



**Department of Health
& Human Services**
Medical Examiner

Office of the Medical Examiner

4451 South 2700 West, Taylorsville, UT 84129

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<https://ome.utah.gov>

Student Internship Program

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General Information

This is a volunteer position. It is unpaid and unbenefited. The Office of the Medical Examiner will accept ONE intern at a time. The desired volunteer is available Monday – Friday, or on a pre-set approved schedule. The office hours are from 7:00am – 3:00pm.

Objective

The objective of the Internship at the Office of the Medical Examiner is to expose students to Criminal Justice/Forensics in a real-world setting. It should give the intern an opportunity to see first-hand how a Medical Examiner's Office operates and assist them in making a career decision after the experience. The internship is the closest experience to actual employment within a Medical Examiner's Office that a student can experience. It will give the intern an opportunity to make a connection between theory and issues that they have studied in the classroom and the correlation to issues as they actually play out in the workplace.

Qualifications:

1. Must be 18 years or older

2. Students enrolled in a biology, health, science, criminal justice, or forensic science program at an undergraduate or graduate level desiring a “hands on” experience in the Office of the Medical Examiner
3. Must be available for a minimum of 16 hours a week
4. Assignments will vary, but will include a variety of work focusing on the operations of the Office of the Medical Examiner (OME):
 - a. Possible scene attendance with an investigator
 - b. Opportunity to view autopsies and learn morgue operations.
 - c. Opportunity for internship coordinator assigned research and writing projects.
 - d. Special projects as directed by the internship coordinator
5. Customer service skills

Who We Are:

The Office of the Medical Examiner (OME) was established in 1972 as a division of the Utah Department of Health. Our current location serves the entire state of Utah. The central office staff is composed of forensic pathologists, investigative staff, autopsy technicians and office support staff. Determining cause and manner of death for any death that falls within OME jurisdiction is one of the main roles of this office.

What We Offer:

1. Exposure to the operations of the OME
2. Hands-on training and experience with the OME
3. The opportunity for a valuable addition to your resume and potential job reference in the criminal justice/forensic science field
4. Credit for college classes

How to apply:

1. Review the qualifications for the internship program.
2. Complete the application form (enclosed) and mail to:

Utah State Office of the Medical Examiner

ATTN: **Shelby Petty**

4451 South 2700 West

Taylorsville, UT 84129

OR email: OMEinternship@utah.gov or Shelbypetty@utah.gov

3. Application Deadlines

- a. Spring Semester**

- i. Open Date: September 1st
 - ii. Submission Deadline: The second Friday in November (Application and resume must be submitted by this date.)

- b. Summer Semester**

- i. Open Date: January 1st
 - ii. Submission Deadline: The second Friday in March (Application and resume must be submitted by this date.)

- c. Fall Semester**

- i. Open Date: May 1st
 - ii. Submission Deadline: The second Friday in June (Application and resume must be submitted by this date.)

4. Once your application is received, it will be reviewed by a committee, and an interview will be granted based on qualifications. Interviews are anticipated to be scheduled approximately one week after submission deadline.

Expectations:

1. Regular attendance with a minimum of 16 hours a week. *If unable to work at the scheduled times, a phone call is expected prior to start time*
2. Good work ethics
3. Interest in the field and a desire to learn
4. Good customer service skills
5. Willingness to accept supervision and constructive feedback

Note: Your internship will be reviewed periodically. This will be done to ensure that we are meeting your goals, and you are meeting our expectations. We expect this internship to be treated with the same professionalism as a full-time career. If the internship should fail to reach either your goals or our expectations, the internship will cease.

Non-credited Intern Information

A “Non-credited” intern, meaning there are no school requirements needed in order to complete the internship. If the said intern is only interested for personal reasons, then the duration of the internship would last up to 200 hours. After 180 hours there will be a reevaluation period where the Intern Coordinator and Morgue Operations Manager will sit down with the intern to make sure the intern is meeting our standards along with the OME’s office meeting the intern’s needs. At that point the internship will either be continued or concluded.