



San Mateo County Coroner's Office

Robert J. Foucrault, Coroner

50 Tower Road

San Mateo, CA 94402

(650) 312-5562

(650) 571-6258 (fax)

The San Mateo County Coroner's Office has established an internship program for students and professionals who are studying forensic science to have an opportunity to learn and assist with daily operations at the Coroner's Office. Interns will have the opportunity to work with the Investigations Division in addition to the Pathology Division, for a complete medicolegal death investigation perspective. Interns will be introduced to the responsibilities, objectives and duties of each division in addition to becoming familiar with the policies and procedures and being present during investigations and examinations.

Interns will have the ability to learn the daily functions of the Investigative Division at the Coroner's Office in addition to responding to death scenes with Deputy Coroners. Interns will be taught principles in body substance isolation, handling and processing evidence, witness questioning, forensic photography, locating next of kin and other investigative duties.

In addition to working in the Investigative Division, interns will also be required to work in the Pathology Division, where examinations occur to determine the cause of death. Interns will view autopsies and have the ability to interact with the Forensic Pathologists and Forensic Autopsy Technicians.

Qualifications including being an upper division student pursuing a degree in Forensic Science, Criminal Justice, Biological Sciences, or related field. The internship must be completed in conjunction with an internship option course and a letter of recommendation from faculty and the educational institution is required. A professional in the field of law enforcement, medicine, emergency medical services or fire services with basic knowledge of forensic science will also be considered.

Interns will be required to commit twelve to sixteen hours per week to the internship for a period of twelve weeks. Interns will be required to present a professional business appearance which is suitable for meeting with members of the public. The internship is unpaid and work schedules will be arranged between the intern and their direct supervisor.

Applications will be accepted continually, though the next formal application review will take place in June 2011. All applicants wishing to be considered for the 2013/2014 internship will need to have their applications in by **June 7, 2013 at 5pm**. Incomplete applications will not be given consideration. Selected interns will be placed in internships extending through the 2013/2014 school year.

Please send your application to the San Mateo County Coroner's Office; Internship Division at the above listed address. Be sure to include your transcripts and letter of recommendation. For more information, please contact the Senior Deputy Coroner Michelle Rippy at (650) 312-5562 or **mrippy@smcgov.org**.



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Internship Application

Name: _____ Date of Birth: _____

Address: _____

Phone Number: _____ Cellular Phone: _____

Email Address: _____

Social Security Number: ____-____-____ Driver's License Number: _____

College/University Attending: _____

Major: _____ Graduation Date: _____

Student Advisor: _____ Phone Number: _____

Current Employer: _____

Duties: _____

Supervisor: _____ Phone Number: _____

School/Work Schedule for this quarter/semester:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

Units held this quarter/semester: _____ Hours worked: _____

Have you even been convicted of a misdemeanor or felony? Yes No

If yes, list charge(s), date(s) and location(s): _____

Emergency Contact and Phone Number: _____

References:

Name: _____ Relation: _____ Phone Number: _____

Name: _____ Relation: _____ Phone Number: _____

What is your occupational goal? _____

What do you hope to gain out of the internship: _____

(Additional pages can be attached if necessary)

When are you available to start the internship? _____

Are you able to commit 12-16 hours per week to the internship? Yes No

Have you ever completed an internship? Yes No

If yes, where and for how long? _____

Have you applied with the San Mateo County Coroner's Office as an intern before? Yes No

Also required with this application is a letter of recommendation from a faculty at your educational institution and transcripts from educational institutions attended. If you are not currently attending an educational establishment, a letter of recommendation will be required from a supervisor.

Signature: _____ Date: _____

For Office Use Only:

Received on: _____ By: _____