

Salisbury Zoological Park

Internship Program

- The internship program is intended to provide individuals interested in careers within fields such as Wildlife Management, Zoological Park Management, Conservation, Veterinary Medicine, and Animal Husbandry with structured opportunities for related work experience. The program is focused upon, but not limited to, college-level individuals working within the structure of an academic program. Where possible the Zoo will collaborate with colleges and universities to provide internship opportunities that support academic endeavor and credit. The program is also intended to provide the Zoo with labor and work resources that further the institution's stated mission.
- Internships are offered for fall, spring and summer seasons.
 - Fall internship runs September through mid December.
 - Spring internship runs February through mid May.
 - Summer internship runs mid May through August.
- The internship program will have two elements
 - Work Experience
 - Academic Credit
- In both elements the intern will be assigned a full time staff member as a mentor
 - The mentor will be fully familiar with the internship requirements and will advocate on behalf of the intern to insure that the internship is successful.
 - The mentor will coach the intern individually to provide the best possible internship experience outcome. Coaching will include informing the intern of standard zoo practices and procedures.
 - The mentor will assist the intern in documenting and receiving approval of a revised internship plan.
 - The mentor will work with the intern to plan and record work hours performed. Any work performed must be consistent with a written and approved internship plan and requires the knowledge and approval of the mentor.
- Work Hours
 - Fall and spring interns should average a minimum of 15 hours per week.
 - A general shift will run four hours.
 - On any single occasion an intern may work more or less than a shift.
- Internship Plan
 - Internship candidates must be familiar with the requirements of the program. They will submit an internship plan proposal as part of their program application.
 - Following program acceptance and within the first week of the internship the Zoo intern will work with the assigned mentor to produce a revised internship plan.
 - The plan will specify:
 - A start and ending date for the internship.

- The desired work categories focus for the internship. These may include:
 - Education
 - Animal Husbandry
 - Marketing and Public Relations
 - Animal Health and Medicine
 - Zoo Business and Administration
 - The principle goals that the intern has for the internship experience
 - The positive assistance that the intern will provide to the Zoo as part of the internship.
 - A reasonably firm work schedule for the duration of the internship to include days and duration of work as well as the specific work area.
 - The specific measures, milestones, or outcomes that will be used to assess the success of the internship.
 - Appropriate contact information to assist in work scheduling and schedule verification
 - The internship plan requires the written approval of the Program Administrator (the Curator of Education) and the Director.
- Internship Program Application and Acceptance
 - The internship program will be administered by the Zoo's Curator of Education. All internships will be managed through this single mechanism.
 - Interested individuals will be required to gain familiarity with the requirements of the program and to submit a standardized application form.
 - Applications must be submitted at the designated time, based on the desired internship.
 - Interested individuals must include with the application materials a draft internship plan that demonstrates general familiarity with the Zoo's program and its requirements and must include sufficient detail to allow the Program Administrator to make an informed decision regarding the viability of the proposed internship.
 - Acceptance into the internship program is at the sole discretion of the Program Administrator-Curator of Education
 - Internship acceptance may include specific directions, questions, or general guidance that must be specifically addressed within the submission of the internship plan or revised internship plan.
 - Failure to submit and achieve approval of a revised internship plan will result in the termination of an internship.
- Work Experience Internship
 - An individual may perform multiple Work Experience internships. Each session will require a new application. The additional internships are subject to

acceptance by the Program Administrator and will be competitive with other applications received.

- The Zoo will not perform any qualitative assessment of an intern's performance. Internships that are fully completed will receive a letter acknowledging the dates of the internship.
 - Internships may be terminated at any time at the sole discretion of the Program Administrator. Causes for termination may include:
 - Failure to perform an adequate number of work units
 - Failure to follow standard Zoo practices including safety procedures
 - Failure to interact appropriately with Zoo guests
 - Failure to follow the guidance and instruction of the Mentor or other Zoo staff
 - The total number of active Work Experience internships at any given time will be at the sole discretion of the Program Administrator. Factors influencing that determination may include:
 - Number of appropriately experienced staff to act as mentors
 - Availability of appropriate work opportunities within the work category selected by the intern
 - Volume of other Zoo projects, activities, and events requiring the time and attention of Zoo staff.
- Academic Credit Internships
- Academic Credit Internships will be considered for students actively enrolled in an accredited institution of higher learning.
 - Application for such an internship will require the prior written approval of the student's college or university
 - The acquisition of such approval is fully the responsibility of the applicant
 - The internship application will include specific information about the academic credit requirements of the internship sufficient to allow the Program Administrator to assess the Zoo's capacity to respond.
 - The duration of the internship will generally follow the student's academic semester or quarter, but should fit within one of the intern opportunities offered.
 - Awarding of academic credit is solely at the discretion of the college or university.
 - Written assessments or other performance documentation will be performed by the Zoo when such requirements are clearly communicated prior to the acceptance of the internship.
 - It is exclusively the responsibility of the student to meet academic credit deadlines and requirements.

- Regardless of the student's agreements with a college or university an internship may be terminated at any time at the sole discretion of the Program Administrator. Causes for termination may include:
 - Failure to perform an adequate number of work units
 - Failure to follow standard Zoo practices including safety procedures
 - Failure to interact appropriately with Zoo guests
 - Failure to follow the guidance and instruction of the Mentor or other Zoo staff
- Where academic endeavor produces publishable data and outcomes the student will consult with the Zoo prior to publishing such material. As appropriate, credit will be given to the Zoo and its staff. Should the Zoo elect to use student generated data or outcomes in a publication it will similarly consult with the student and provide credit as appropriate.