



## Moody Gardens® Fish Internship Application

Thank you for your interest in the Moody Gardens® South Pacific and Caribbean Fish Internship Program. Please note that this is an unpaid internship and housing/food/travel stipends are not provided. Interns must commit to a regular schedule (16-20hrs per week in the fall and spring) (20-40hrs per week in the summer) for a short-term period of at least 3 months.

### Application Schedule:

Spring Internship:	January-March Applications accepted until December 1 <sup>st</sup> . Start by January 15 <sup>th</sup>
Summer Internship:	June-August Applications accepted until May 1 <sup>st</sup> . Start by June 1 <sup>st</sup>
Fall Internship:	September-November Applications accepted until August 1 <sup>st</sup> Start by September 15 <sup>th</sup>

If accepted and wanting to dive, you must still meet all Moody Gardens® volunteer diver requirements in addition to the internship requirements. As the internship is unpaid, Moody Gardens® does not provide any medical coverage for on or off the job injuries or incidents.

Thomas Heathman  
Volunteer Coordinator

# Moody Gardens®

## Internship Application Information

To apply for an internship within the South Pacific and Caribbean section at Moody Gardens® you must:

1. Be currently enrolled as a sophomore or higher in an accredited college or university.
2. Have a minimum of one year of course work in a major field of study to be applied during the internship.
3. Be receiving course credit for the internship.
4. Must have a minimum 2.0 GPA at the time of internship.
5. Submit an application.
6. Submit a cover letter.
7. Submit a resume.
8. Submit answers to the application questions.
9. Submit an unofficial or official copy of your current transcripts.
10. Submit two letters of recommendations (one must be from an academic advisor or professor).
11. Submit a letter from your course professor stating the course for which the internship will credit along with his/hers contact information.
12. Undergo a phone or on-site interview based off current geographic location.
13. Commit to 16-20 hours a week for 12 weeks for the fall or spring internship program and a 20-40 hours a week for 10 weeks during the summer internship.
14. Must be able to pass a background check.
15. Meet expectations as outlined under 'Internship Expectations'

Please mail or e-mail completed application materials to:

Thomas Heathman  
Moody Gardens-Volunteer Coordinator  
One Hope Boulevard  
Galveston, TX 77554

[AVolunteer@moodygardens.org](mailto:AVolunteer@moodygardens.org)

Please note: Incomplete application packets will not be considered. Letters of recommendation may be sent separately.

# Moody Gardens®

## South Pacific and Caribbean Fish Internship

### Goal of Internship:

The goal of the Moody Gardens Internship experience is to support Aquarium departments and provide pre-professional, experiential learning opportunities for individuals who volunteer their time working towards Moody Gardens mission: *a public, non-profit education destination utilizing nature in the advancement of rehabilitation, conservation, recreation, and research.*

### Intern Benefits:

- Learn daily husbandry and maintenance routines including performing daily water chemistry.
- Learn basic life support systems for small and large aquariums.
- Become familiar with each of the zoogeographic aquarium zones.
- Learn proper food preparation techniques and understand system diets.
- Learn common and scientific names of fishes and invertebrates in the aquarium.
- Work closely with aquarium biologists and interact with guests.
- Moody Gardens Annual Pass after completion of internship.

### Intern Expectations/ Responsibilities:

- Must be on-time!
- Work 16-20 hours a week for at least 12 weeks in fall/spring semesters and 20-40 hours a week for 10 weeks in summer semester.
- Set schedule prior to the start of the internship with morning shifts running from 8:00am to 12:00pm and afternoon shifts running from 12:00pm to 4:00pm.
- Capability of lifting a minimum of 50 pounds, climbing ladders, stairs, and work around saltwater.
- Limited animal handling. No petting or playing with any of the animals is allowed! Work Safety!
- Interactions with Moody Gardens® visitors. Be prepared to answer questions from the public.
- Must pass an oral mid-term exam.
- Must attend five one-hour long continuing education class sessions.
- Must do a project approved by staff.
- Must turn in a Daily Log of experience.
- Must present project findings to staff and volunteers in a formal poster presentation format.
- Must complete a proctored written final exam with up to two and half hours to finish exam.
- Be prepared to work in all weather conditions.

### Intern Dress:

- An Intern uniform shirt and nametag will be provided.
- Wear khaki pants or shorts (no shorter than an inch above the knee, no capris or cargos allowed) and comfortable brown, black or white close toed shoes provided by the intern.
- A black or brown belt must be worn.
- All clothing must be presentable with no holes or rips.

**Moody Gardens®**  
**South Pacific and Caribbean Fish Internship Application**

Name \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_ Primary Phone \_\_\_\_\_

College/University Attending \_\_\_\_\_

City/State \_\_\_\_\_ Anticipated Graduation date \_\_\_\_\_

Major Field of study \_\_\_\_\_

Name of Professor sponsoring Internship \_\_\_\_\_

Email Address & Primary Phone of Professor \_\_\_\_\_

Please list any previous intern experience \_\_\_\_\_

---

---

---

Where did you learn about the internship program? \_\_\_\_\_

Courses and experience applicable to this internship \_\_\_\_\_

---

---

Have you ever interned, volunteered or worked for Moody Gardens® before? \_\_\_\_\_

If yes, when? \_\_\_\_\_

Which internship semester are you applying for:      Fall                  Spring                  Summer

Dates available: \_\_\_\_\_

Please list any special requirements your school may have: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Emergency contact information**

Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

Alternate Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

**PLEASE READ THIS STATEMENT CAREFULLY!**

I hereby affirm that the information given by me on this application is complete and accurate. I understand that any falsification or omission will be immediate grounds for dismissal from the Intern Program. I authorize a thorough investigation to be made concerning my character; general reputation, employment and education background and criminal record whichever may be applicable. I understand what this investigation may include and I hereby authorize the release of documents, and personal interviews with third parties, such as prior employers, family members, business associates, financial sources, friends, neighbors or others with whom I am acquainted.

I also acknowledge that due to the ongoing COVID-19 global health crisis, the requirements and procedures of this internship are subject to change. I hereby affirm that during the course of this internship I will comply with all health and safety guidelines as required by both Moody Gardens and any government ordinances. Failure to do so may result in disciplinary action up to and including dismissal from the program and a failing grade being reported.

Internship Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Thomas Heathman  
Volunteer Coordinator  
Moody Gardens  
One Hope Boulevard  
Galveston, TX 77554

(409) 683-4108  
fax (409) 683-4929  
AVolunteer@moodygardens.org

For office use only:	
Date Received: _____	
Interview date and time: _____	
Accepted: _____	
Start date: _____	End date: _____
Orientation _____	Uniform and nametag _____

## **Moody Gardens®**

### **South Pacific and Caribbean Fish Internship Short Essay Questions**

1. Briefly describe your long-and short-term goals and where you see yourself 5 years from now.

2. Discuss a special attribute or accomplishment that sets you apart.