

GENERAL INTERNSHIP OVERVIEW
M.S. FORENSIC SCIENCE PROGRAM (MUFSP)
MARSHALL UNIVERSITY

The Marshall University Forensic Science Program is a FEPAC-accredited M.S. Forensic Science Program that abides by the following FEPAC guidelines: Each student will complete an independent research project. The research should be directed at improving the practice of forensic science. This project will culminate in a written report of publishable quality. Each student is required to have a committee of at least three (3) individuals who is responsible for mentoring the project. [These individuals are recorded on the Research Project Approval Form]. The Research Committee is made up of 1) the MU Topic Advisor who is a full-time faculty member, 2) an individual who is external to the department sponsoring the research who may be a full or part-time faculty, forensic practitioners and others with specialized knowledge, skilled in the art, and 3) a full or part-time faculty, forensic practitioners and others with specialized knowledge, skilled in the art. Each student must present the results of the work orally, in a public forum, before the committee. Presentations at professional meetings do not meet this requirement.

Marshall University Forensic Science students are required to register for and complete the requirements for FSC 630 Internship whereby the intern receives 5 credit hours for having successfully completed this summer activity. In this regard, Marshall University Interns are full-time graduate students throughout the summer semester. Within the summer semester, the intern must successfully complete a minimum of 10 weeks, 32 hours/week, 8 hr/day, research-based internship with an approved forensic or forensic-related agency or facility. Forensic internship agencies may require the intern to complete lengthy forms, undergo background checks, submit to polygraphs, etc. all of which may take months for processing and approval of the student's request. For this reason, students are encouraged to begin the internship search as soon as possible.

It is the responsibility of each student to schedule their internship within this university-sanctioned time-frame. Any internship time spent on-site outside these dates must be approved by the University Coordinator and the Agency Sponsor. The additional two remaining weeks of internship are provided for students to gain additional experience or for travel for those participating in internships at some distance from the Marshall University Forensic Science Center.

It is the student's responsibility to make internship contacts, enter into internship contracts and to assume any financial responsibility associated with their internship. During their internship, students are required to maintain an internship file documenting daily internship activities (Daily Activities Log) and to complete a research project (based on the Research Project Proposal submitted by beginning of May). The FSC 630 Internship Syllabus serves as a guide document for the intern and his/her agency supervisor, providing essential information regarding internship requirements.

At the completion of the internship, the Intern is required to submit via E-mail to richards18@marshall.edu and myersco@marshall.edu:

- Approved AAFS Abstract and receipt of submission documentation, if applicable

- Approved Journal article submission or 10-page research paper (double-spaced) in scientific format
- Approved well-developed PowerPoint slides based on the intern's Research Project
- Approved Draft Poster also based on the intern's Research Project
- Approved Seminar Announcement
- Intern Evaluation of Internship Experience

Internship supervisor(s) are asked to submit via E-mail to rushton1@marshall.edu:

- Student Intern Knowledge, Skills, Abilities/Attitudes –KSAs Assessment,
- Attendance & Punctuality Form
- Approved & Edited Journal Article/Research Paper
- Graded rubric from Full-time Faculty member
- Logo approval, if applicable
- Approval of PowerPoint slides
- Approval of Draft Poster

All internship materials must be received by the Dr. Rushton at rushton1@marshall.edu by the last day of the internship or extended date approved by Dr. Rushton.



FORENSIC SCIENCE

MARSHALL UNIVERSITY
Forensic Science Program

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Huntington, WV 25701
Phone: 304.691.8931
Fax: 304.691-8929
www.marshall.edu/forensics

