



# LEHIGH COUNTY CORONER'S OFFICE & FORENSICS CENTER

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LEHIGH COUNTY CORONER

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## TO THE APPLICANT:

Thank you for your inquiry regarding an internship. We have received your letter of interest. This information should provide you with a better understanding of the process as well as the policies and procedures that must be fulfilled in order to apply for an internship. Please read the expectations and requirements thoroughly, and follow the given instructions for beginning the application process.

## GOALS OF INTERNSHIP:

The internship is designed to ultimately benefit both the intern and the Coroner's Office. Students are afforded the opportunity to gain academic credit, while simultaneously receiving the practical work experience in a Forensic setting. Employers can not only benefit from the skills and assistance of the interns, but they can also enjoy the advantage of being able to evaluate possible future employees first hand.

Internships are appropriate for advanced undergraduate or graduate students attending facilities that have a structured, in-house internship program. This way, the internship can be conducted under the joint supervision of an on-site advisor and a school faculty member. Both parties agree on the internships objectives and assignments, while jointly evaluating the intern's performance during and after their experience. Internships are even more substantial to the student and the employer if they are taken close to the student's date of graduation. This type of planning makes the student more open for the possibility of employment, should the opportunity present itself.

## STUDENT ELIGIBILITY & EXPECTATIONS:

As with any internship opportunity, there are certain qualifications that the individual must meet in order to be considered for an internship at the Lehigh County Coroner's Office & Forensics Center: The individual must be a student that is enrolled at an undergraduate or graduate facility with an official internship program, where the student will receive academic credit for time spent under supervision of their advisor at the Lehigh County Coroner's Office & Forensics Center.

Undergraduate students must be of at least junior status, and should have a GPA of 3.0 or greater.

It is important to understand that an accepted intern will, in time, be working directly with a designated supervising Deputy on investigations. The same expectations for the Intern will be demanded as with all members of the Lehigh County Coroner's Office & Forensics Center to carry themselves in a respectable and courteous manner.

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## APPLICATION PROCESS:

Any applicant, meeting the above qualifications, is required to supply a C.V. / Resume, an unofficial transcript and a completed copy of the Lehigh County Coroner's Office & Forensics Center Internship Application, with all attachments required. All of these documents need to be received at the office by no later than the date indicated on the Internship Application for the desired term.

The complete application packet may be mailed to or hand delivered to the address above, or scanned and emailed to [richardpender@lehighcounty.org](mailto:richardpender@lehighcounty.org)

Every application will then be reviewed and considered, and the student will receive notification if they have met the minimum requirements and will proceed to the interview stage of the process. The student is expected to attend an in-person interview at the Lehigh County Coroner's Office & Forensics Center.

After the interviews are completed, the selected students will be offered an internship. The select few students that qualify will be expected at the Lehigh County Coroner's Office & Forensics Center on the first day scheduled for the internship where they will have the Confidentiality Agreement with the agency, signed and notarized, as well as co-sign an Internship Contract between the student, the university, and the Lehigh County Coroner's Office & Forensics Center (if applicable).

With the nature of the Internship and the unpredictability of the daily investigations, the necessity of the Intern to be available weekday mornings has proven to be essential.

Students fortunate enough to qualify for an internship at the Lehigh County Coroner's Office & Forensics Center are all expected to meet high standards of personal conduct and professional ethics, as well as maintain attention to punctuality, deadlines, and cooperation with others.

Students are expected to work hard, and become an asset to the Office of the Coroner. For evaluation/grading purposes, students must complete a weekly log of their activities from Monday through Sunday. This log is expected to be electronically submitted to the Chief Deputy Coroner the subsequent Monday following the week of completion. Once the internship is completed, the intern is required to fill out an evaluation of the Lehigh County Coroner's Office & Forensics Center, their advisors, and any other areas of their experience they would like to address. The student's advisors at the Lehigh County Coroner's Office & Forensics Center will also be completing evaluations of the intern, which will be sent back to the university, and to the student's academic advisor.

**The Office of the Coroner reserves the right to terminate the Internship/Intern at any time.**