

## OFFICE OF THE CHIEF MEDICAL EXAMINER

### Internship Opportunity

The Office of the Chief Medical Examiner (OCME) has the statutory authority under Vermont law to investigate deaths when a person dies:

- From violence; suddenly, when in apparent good health;
- Unattended by a physician or a recognized practitioner of a well-established church;
- By casualty; by suicide; as a result of injury; in jail or prison or in a mental institution;
- In any unusual, unnatural or suspicious manner; or
- In circumstances involving a hazard to public health, welfare, or safety.

[http://healthvermont.gov/hc/med\\_exam/med\\_index.aspx](http://healthvermont.gov/hc/med_exam/med_index.aspx)

The OCME Internship is a highly competitive position, as there are many applicants for less than ten placements per year. The OCME looks to choose students whose background, experience, demeanor, and educational goals most closely match the office's mission. Forensic science is a multidisciplinary profession that advances science in its application to the legal system (see: [www.aafs.org](http://www.aafs.org)) and [www.thename.org](http://www.thename.org) for The National Association of Medical Examiners), thus the expectation is that students will come via different paths to pursue this internship.

The Office of Fellowships, Opportunities, & Undergraduate Research (FOUR) has developed this application process as a way to vet and present our best candidates from the University of Vermont to the Medical Examiner, with the hope of providing qualified UVM students access to the Office of the Chief Medical Examiner. While our office screens for a range of student backgrounds (criminology, pathology, biology, physical anthropology, toxicology to name but a few), the OCME may have different needs during any given application cycle.

The application consists of the cover sheet, essay, two letters of support (one must be from a UVM faculty member), and unofficial transcript. Please complete all elements and submit materials to FOUR, 50 University Heights North, Room 17B (email submissions must be a PDF). Due dates are as follows:

- Fall internship – third Friday in August
- Spring internship –third Friday in November
- Summer internship -- third Friday in February

The internships are open to all majors who meet the requirements. Students meeting the minimal qualifications and submitting complete applications before the deadline will be reviewed; students who also meet the additional recommended qualifications and whose career goals are in accord with the OCME will be given preference when forwarding the applications. Once decisions are made, the files of UVM candidates will be sent to the medical examiner for further consideration. The OCME will schedule interviews with candidates for the internship positions and make all final decisions about acceptance to the program.

Please note: The internship may be used for credit (1-3 research credits) or experience. Upon acceptance into the internship program, the student may be able to register for an undergraduate research internship course. **No stipend will be provided.**

If you have any further questions regarding this application process, please direct them to Dr. Ann Kroll Lerner ([akrolle@uvm.edu](mailto:akrolle@uvm.edu)), phone 656-5532 in the office of Fellowships, Opportunities, & Undergraduate Research.

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**APPLICATION GUIDELINES:**

1. Student must be full-time and in good academic standing.
2. Academic record will weigh heavily in the selection process.
3. Preference given to students who are juniors or seniors during the academic year (cannot apply prior to completion of first year in college).
4. Prerequisites for this internship are:
  - Principles of Biology (BIOL 1 & 2) OR Exploring Biology (BCOR 11 & 12)
5. Recommended though not required courses are:
  - a. Anatomy / Physiology is highly recommended
  - b. Histology is highly recommended, even if currently enrolled
  - c. Cell Structure and Function (BIOL 106) OR Molecular and Cell Biology (BCOR 103)
  - d. Introduction to Forensics (BIOL 86)
  - e. Human Osteology (ANTH 240)
  - f. PHYS 31 (Introductory Physics) OR PHYS 11 & 12 (Elementary Physics)
6. Substitutions for required courses for other University of Vermont courses and/or demonstrated experience will be considered on a case-by-case basis.
7. Transfer credit for equivalent courses will be considered.
8. Preference is given to students expressing a desire to pursue a profession closely related to a medical examiner, forensic scientist, criminologist, pathologist, or physical anthropologist.

If you have any further questions regarding this application process, please direct them to Dr. Ann Kroll Lerner ([akrollle@uvm.edu](mailto:akrollle@uvm.edu) 656-5532), Director, FOUR.

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**INTERNSHIP APPLICATION**

**Part I:**

Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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netID \_\_\_\_\_ (this is not your 95 number)

Undergraduate Major: \_\_\_\_\_

Cumulative GPA \_\_\_\_\_

Minor/Concentration: \_\_\_\_\_

Major GPA \_\_\_\_\_

Class Standing (in current academic year):    SOPHOMORE                      JUNIOR                      SENIOR                      PBPM

College/School: \_\_\_\_\_

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Scheduling: Available Mornings (8am-12pm):            M            T            W            Th            F

**Part II: Essay**

Write a short one-page essay describing your career goals, your perception of forensics as a profession, and how your education has prepared you for this internship.

**Part III: Letters of Support** Two letters, one must come from a UVM faculty member

**Part IV: Unofficial Transcript**

Please submit a hard copy of this completed application page, your essay, two letters of support (on letterhead or directly from faculty email is permissible), and your unofficial transcript to FOUR at 50 University Heights-North 017B **OR** email your **PDF submission** to four@uvm.edu:

**Due by 4pm on the due date (listed on Page 1 of the instructions)**

ONLY COMPLETE APPLICATIONS ARE REVIEWED. LATE SUBMISSIONS REVIEWED ONLY IF SPACES REMAIN AVAILABLE IN THE OCME OFFICE FOR THE UPCOMING INTERNSHIP PERIOD. FOUR WILL ACKNOWLEDGE RECEIPT OF ALL COMPLETE APPLICATIONS. IF YOU DO NOT HEAR FROM THE OFFICE WITHIN 3 BUSINESS DAYS, PLEASE CONTACT TO MAKE SURE THAT ALL YOUR MATERIALS WERE RECEIVED FOR REVIEW.