FSC 630 Internship
Summer 2025
5 credit hours

Instructor	
Name: Dr. Lauren Waugh Mobile: 412-445-7690 Email: richards18@marshall.edu	Office Phone: 304-691-8940 Program Phone: 304-691-8931 www.marshall.edu/forensics
Required Texts	
None	
Course Description	
<p>The student will successfully complete a minimum of a 10-week x 32 hours per week research-based internship in an approved forensic science laboratory during the summer semester at the end of their first year in the Marshall University Forensic Science Program. During this time, the student will gain practical knowledge, skills, attitudes and behaviors appropriate for entry into the forensic science profession. Each student will successfully complete an approved research project that furthers the body of knowledge of the forensic science profession and/or assists in meeting the laboratory's mission.</p> <p><u>DURATION: 32 hr/week x 10 weeks x 8 hr/day OR 40 hr/week x 10 weeks x 8 hrs/day</u></p> <p><u>SCHEDULE: To be determined by the internship sponsor but will include at a minimum 10 weeks of service at 32 hours per week but not to exceed 12 weeks at 40 hours per week without permission.</u></p>	
Objectives	
<p>By the end of this course, students should successfully be able to demonstrate:</p> <ul style="list-style-type: none">• Documentation of principles and techniques acquired through the internship experience as listed on the Daily Activities Log.• Documentation of new skills and information-sharing utilizing two modalities: Seminar Research Presentation Slides and Journal Article submission/Internship Research Paper.• Achievement of an A or B on their Research Paper based on Rubric submitted by their full-time faculty member.• Achievement of an A or B on every KSA item based on the Supervisor's KSA Evaluation of the Intern.• Documentation that their Research Project Proposal was approved and completed to the internship agency's satisfaction.• Documentation that all documents were prepared and submitted as required. Unless otherwise noted, all materials are due via email to richards18@marshall.edu and myersco@marshall.edu Failure to submit materials as required will result in a grade of "I" or a grade based on what was received.	
Evaluation/Assessment of Learner Objectives	
Evaluation of the student by the internship and academic supervisors based on internship itself, research project, journal article/research paper, and research poster.	

Grading Policy

Grading Scale:

89.5-100%	A
79.5-89.4%	B
69.5-79.4%	C
59.5-69.4%	D
59.4% and below	F

See **INTERNSHIP CHECKLIST/GRADE SHEET** below for grading details

Attendance Policy

Attendance is mandatory. The student will follow the agency or departments notification procedures when an absence occurs. Excused absences fall into 5 categories: university-sponsored activities, student illness or death in immediate family, short-term military obligations, jury duty or subpoena for court appearance, and approved religious holidays. For each, the student must produce documentation either before or after the days that will be missed. It is the student's responsibility to request an opportunity to complete the missed work and to complete the coursework prior to the end of the semester. Students should be aware that excessive absences, whether excused or unexcused, may affect the student's ability to earn a passing grade. Timeliness in reporting to the internship site is mandatory. The internship supervisor will be asked to evaluate the student's ability to be on time.

A **Request for Excused Absence Form** (www.marshall.edu/forensics) must be completed and approved for all absences.

University Policies

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to www.marshall.edu/academic-affairs/policies/. Academic Dishonesty/Excused Absence Policy for Undergraduates/Computing Services Acceptable Use/Inclement Weather/Dead Week/Students with Disabilities/Academic Forgiveness/Academic Probation and Suspension/Academic Rights and Responsibilities of Students/Affirmative Action/Sexual Harassment

Incomplete Grade Policy

An I grade (Incomplete) is given to students who have completed at least three quarters of the work for the course, as determined by the instructor, but who do not complete course requirements for reasons deemed acceptable to the course instructor. The I grade is not considered in determining the Grade Point Average, except for graduation. Students must be in good standing in the class prior to requesting an incomplete. The course instructor decides whether or not an incomplete will be granted and specifies in writing what work the student must complete to fulfill the course requirements; this remaining requirements description is to be submitted with the University's Incomplete Grade Form, with copies to the student and the instructor. To complete the course, the student has until the end of the next fall or spring semester, whichever comes earlier, after the semester in which the incomplete grade was assigned, or the instructor may establish an earlier deadline. If extenuating circumstances exist, which prevent the student from completing the course in the prescribed time, the incomplete grade may be extended with written approval of the instructor, the instructor's chair or division head, and the appropriate dean. If the student satisfactorily completes the course in the prescribed time he/she will receive either a letter grade, a CR grade, or an S grade, depending upon what type of grade is appropriate for the course. If the student fails to complete the course requirements during the stipulated time, the grade of I changes to a grade of F, NC, or U, depending on the type of grade appropriate for the course. All grades remain on the student's permanent record as originally submitted by the course instructor, except for I grades that have been completed and changed by the instructor. Any grade change is added to the permanent record.

Miscellaneous

Journal Article Use Author Instructions for JFS or journal host agency selects.

