

# Internship in Forensic Science (FSC 400) – Summer 2020

**Instructor:** Dean Bertram (Associate Teaching Professor)  
**Email:** Dean.Bertram@usm.edu  
**Telephone** 601-266-5124  
**Office Hours:** By email only

## **Course Objectives:**

This course intends to fulfill the requirement for participating in an internship for the completion of the BS degree in Forensic Science. Upon completion, students should have obtained experience working in the field of Forensic Science in any applicable area of expertise.

## **Course Communication:**

Communication with the students will be primarily on a one-on-one basis. If there are changes that arise in the syllabus, each student will be notified of the change via USM email. Therefore, it is given that each student is expected to have their USM email address activated for this purpose.

## **Course Requirements:**

1. Completion of 125 Hours of actual work per 3 hours of credit
2. Turn in a notebook containing:
  - a. Employer information
  - b. Explanation of work completed
  - c. Copy of evaluation letter(s) from all persons that supervised the intern
  - d. All time sheets signed by employer

## **Grading Policy:**

A = 100% completion of required work hours, completion of notebook with all required documentation, exemplary evaluation from employer

B = 100% completion of required work hours, notebook submitted with most required documentation, average evaluation from employer

C = 100% completion of required work hours, notebook submitted with most required documentation, poor evaluation from employer

D = 75% completion of required work hours, notebook submitted with most required documentation, poor evaluation from employer

F = Below 75% completion of required work hours, either no submission of notebook or submission of notebook with little required information, poor evaluation from employer

## **Withdrawal Policy:**

Last day to add/drop without Academic/Financial Penalty is June 8, 2020. After this date (June 9 - July 14), only approved drops will result in a grade of W, and no tuition whatsoever will be refunded. Beginning with July 15, no student will be permitted to receive a grade of W or WP; meaning the student's actual course grade will be recorded.

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### **Disability Accommodations:**

If a student believes they have a disability which is covered by the Americans with Disabilities Act (ADA) and makes them eligible to receive classroom or housing accommodations, they should contact the Office for Disability Accommodations (ODA) for information regarding the registration process. Disabilities covered by the ADA may include but are not limited to ADHD, learning disabilities, psychiatric disabilities, physical disabilities, chronic health disorders, temporary illnesses or injuries and pregnancies. Students should contact ODA if they are not certain whether their documented medical condition qualifies for ODA services. Students are only required to disclose their disability to the Office for Disability Accommodations. All information submitted to ODA by the student is held with strict confidentiality.

### **Address:**

The University of Southern Mississippi  
Office for Disability Accommodations  
118 College Drive # 8586  
Hattiesburg, MS 39406-0001

**Voice Telephone:** 601.266.5024 or 228.214.3232

**Fax:** 601.266.6035

Individuals with hearing impairments can contact ODA using the **Mississippi Relay Service** at 1.800.582.2233 (TTY) or emailing ODA at [oda@usm.edu](mailto:oda@usm.edu).

### **Academic Integrity Policy**

All students at The University of Southern Mississippi are expected to demonstrate the highest levels of academic integrity in all that they do. Forms of academic dishonesty include (but are not limited to):

1. Cheating (including copying from others' work)
2. Plagiarism (representing another person's words or ideas as your own; failure to properly cite the source of your information, argument, or concepts)
3. Falsification of documents
4. Disclosure of test or other assignment content to another student
5. Submission of the same paper or other assignment to more than one class without the explicit approval of all faculty members involved
6. Unauthorized academic collaboration with others
7. Conspiracy to engage in academic misconduct

Engaging in any of these behaviors or supporting others who do so will result in academic penalties and/or other sanctions. If a faculty member determines that a student has violated our Academic Integrity Policy, sanctions ranging from resubmission of work to course failure may occur, including the possibility of receiving a grade of "XF" for the course, which will be on the student's transcript with the notation "Failure due to academic misconduct." For more details, please see the University's [Academic Integrity Policy](#). Note that repeated acts of academic misconduct will lead to expulsion from the University.

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## Intern Evaluation

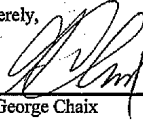
To Dean Bertram,

\_\_\_\_\_ time at Gulfport Police Department as an intern was well spent. The internship program that has now been established is a tremendous help to our workload. \_\_\_\_\_ has helped in the following areas: AFIX Tracker biographicals, Identix database, E-traces, processing evidence, destroying evidence, administrative duties, crime scenes, MS Crime Lab submissions, fingerprinting applicants and autopsy's, forensic requests for analysis, amongst many other areas of forensic science.

