TENNESSEE AQUARIUM HUSBANDRY INTERNSHIP

Application Deadlines:

Spring January 21

Summer April 13

Fall September 21

TENNESSEE AQUARIUM
Internship Requirements

Please submit the following information to be considered for an internship.

1.) Cover Letter

2.) Resume

3.) Unofficial school transcript

4.) Application

5.) Letter of reference from advisor or faculty member

<u>Internship guidelines for students:</u>

- Must have transportation
- Must make housing arrangements
- Must have a minimum 2.5 grade point average
- Preference to junior, senior or graduate students
- Preference given to students seeking internships for college credit and willing to work 20 hours per week. Hour requirements may vary based on intern activities.

Please return the completed application and ALL of the items listed above to:

Manager of Volunteer Services
Tennessee Aquarium
Volunteer Office
PO Box 10048
Chattanooga, Tennessee 37401-2048

TENNESSEE AQUARIUM
INTERNSHIP PROGRAM

Tennessee Aquarium Vision Statement

Inspire wonder and appreciation for the natural world

Mission Statement

The mission of the Tennessee Aquarium is to:

- Offer an enriching and enjoyable experience to a wide and diverse audience through:
  - -Healthy exhibits
  - -A healthy and dynamic living collection
  - -Engaging educational programs and activities
  - -Outstanding customer service
- Protect and restore wildlife through research and conservation initiatives
- Provide positive community leadership and economic impact

Core Values

- Customer Service-Exceed guests' expectations
- Efficiency-Optimum use of all resources
- Environmental Stewardship-Promote individual responsibility
- Quality-Excellence and continuous improvement in everything we do
- Respect-Always value each person

HUSBANDRY INTERNSHIP PROGRAM GUIDELINES

Aquarium's Responsibilities

- All interns will be assigned to a Tennessee Aquarium staff person for training and supervision.

- Aquarium supervisors will be responsible for scheduling workdays and hours according to the school's requirements for internship.

- Aquarium supervisors will be responsible for completing school reports / evaluations from the college. Supervisors will be available to discuss the interns progress and resolving questions and concerns.

- The Aquarium will make information regarding policies, procedures, rules and regulations available to the intern prior to the beginning of the internship.

- The Tennessee Aquarium Volunteer Office will coordinate the internship program. This office will maintain files on individual interns and be responsible for correspondence from the Aquarium to the school.

- Free parking will be made available for interns.

- The Tennessee Aquarium does not provide stipends or any other benefits during the course of the internship.

Intern's Responsibilities

- Interns are expected work the full amount of hours agreed upon. Interns are expected to contact your supervisor within 30 minutes of a scheduled start time if they must be absent or late. Repeated absenteeism or tardiness may lead to termination from the program.

- All interns are expected to conduct themselves in a safe and responsible manner. Please use good judgment and common sense in matters of safety, and observe all safety rules and policies posted in various areas.

- Personal use of telephones should be limited to emergencies and unusual circumstances. All personal calls should be brief. Cell phone must be kept on vibrate or off during work hours.

- Interns are expected to follow ALL Aquarium guidelines including the uniform dress code. Jewelry must be kept to a minimum and **visible body/facial piercing must be removed during work hours**. Visible tattoos should be covered.

- Identification badges and uniforms, if appropriate, must be worn at all times.

- Husbandry back-up and animal holding areas are off limits to interns not assigned to those areas *unless* they have received prior permission *or* are escorted by a member of the husbandry staff.

_____ _____

Date Intern Advisor

_____ _____

Date Intern

TENNESSEE AQUARIUM
P.O. Box 11048
Chattanooga, TN 37401-2048
(423) 785-3057

APPLICATION FOR HUSBANDRY INTERNSHIP

Application Date_____ **Applying for: Spring Summer Fall**

Name_____

Address_____

Home Phone ( ) _____Work Phone ( ) _____

Email _____ Cellular ( ) _____

Emergency Contact & Relationship _____

_____

School Information:

School _____

School Address_____

Department _____ Course of Study_____

Advisor _____Advisor's Phone _____

Internship Requirements:

How many hours are needed to fulfill internship requirements? _____

Does your school furnish all reports/evaluation tools? _____

Other special requirements _____

Where do you want to focus your internship experience?

_____ **Aquarist** _____ **Horticulture**

_____ **Herpetology** _____ **Laboratory Sciences**

_____ **Aviculture**

Application Researchers

Volunteer Applicant Release and Consent

The purpose of this release is to allow *Tennessee Aquarium/Imax 3D Theater* (referred to as "Company"), Application Researchers LLC, or their assigns, to obtain **pre-volunteer** or employment information which may include any lawful investigation of my educational background and criminal, driving, and employment histories, while maintaining compliance with all governmental laws.

I am aware I have the right to make a written request of Application Researchers, LLC, Post Office Box 11, Chattanooga, Tennessee 37401-0011, (423) 265-6035, to obtain additional information regarding the nature and scope of the background check.

If the Company considers the background checks unfavorable, I agree that the Company may deny me the assignment or discharge me from employment. I release the Company its officers, agents, and employees from all liability resulting from the collection, use. or disclosure of the information obtained during the above investigation.

I certify that the information contained within the volunteer/employment application is complete and true. I have read this release and consent, understand its terms, realize its significance, and sign it voluntarily.

I am willingly providing the following information necessary for the above investigation and understand that this information is being used for verification purposes only.

PLEASE PRINT

Applicant's Name-

First:_____Middle_____Last:_____

List any other names used (nicknames, maiden/Married Last Names):

_____

Date of Birth: _____-_____-_____ Social Security Number _____-_____-_____

In chronological order, list all cities/states in which you have resided in the last five years:

1_____

2_____

3_____

4_____

_____ **Date: _____-_____-_____**

Signature of applicant

Tennessee Aquarium Internship Contract

Date: _____ **Semester:** _____

Student Name: _____

Instructor/Faculty Coordinator: _____

Address: _____

_____

_____

Phone: _____ **E-Mail :**_____

Office Hours: _____

Internship Title: _____

Schedule: _____

Credit: Yes or No Hours: _____ per week Hours: _____ per semester

<u>To be completed by the student and the instructor</u>

1. What requirements does this student need to fulfill in order to receive credit from your university (i.e. research paper, journal, etc.)? Attach a separate page if necessary. Since many students are enrolled in an independent study class for his/her internship, it is very important that we know what you expect the student should accomplish during this period.

2. What approximate portion of the students overall course grade will the additional projects account for?

3. By what date do the above requirements need to be completed?

To be completed by the instructor

1. Does your University require specific performance evaluation forms? If so, please attach.
2. Deadline for completion of the student performance evaluations: _____
3. Should the performance evaluations be mailed to you or given to the student?
4. Would you like us to recommend a letter grade for the hands-on portion of this internship?
5. Any additional comments pertaining to your expectations for this student's internship experience are appreciated.

Please Sign & Date:

Faculty Coordinator _____ Date _____

Tennessee Aquarium Supervisor _____ Date _____

Student _____ Date _____

If you have any further questions about this internship please contact one of the following staff members:

Matt Hamilton—Assistant Curator of Fishes
(Aquarist and Laboratory Sciences Internships)
423-785-4034
clh@tnaqua.org

Kevin Calhoon—Assistant Curator of Forests
(Herpetology, Horticulture and Aviculture Internships)
423-785-4070
kac@tnaqua.org

Chris Bowman—Manager of Volunteer Services
423-785-3057
jmp@tnaqua.org