

# Salisbury Zoological Park

## Internship Plan

- 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.
  - The plan will specify:
    - A start and ending date for the internship.
    - 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
  - 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.
  - Failure to submit and achieve approval of a revised internship plan will result in the termination of an 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 internship application will include specific and sufficient information about the academic credit requirements, if applicable, to allow the Program Administrator to assess the Zoo's capacity to respond.