NOTE: Prior to submitting the journal article/research paper for a final grade to richards18@marshall.edu the article must be reviewed, edited, and approved by all 3 Pre-Approved Research Reviewers with the Journal Article edits or rubric and approvals attached.

PowerPoint should include

- 1) Title slide
 - What is the problem or need that your proposal will address?
 - Why is it so important that it must be resolved? In other words, what is the significance?
 - Why are you the only person or group, or best-suited one, who can resolve the problem or need?
 - What is your proposed solution to address the problem?
- 2) Introduction to include purpose and relevancy of the project and literature review
- 3) Materials and methods
- 4) Results (contains no discussion points)
- 5) Discussion
- 6) Conclusions and future needs (add budget for a grant proposal)
- 7) References – follow JFS format based on your topic
- 8) Acknowledgements

To ensure that your journal article submission or research paper is complete, refer to the Research Paper Rubric and the following items:

- Is the title specific and informative?
- Does the Abstract include all relevant parts of the paper? What is the problem or need that your proposal will address? Why is it so important that it must be resolved? In other words, what is the significance? Why are you the only person or group, or best-suited one, who can resolve the problem or need? What is your proposed solution to address the problem?
- Does the Introduction state your main objectives, hypothesis, or thesis?
- Have you included enough information in the Materials and Methods section to enable someone else to repeat your study?
- Have you explained in Materials and Method the procedures for collecting all the data presented in the Results?
- Are figures and tables numbered consecutively in separate series?
- Is every figure and table cited correctly in the text?
- For graphs, are x and y axes labeled by name and units? e.g., Average Yield (ng/uL)
- Do the data in each figure or table agree with your in-text discussion?
- Do any figures or tables present conflicting data?
- Does each figure or table have a Legend?
- Did you define abbreviations?
- Are data in related figures or tables shown in a consistent manner?
- Is each table and figure understandable apart from the text?
- Are any important Results missing?
- Are interpretations kept out of the Results?
- Have you used enough headings and subheadings to guide the reader?
- Does the Discussion address the major implications of your findings?
- Does your Discussion address problems, inconsistent results, variables that should have been controlled, or results that counter the scientific literature?
- Have you cited all necessary sources? Are they from peer-reviewed journals?
Do you references follow a recognized format?
- Does the Reference section include any sources not cited in the text?

[NOTE: AAFS poster abstracts are due to AAFS by August 1 or as stated on their website. See www.aafs.org for official information. Abstracts must be reviewed and approved by the 3 designated reviewers stated on the Research Paper Proposal prior to submitting the Abstract to AAFS. Comparison studies are generally viewed favorably by the reviewers. Be aware that a validation study without some element of comparison of methods may not be approved for an AAFS presentation. Contact your MU Full-time Faculty member for abstract assistance and review prior to submission.]

DOCUMENT:**DUE DATE****May 12 through August 8, 2025****Documents 1-10 are required to receive a grade for FSC 630 – Forensic Science Internship**

1. Internship agreement _____ End of spring semester
2. Research Proposal _____ End of spring semester
3. Cover Page _____ End of spring semester
4. Signed Daily Timesheet and Log _____ August 8, 2025 (supervisor)
5. Intern KSA _____ August 8, 2025 (supervisor)
6. Intern's Evaluation of Internship Experience _____ August 8, 2025
7. Journal article draft _____ August 8, 2025
 - Introduction
 - Materials & Methods
 - Outline of results
 - Outline of discussion
8. Poster draft (same components as article draft) _____ August 8, 2025
9. Seminar Announcement _____ August 8, 2025
 - Biography
 - Outline
 - References
10. Draft Seminar slides _____ August 8, 2025
 - Introduction
 - Materials & Methods
 - Outline of results
 - Outline of discussion

Documents 11 – 15 Required for Fall 2024 FSC 680 Grade

11. Seminar presentation slides to committee _____ 3 weeks before presentation
12. Final seminar announcement _____ 2 weeks before presentation
13. Final slides to MU Faculty member _____ 1 week before presentation
14. Full draft of poster to research committee _____ November 21, 2025
15. Full draft of paper to research committee _____ 11:59 PM December 13, 2025

Documents 16 -17 Required for Spring 2025 FSC 680 Grade

16. Final poster *with approvals* to program _____ January 31, 2026
17. Final research paper to MU Faculty Advisor _____ March 3, 2026

FORENSIC SCIENCE RESEARCH PAPER RUBRIC

Intern's Name:
 Evaluated by:
 Date:



- Due by April 1, 2026
- Please save as Student last name_Evaluator last name_ Rubric and email richards18@marshall.edu and myersco@marshall.edu.

