

**MARSHALL UNIVERSITY MSFS GRADUATE PROGRAM
STUDENT INTERNSHIP AGREEMENT**

Marshall University (MU) approves placement of [STUDENT'S FULL NAME] enrolled in Marshall University's FEPAC-accredited M.S. in Forensic Science program and herein referred to as the *INTERN*, at the [CRIME LABORATORY NAME, CITY, STATE], herein referred to as the *LABORATORY*, to complete the following research-based summer internship program .

A minimum commitment of a 10 (or 12 max) week summer internship between **May 6, 2024 and July 26, 2024** is required at 8 hours per day x 4 (or 5 max) days per week x 10 (or 12 max) weeks is required of all Interns.

We encourage the selection of research projects that serve the internship agency's mission and goals as well as those of the forensic science community at-large. Projects must be approved by the appropriate MU Internship Advisor prior to entering into this agreement.

Please call (304-691-8940) or email richards18@marshall.edu at any stage during the internship process. We value your feedback as we utilize this information to improve our internship program.

Name: (Last, First, M.I.)

List the proposed dates of your INTERNSHIP assignment:

Start: [START DATE]

End: [END DATE]

State the specific project you will be undertaking during the INTERNSHIP assignment.

A well-defined proposal and timeline with agency review will be submitted by April 26th, prior to the start date of the internship.

Proposed Project:

I certify that the information given in this application (pages 1-3) is correct and complete to the best of my knowledge and agree to the requirements stated.

Intern's Name: _____ Date: _____

Signature: _____

Full-time FS Faculty Member:

Name: _____

Signature: _____ Date: _____

Contact Information: _____

Assigned Laboratory Supervisor:

Name: _____

Signature: _____ Date: _____

Contact Information: _____

This internship will be [] Paid [] Unpaid. (Please check one.)

ORDER OF SUPERVISION & AUTHORORSHIP	FIRST REVIEWER PRIMARY SUPERVISOR	SECOND REVIEWER	LAST REVIEWER MUFSS FULL-TIME FACULTY ONLY
Name			
Job Title			
Agency			
Agency Address			
Phone			
Email			
Select One	EXTERNAL OR INTERNAL TO THE ACADEMIC PROGRAM	EXTERNAL OR INTERNAL TO THE ACADEMIC PROGRAM	INTERNAL TO THE ACADEMIC PROGRAM

The INTERN’s supervisor, **[SUPERVISOR’S NAME]**, or his/her designee, shall have the responsibility for the INTERN’s safety, orientation, coordination, scheduling of activities, and day-to-day supervision of the INTERN while the INTERN is on-site. At the completion of internship, the INTERN shall have completed or have on file as having been completed for them:

- INTERN’S Formal Contact/Cover Sheet
- INTERN’S Research Project developed in cooperation with INTERN and Reviewers as submitted by April 26 prior to the internship
- INTERN’S Research Paper – reviewed by 3 reviewers using the designated Rubric
- INTERN’S Fall Research Seminar Power Point Presentation (well-developed) – sufficient slides for a 50 minute presentation – reviewed by 3 reviewers
- INTERN’S AAFS Abstract (if applicable) – reviewed by 3 reviewers prior to August 1 submission
- INTERN’S Fall Research Seminar Announcement – reviewed by 3 reviewers
- INTERN’S Evaluation of the Internship Experience – by INTERN
- INTERN’S Research Poster (draft only) – Course Director as Reviewer
- LABORATORY Approval for Agency logo use on any poster
- LABORATORY’S KSA Evaluation of INTERN
- LABORATORY’S Approval of INTERN Attendance & Punctuality
- LABORATORY’S Approval of INTERN’s Daily Activity Log
- LABORATORY’S Review of MU’s Intern Program

1. The LABORATORY should be accredited or in the accreditation process.
2. The LABORATORY agrees to evaluate the student upon completion of the internship.
3. The LABORATORY agrees to monitor and approve the INTERN'S attendance and daily activity log.
4. The LABORATORY agrees to evaluate Marshall's Forensic Science Internship Program.
5. The LABORATORY will inform MU and the INTERN of procedures to follow to complete any pre-internship requirements. Any pre-internship requirement will be conducted in a timely manner so that the INTERN'S start date is no later than **June 7, 2024**.
6. The LABORATORY will help identify any hidden costs that are likely to be associated with this assistantship assignment, e.g., high cost of housing, transportation, etc.
7. The LABORATORY will assist the INTERN in locating housing, when possible.
8. The INTERN agrees to follow the Rules and Regulations, including safety rules, of the LABORATORY while assigned as an on-site INTERN.
9. The INTERN is responsible for providing the LABORATORY with a copy of the concluding report in a format of their choice.
10. The INTERN will verify that the Research Paper is reviewed by the Research Reviewers (x3) as the Research Paper will form the basis of the INTERN's seminar and poster presentation in subsequent terms of their academic program.
11. The LABORATORY shall retain the option of refusing the Intern or terminating the Internship if laboratory policies are not followed.
12. Should the INTERN sustain a Bloodborne Pathogen (BBP) exposure or other hazardous exposure, the INTERN agrees to report and adhere to the LABORATORY'S policies and procedures in addition to notifying Marshall University.
13. The INTERN shall keep in confidence and not disclose any part of any information, knowledge, data and/or know-how without express approval from the LABORATORY.

**MARSHALL UNIVERSITY M.S. FORENSIC SCIENCE PROGRAM
COMMITTEE MEMBER ASSIGNMENT AND APPROVAL OF THE INTERN'S RESEARCH PROJECT**

**Forensic Science Education Program Accreditation Commission (FEPAC;
www.aafs.org/fepac) Standard 5.2.1d/5.2.2d Research**

Each student is required to have a committee of at least three individuals who are responsible for mentoring the project. One member of the student's research committee must be a full-time faculty member of the program. The other two members can include full or part-time faculty, forensic practitioners and others with specialized knowledge. At least one member of the committee must be external to the department sponsoring the research. In addition, 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. The research shall be conducted in an environment conducive to research and scholarly inquiry, and shall provide the opportunity for faculty and students to contribute to the knowledge base of forensic science, including research directed at improving the practice of forensic science.