\_\_\_\_\_ has excelled in every area that she has attempted. She has brought much of her knowledge from USM, which has helped us gain that information and put it to use. Her ability to point out what could be changed within the department can help us better our performance and standard operations.

This experience has been a pleasure and has given us the ability to entrust future intern candidates within the department. We look further to any new students that can perform and excel as \_\_\_\_\_ has done.

Sincerely,



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Lt. George Chaix

# Internship in Forensic Science (FSC 400) – Summer 2020

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FSC 497 (Fall 2007) – Time Sheet

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30			Identix Transmittance		Identix Transmittance
9:40			Copy Dispositions for Records		Identix Transmittance
10:00			Copy Dispositions for Records		Disposition Orders
11:00			Copy Dispositions for Records		Research of dispositions
12:00			Lunch		Research of dispositions
13:00			Copy Dispositions for Records		Research of dispositions
14:00			Copy Dispositions for Records		Research of dispositions
15:00			Copy Dispositions for Records		Research of dispositions
16:00			Copy Dispositions for Records		Research of dispositions
Total	0 Hours		8 Hours		8 Hours
Date	03SEP2007		05SEP2007		07SEP2007

Total hours for week 16

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00			Identix Transmittance		Load vehicles for move to new building
9:00			Copy Dispositions for Records		Load vehicles for move to new building
10:00			Copy Dispositions for Records		Load vehicles for move to new building
11:00			Copy Dispositions for Records		Load vehicles for move to new building
12:00			Lunch		Lunch
13:00			Crime Scenes		Load vehicles for move to new building
14:00			Copy Dispositions for Records		Load vehicles for move to new building
15:00			Copy Dispositions for Records		Load vehicles for move to new building
16:00			Copy Dispositions for Records		Load vehicles for move to new building
Total	0 Hours		8 Hours		8 Hours
Date	10SEP2007		12SEP2007		14SEP2007

Total hours for week 16

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Copy Dispositions for Reports		File Dispositions		File Dispositions
9:00	Copy Dispositions for Records		File Dispositions		File Dispositions
10:00	Copy Dispositions for Records		File Dispositions		File Dispositions
11:00	File VHS tape		File Dispositions		File Dispositions

12:00	Lunch		Leave		File Dispositions
13:00	Help put up light in hooking storage				File Dispositions
14:00	Help J.A. organize evidence				File Dispositions
15:00	Identix Transmittance				File Dispositions
16:00	Identix Transmittance				Leave
Total	8 Hours		4 Hours		8 Hours
Date	17SEP2007		19SEP2007		21SEP2007

Total hours for week 20

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	File Dispositions		RMS Data Entry/Verification		RMS Data Entry/Verification
9:00	File Dispositions		RMS Data Entry/Verification		RMS Data Entry/Verification
10:00	File Dispositions		RMS Data Entry/Verification		RMS Data Entry/Verification
11:00	File Dispositions		Fingerprint Transmittance Prep.		File Dispositions
12:00	Lunch		Leave		Lunch
13:00	File Dispositions				File Dispositions
14:00	Latent Input AFX				File Dispositions
15:00	Latent Input AFX				File Dispositions
16:00	Latent Input AFX Biographical				File Dispositions
Total	8 Hours		4 Hours		8 Hours
Date	24SEP2007		26SEP2007		28SEP2007

Total hours for week 20

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Print Disposal Orders		Print Disposal Orders		Copy Dispositions for Records
9:00	Print Disposal Orders		Print Disposal Orders		Print Disposal Orders
10:00	Print Disposal Orders		Commercial w/Case Hargrove		Print Disposal Orders
11:00	Print Disposal Orders		Commercial w/Case Hargrove		Print Disposal Orders
12:00	Print Disposal Orders		Print Disposal Orders		Print Disposal Orders
13:00	Print Disposal Orders		Print Disposal Orders		Print Disposal Orders
14:00	Print Disposal Orders		Bodie retirement		File Dispositions
15:00	Print Disposal Orders		Bodie retirement		File Dispositions
16:00	Leave		Print Disposal Orders		Leave
Total	8 Hours		9 Hours		8 Hours
Date	01OCT2007		03OCT2007		05OCT2007