SECTION 1: EACH QUESTION IN THIS SECTION IS WORTH 5 POINTS.

TITLE					
5	4	3	2	1	SCORE
Concise descriptive, logical title with no style, grammatical, or spelling errors	Wordy, but logical title with no style, grammatical, or spelling errors	Wordy or non-descriptive title with one style, grammatical or spelling error	Misleading or illogical title with one style, grammatical or spelling error	Title misleads or is illogical with a couple misspellings, typos or style errors	
AUTHORSHIP					
5	4	3	2	1	SCORE
Primary investigators are listed by full name, title and agency	Primary investigator, topic advisor, & supervisor are listed appropriately	Primary investigator and one, but not the other, investigator is listed	Only the primary investigator (student) is listed.	No authorship given.	
REFERENCES					
5	4	3	2	1	SCORE
List of reference citations are complete; all listed in alphabetical order; minimum of 3 are from peer-reviewed, scientific journals	As in 5, but references are listed that were not cited in the paper;	As in 5, but less than 3 peer-reviewed, scientific journals were cited.	Student has failed to include all references cited in body of the paper	Reference list is wholly inadequate, incomplete, or missing.	
REFERENCE FORMAT					
5	4	3	2	1	SCORE
Student has followed all conventions for proper format as described in the peer-reviewed Forensic Science journal approved by their Faculty Advisor.	Student has made minor deviations in SSF format: e.g., incorrect form of page headers, header, or incorrect citation	As in 4, but more serious and consistent errors in format.	Major errors in SSF format: e.g., major sections of paper omitted, absence of title page, critical information omitted, etc.	Paper does not follow format.	
INTELLECTUAL PROPERTY					
5	4	3	2	1	SCORE
Trademarks and registrations are consistently noted. Reagents and equipment are identified by manufacturer.	Trademarks and registrations are mostly noted. Most unique reagents and equipment are identified by manufacturer.	Trademarks and registrations are inconsistent. Reagents and equipment are inconsistently identified by manufacturer.	Trademarks and registrations are minimally noted. Reagents and equipment are minimally identified.	Trademarks and registrations are not noted. Reagents and equipment are not identified.	

ACKNOWLEDGEMENTS					
5	4	3	2	1	SCORE
Acknowledgements are present				Acknowledgements are absent.	
SECTION TOTAL (MAX= 30): _____					
SECTION 2: EACH QUESTION IN THIS SECTION IS WORTH 10 POINTS.					
INTRODUCTION: RESEARCH QUESTION					
5	4	3	2	1	SCORE
Clearly defined variables & hypothesis: specific statement as to how variables are to be manipulated and/or measured. Why the study was done; Background leads to the problem addressed	Clearly defined variables: General statement as to how variables are to be manipulated and/or measured. Summary of relevant facts with references is present and leads to the problem or question being addressed.	Clearly defined variables: No statement as to how variables are to be manipulated and/or measured and/or not stated in the form of a question.	Clearly defined variables: No statement as to how variables are to be manipulated and/or measured and not stated in the form of a question.	Variables are not clearly defined; no statement as to how variables are to be manipulated and/or measured and not stated in the form of a question.	
SECTION TOTAL (MAX= 10): _____					
SECTION 3: EACH QUESTION IN THIS SECTION IS WORTH 20 POINTS.					
ABSTRACT					
5	4	3	2	1	SCORE
Clearly summarizes the problem addressed; the approach and major findings and conclusions. Between 400-700 words. Includes future directions	Clearly summarizes the problem addressed. Includes future directions.	Clearly summarizes the problem addressed. Within word count restrictions. Does not include future directions	Major points within the summary sections are missing. May not meet word count requirement	Abstract is missing	
INTRODUCTION: LITERATURE REVIEW					
5	4	3	2	1	SCORE
Articles reviewed are relevant to the problem being investigated; issues are clearly explained; Full citations for any reference cited in the report using the Scientific Style with a minimum of 3 references from the last 5 years and from peer-reviewed journals	Articles reviewed are relevant to the problem; some confusion over concepts or issues may be present; issues related to the problem may not be presented in a logical order, Minimum of 3 references are within the last 5 years and from peer-reviewed journals.	Some articles reviewed are irrelevant to the problem, or relevant articles from the literature are not reviewed or left out; Minimum of 3 references are within the last 5 years and from peer-reviewed journals.	Articles reviewed are not directly related to the problem; important information from articles is ignored, and irrelevant information is included; Not enough references cited.	Research and theory related to current problem is not reviewed or discussed.	

