## Important Information Regarding Volunteering or Interning at the STAFS Facility

#### Activities a volunteer/intern might engage in while working at STAFS

Primary responsibilities will be processing of skeletal remains and various research activities for the Southeast Texas Applied Forensic Science Facility including collection of data (field and laboratory), the cleaning, packaging and labeling of human remains as well as other duties associated with maintaining the skeletal collection. Other tasks are, but not limited to, assistance with general data entry or other tasks assigned by the supervisor.

**Required Documents to Volunteer or Intern (completed after acceptance)**

1. STAFS Confidentiality Form
2. STAFS Liability Form
3. STAFS Emergency Contact Form
4. STAFS HEP B Vaccination Form
5. National Safety Council’s (NSC) Bloodborne and Airborne Pathogens Online Training
6. Photo ID

**Frequently Asked Questions (FAQs)**

***Do you need to be a SHSU student?***

No, you do not have to be a SHSU student in order to volunteer with us. However, volunteers must be either students at a higher education institution (college, university, etc), or affiliated with an agency that is relevant to work at the STAFS Facility (police department, medical examiner’s office, etc).

***Do you need to be a forensic anthropology major to volunteer or intern?***

No, however experience in forensic or biological anthropology, osteology, or anatomy is beneficial. Related fields (Criminal Justice, Forensic Science, Biology, or Forensic Chemistry) will also be considered. The STAFS Facility suggests that all volunteers and interns familiarize themselves with the human skeleton prior to their start date.

***What types of jobs or tasks are available at STAFS?***

Tasks range from processing skeletal remains, body donation placements, assistance with research projects, bone labeling, collection upkeep, maintaining databases, filing, and data entry. Experience level and osteology skills are the major factor in determining your role with us.

***Are there other volunteering opportunities for non-physical anthropology students?***

Yes. Criminal Justice, Forensic Science, Biology, Photography, and Forensic Chemistry undergraduate and graduate students are eligible to apply. Applications are reviewed by the Director; however, opportunities are not guaranteed regardless of degree type.

***Where can I get the necessary vaccinations?***

Sam Houston students may contact the Student Health Center at Sam Houston State University. Immunizations are provided at a discounted rate. Hepatitis B series (3 shots), and the tetanus immunizations are available. Please call 936.294.1805 to confirm availability and make an appointment. (http://www.shsu.edu/~uhc\_www/immunizations.html) The Texas Department of Health also provide the immunizations for at a reduced cost. Call 1.888.456.7115 to make an appointment. Local doctors’ offices and some pharmacies may also provide these shots.

***Can I start processing before I get shots?***

Yes, but this is not recommended or preferred. You should at least start your Hep B series.

***What type of vaccination documentation is necessary?***

We do not require documentation of vaccinations, but we require you to complete the application form honestly. We will also have you complete the STAFS Hep B Vaccination Series Form, indicating if you have received or started your series.

***What is the NSC Bloodborne and Airborne Pathogens Training?***

STAFS requires all individuals working, volunteering, interning, or researching at the facility to complete the National Safety Council’s (NSC) Bloodborne and Airborne Pathogens Online Training course, and submit the certificate of completion to the STAFS Lab Manager. This course covers information regarding hazards associated with bloodborne and airborne pathogens, both of which you could be exposed to at the STAFS facility.

This training can be found at the following link: <https://www.nsc.org/safety-training/first-aid/online-training/bloodborne#:~:text=NSC%20Bloodborne%20%26%20Airborne%20Pathogens%20Online,completed%20in%20about%20two%20hours>.

***What types of risk may I be exposed to?***

STAFS can accept donations from those with some communicable or infectious diseases, which can pose a risk of bloodborne or airborne risk of transmission and infection. However, most volunteers and interns will be handling material that is of low risk for any biological agents. The most common risks include mishandling of sharp implements, pulled muscles, and tripping hazards.

***What is the purpose of the liability waiver?***

The liability waiver serves to inform the volunteer/intern of the risks involved in volunteering or interning for this type of research and to relinquish STAFS of any liability.

***What is the purpose of the confidentiality statement that all personnel must sign?***

The research conducted at the STAFS Facility is highly sensitive and requires strict confidentiality to maintain the integrity of not only STAFS but the donors and their families as well.

# STAFS Facility Volunteer/Internship Registration Form

*Please complete this application if you are interested in volunteering or interning at the STAFS Facility. Please note that all volunteering and internship opportunities are completed one semester at a time. Be sure to indicate which semester (i.e. Spring 2021) you wish to complete your volunteering or interning.*

**Purpose: Volunteer  Internship**

**Section 1- Individual Information**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | | | | |
| Requested Semester(s) |  | | | | | | | |
| Phone |  | | | | | | | |
| Institution/Agency |  | | | | | | | |
| Email |  | | | | | | | |
| Address |  | | | | | | | |
| Date of Birth |  | | | | Sex | | Male Female | |
| Major/Minor |  | | | | | | | |
| Status | Freshman | Sophomore | | Junior | | Senior | Graduate | Other |
| If OTHER, explain |  | | | | | | | |
| Started or Completed Hep B Vaccination Series? *(required)* | Yes  No | | Have you had a Tetanus (Td) shot within the past six (6) years? *(required)* | | | | Yes  No | |

**Section 2- Skills, Experience, & Expectations**

|  |
| --- |
| Have you volunteered, interned, or worked at the STAFS Facility before? If yes, explain. |
|  |
| Have you taken any forensic or biological anthropology, anatomy, or forensic science courses? If yes, explain. |
|  |
| List any skills you may have that are relevant to work completed at the STAFS Facility. |
|  |
| List any previous experience you may have that is relevant to work conducted at the STAFS facility. |
|  |
| What do you wish to accomplish at the STAFS Facility? Describe your goals and/or expectations. |
|  |

**Section 3 - Internship Requirements *(skip if your purpose is to volunteer)***

|  |  |
| --- | --- |
| Internship Advisor Name |  |
| Internship Advisor Institution/Agency |  |
| Internship Advisor Institutional/Agency Email |  |
| Will this internship be for course credit? If yes, how many, duration etc. |  |
| Required hours per week for internship |  |
| Is completion of a research project required for the internship? If yes, explain all requirements for the project. | |
|  | |

Section 4- Availability

*Indicate all days and times of your expected availability.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
| **8:00am** |  |  |  |  |  |
| **8:30am** |  |  |  |  |  |
| **9:00am** |  |  |  |  |  |
| **9:30am** |  |  |  |  |  |
| **10:00am** |  |  |  |  |  |
| **10:30am** |  |  |  |  |  |
| **11:00am** |  |  |  |  |  |
| **11:30am** |  |  |  |  |  |
| **12:00pm** |  |  |  |  |  |
| **12:30pm** |  |  |  |  |  |
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| **4:00pm** |  |  |  |  |  |
| **4:30pm** |  |  |  |  |  |
| **5:00pm** |  |  |  |  |  |

|  |  |
| --- | --- |
| Applicant Signature |  |
| Date |  |

**Thank you for completing this application! Please email all completed applications to the Haeli Kennedy, STAFS Lab Manager, at** [**stafs@shsu.edu**](mailto:stafs@shsu.edu) **to be considered. Please feel free to contact the STAFS Facility at 936-294-2310 or by email at** [**stafs@shsu.edu**](mailto:stafs@shsu.edu) **with any questions or concerns you may have regarding this process.**