The San Mateo County Coroner’s Office offers an internship program for students and professionals who are studying forensic science. The internship provides the opportunity to learn and assist with daily operations at the Coroner’s Office. Interns will work with the Investigations Division in addition to the Pathology Division for a complete medico-legal death investigation perspective. Interns will be introduced to the responsibilities, objectives, and duties of each division in addition to 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 and to respond to death scenes with Deputy Coroners. Interns will be taught principles in body substance isolation, evidence handling and processing, witness questioning, forensic photography, next of kin searches, and other investigative duties.

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 include being an upper division student pursuing a degree in Forensic Science, Criminal Justice, Biological Sciences, or other related field. The internship must be completed in conjunction with an internship option course and a letter of recommendation from faculty of 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 ten to twenty 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 the Internship Coordinator.

Applications will be accepted continually. Applications for the summer 2015 internship will be due on 3/7/2015. Applications for the 2015/2016 school year will be due June 6, 2015 at 5pm. Incomplete applications will not be considered.

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 Internship Coordinator, Deputy Coroner Hastin Stein, at (650) 312-5562 or hfstein@smcgov.org.
San Mateo County Coroner’s Office
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: _________________________