** – Forensic Molecular Biology majors
- **Latents** – must have taken advanced coursework in latent evidence such as Advanced Fingerprint Analysis
- **Digital** – Digital Forensic majors
- **Firearms** – must have taken advanced coursework such as Firearm and Toolmark Analysis
- **Cold Case** - students placed in this unit will digitize crime scene and autopsy photos from negatives, review cold cases, prepare a solvability worksheet for each case that he/she reviews, and scan case reports and miscellaneous documents.

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. These classes include, but are not limited to, 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. These classes include, but are not limited to, 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 analysis.

Rape Crisis Center, YWCA, Oklahoma City

This site is geared towards students wishing to pursue a career in Forensic Psychology or Sociology and work as a victim's advocate. It is highly recommended that students wishing to be placed at this site have taken Forensic Psychology. Students majoring in Nursing and Forensic Science are also encouraged to request this site to work alongside the SANE Nurse program.

Mary Abbott Children's House

Mary Abbott Children's House is an organization that specializes in child abuse cases. This site is currently accepting one intern per semester in the following areas of service:

- **Medical Interns** – students will have the opportunity to gain experience working on a multidisciplinary team with advocates, forensic interviewers, DHS, and law enforcement. Medical interns will learn the basic information about all forms of maltreatment and will participate in all facets of caring for this type of patient. Potential experiential opportunities include preparing a patient for examination and obtaining vital signs and urine specimen collection, assisting with physical examination and photo documentation, written medical documentation, and chain of custody. The intern will also assist with data input and record keeping as well as keeping the exam room and supplies clean and tidy. While it is not absolutely necessary, ideally, students would have a background in nursing or medical assisting as well as experience with children.
- **Forensic Interview Interns** – students will have the opportunity to gain experience in collaborating with the different members of the multidisciplinary team. They will also gain experience in the forensic interview protocol, forensic interviewing best practices, research that supports the protocol, pre and post case staffing, forensic interview observation, the scheduling and intake process for program services, documentation, forensic interview report typing, preparation of interview evidence, DVD burning of interviews and court preparation.
- **Victim Advocate Interns** – students will gain experience in documentation/case management, presenting and filing crime victim rights/compensation, crisis management techniques, and collaboration with different members on the multidisciplinary team. Students will have the opportunity to understand best practices as it relates to child abuse response, mental health intervention, and the CAC model. Students are ideally majoring in forensic sociology, psychology majors, or related fields.

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. These classes include, but are not limited to, 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. These classes include, but are not limited to, 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. The following is a list of recommended courses for each discipline.

- **Biology / DNA Analysis** – students majoring in Forensic Science – Molecular Biology
- **Chemistry** – students majoring in Forensic Science – Chemistry
- **Crime Scene Response** – students need to have taken classes including, but not limited to, Crime Scene Reconstruction, Crime Scene Photography, Bloodstain Pattern Analysis I & II, etc...
- **Digital Evidence** – students majoring in Forensic Science – Digital Forensics
- **Firearms / Toolmarks** – students need to have taken classes including, but not limited to, Firearm and Toolmark Analysis and Advanced Firearm and Toolmark and Lab
- **Latent Prints** – students need to have taken advanced latent coursework, such as Advanced Fingerprint Analysis
- **Toxicology** – students majoring in Forensic Science – Chemistry
- **Trace** – students need to have taken courses including, but not limited to, Crime Scene Reconstruction, Bloodstain Pattern Analysis, Forensic Chemistry & Lab, WMD Forensics, 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.

Oklahoma Innocence Project

This site is beneficial for Forensic Science students also majoring in Criminal Justice, Psychology, Sociology, Molecular Biology, etc. Accounting students, for example, may not benefit from this project. All interns will start from the beginning of each case and process through working on cases (in some more active cases they will assist and attend hearings). Students will also have the opportunity to sit in on clinic classes (where law students are working on active cases) They will also have the opportunity to review files to identify those that meet specific criteria, identify cases with DNA evidence, review trial transcripts for discrepancy. The Oklahoma Innocence Project works with many undergraduate and graduate students in the surrounding areas and campuses (OU, OSU, TU).

Federal Aviation Administration (FAA)

This practicum is geared towards students on the Forensic Chemistry track. This site requires students to schedule a minimum of 2 **full** days every week during the semester to be there to make the work productive and meaningful. When requesting placement at this site, be aware of this time requirement.

Oklahoma City Medical Examiner's Office

The OCME's Office has the sole responsibility for investigating sudden, violent, unexpected and suspicious deaths. Information gained from these medicolegal investigations is frequently required in the form of evidence and expert testimony in both criminal and civil legal proceedings. 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...

Department of Corrections in Oklahoma City (DOC)

This practicum is geared towards students on the Digital Forensic track. This position is working with the department of corrections and contraband cellphones. Students looking to be placed in this position must have already successfully completed the Mobile Devices course.

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 placement 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. Students are **NOT** to contact Practicum sites directly for special permission to be placed at that site.

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 from each major, please discuss these requirements and how they need to be completed. A Forensic Science capstone cannot also be used for the second capstone requirement.

What is the deadline for submitting my application packet?

Application due dates are dependent on the semester you will be doing the capstone. Late applications are not accepted. Make note of these important dates below and plan accordingly:

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