RESEARCH DESIGN					
5	4	3	2	1	SCORE
Clearly defined variables: independent (levels specified), dependent (specifies how this variable will be measured), or if a non-experimental study, variables to be examined	Variables identified, but one of the following missing: independent (levels specified), dependent (specifies how this variable will be measured), or if a non-experimental study, variables to be examined	Variables identified, but two variables missing: Independent (levels specified), dependent (specifies how this variable will be measured), or if a non-experimental study, variables to be examined	One variable identified.	No variables clearly identified and/or statement of research design missing	
MATERIALS & METHODS					
5	4	3	2	1	SCORE
Contains effective, quantifiable, concisely organized information that allows the experiment to be replicated; identifies sources as well as equipment & supplies; identifies sequential information in an appropriate chronology that is thorough & not redundant; Report of actual experimental methods are accurate.	As in 5, but contains unnecessary or superfluous information or wordy descriptions within the section. Equipment and supplies list are incomplete; description of actual experimental methods accurate.	Presents a study that is definitely replicable; all information in document may be related to this section, but fails to identify some sources of data; may contain unnecessary or superfluous information. description of actual experimental methods accurate.	Presents a study that is marginally replicable; parts of the basic design must be inferred by the reader; procedures not quantitatively described.	Describes the study so poorly or in such a nonscientific way that it cannot be replicated.	
WRITING QUALITY					
5	4	3	2	1	SCORE
Student has written elegantly and cogently, using proper grammar; the paper has a neat appearance and is free of typographical errors; paper exhibits a logical "flow" from section to section.	As in 5, but with occasional uncorrected typographical errors, or a very few minor errors in spelling, grammar, syntax, or punctuation; however, errors do not detract from the overall paper.	The paper exhibits numerous typographical errors and repeated errors in basic elements of writing; the student has not expressed ideas with clarity and precision.	The student has displayed serious and consistent problems in basic writing skill; the ability to express ideas is compromised by the poor writing quality.	The paper is seriously deficient in quality of writing.	
RESULTS					
5	4	3	2	1	SCORE
Presents major findings of the study; Presents data and summarizes observations using graphs and tables.	Data presented clearly and with appropriate graph, table or illustration; trends are identified.	Data presented in an unclear fashion; format for data may not be the best.	May be missing some results or lack of clear delivery.	Missing results section or plagiarized.	

DISCUSSION & CONCLUSIONS					
5	4	3	2	1	SCORE
Results are clearly tied back to the original hypothesis. New questions and future directions are presented.	Results are tied back to original hypothesis. New questions or future work is presented.	Missing either linkage to original hypothesis/question or new questions/future work not presented.	Results not tied back to original hypothesis or question investigated.	Future questions/directions not discussed. Discussion section missing or plagiarized.	
Scientific Accuracy					
5	4	3	2	1	SCORE
Scientific concepts are presented clearly and explained accurately.	Jargon clearly defined and defined correctly; background correctly describes previous work.	Some problems with interpreting primary literature cited in report; science mostly correct and accurate.	Inaccuracies in interpreting previous work; scientific concepts inaccurate.		
LENGTH					
5	4	3	2	1	SCORE
Narrative is a minimum of 10 pages, double-spaced. Font is 12. Margins are 1 inch. Pages are numbered.				Narrative is less than 10 pages, double-spaced. Font is more or less than 12. Pages are not numbered.	
SECTION TOTAL (MAX= 180): _____					

Comments:

Score for Section 1 (Max= 30)	
Score for Section 2 (Max= 10)	
Score for Section 3 (Max= 180)	
TOTAL SCORE (Max= 220)	

Grading Key:

198-220= A
 176-197= B
 154-175= C
 132-153= D
 131 or below= F