# Internship in Forensic Science (FSC 400) – Summer 2020

## Total hours for week 25

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00			Copy Dispositions for Records		File Dispositions
9:00			File Dispositions		File Dispositions
10:00			File Dispositions		File Dispositions
11:00			File Dispositions		File Dispositions
12:00			File Dispositions		File Dispositions
13:00			File Dispositions		Segment Palm Prints in AFIX
14:00			File Dispositions		Segment Palm Prints in AFIX
15:00			Segment Palm Prints in AFIX		Segment Palm Prints in AFIX
Total	Hours		8 Hours		8 Hours
Date	08OCT2007		10OCT2007		12OCT2007

## Total hours for week 16

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Pulled Evidence for Disposal		Pulled Evidence for Disposal		Check in Evidence from MSCL
9:00	Crime Scene		Pulled Evidence for Disposal		Put Drugs returned from MSCL away
10:00	Pulled Evidence for Disposal		Pulled Evidence for Disposal		File Invoices
11:00	Pulled Evidence for Disposal		Segment Palm Prints in AFIX		File Ten Print cards
12:00	Pulled Evidence for Disposal		Segment Palm Prints in AFIX		File Ten Print cards
13:00	Segment Palm Prints AFIX		Put Drugs returned from MSCL away		Leave
14:00	Segment Palm Prints AFIX		Segment Palm Prints in AFIX		
15:00	Segment Palm Prints AFIX		Segment Palm Prints in AFIX		
Total	8 Hours		8 Hours		5 Hours
Date	15OCT2007		17OCT2007		19OCT2007

## Total hours for week 21

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	File fingerprint cards				
9:00	File fingerprint cards				
10:00	File fingerprint cards				
11:00	File fingerprint cards				
Total	4 Hours		Hours		Hours
Date	22OCT2007		24OCT2007		26OCT2007

## Total hours for week 4

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:30					
8:00	Print Dispositions		Document cases in refrigerators		RMS data entry/Verification
9:00	Print Dispositions		Document cases in refrigerators		RMS data entry/Verification
10:00	Document cases in refrigerators		Create excel spread sheet of cases in refrigerators		File MSCL reports
11:00	Document cases in refrigerators		Create excel spread sheet of cases in refrigerators		File MSCL reports
12:00	Document cases in refrigerators		Create excel spread sheet of cases in refrigerators		Lunch
13:00	Document cases in refrigerators		File MSCL reports		put evidence from OGI/Jessica
14:00	Document cases in refrigerators		Leave		RMS data entry/Verification
15:00	Document cases in refrigerators				File MSCL reports
Total	8 Hours		6 Hours		8 Hours
Date	29OCT2007		31OCT2007		02NOV2007

## Total hours for week 22

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Pull Evidence for Disposal		File property invoices		RMS data entry/Verification
9:00	Pull Evidence for Disposal		Identix Transmittance		RMS data entry/Verification
10:00	File		Identix Transmittance		Segment palm prints AFIX
11:00	Segment palms in AFIX		File fingerprint cards		Check in Evidence from MSCL
Total	4 Hours		4 Hours		4 Hours
Date	05NOV2007		07NOV2007		09NOV2007

## Total hours for week 12

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	RMS data entry/Verification		File Fingerprint cards		File Fingerprint cards
9:00	RMS data entry/Verification		File Fingerprint cards		File Fingerprint cards
10:00	File MCL requests		File Fingerprint cards		File Fingerprint cards
11:00	Segment palm prints AFIX		File Fingerprint cards		Segment palm prints AFIX
Total	4 Hours		4 Hours		4 Hours
Date	12NOV2007		14NOV2007		16NOV2007

## Total hours for week 12

# Internship in Forensic Science (FSC 400) – Summer 2020

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	File Fingerprint cards		Pull Property Invoices		
9:00	Pull Property Invoices		Pull Property Invoices		
10:00	Pull Property Invoices		Pull Property Invoices		
11:00	Pull Property Invoices		Pull Property Invoices		
Total	4 Hours		4 Hours		Hours
Date	19NOV2007		21NOV2007		23NOV2007

Total hours for week 3

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Pull Property Invoices		RMS Data Entry/Verification		
9:00	Research Case Information		RMS Data Entry/Verification		
10:00	Research Case Information		Pull Property Invoices		
11:00	Research Case Information		File MSCL Reports		
Total	4 Hours		4 Hours		Hours
Date	26NOV2007		28NOV2007		30NOV2007

Total hours for week

Total to date 280

  
 Lt. George Clark