



Moody Gardens® Quarantine Internship Application

Thank you for your interest in the Moody Gardens® Quarantine 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) (20-40 hrs 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 st . Start by January 15 th
Summer Internship:	June-August Applications accepted until May 1 st . Start by June 1 st
Fall Internship:	October/November/December Applications accepted until September 1 st Start by September 15 th

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

Karen Holcroft
Veterinary Technician

Moody Gardens®

Internship Application Information

To apply for an internship within the Quarantine 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 course of 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. Complete and pass a swim test if selected.
15. Must be able to pass a background check.
16. 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

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

Moody Gardens®

Quarantine 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.*

Internship Benefits:

- Learn daily husbandry and maintenance routines including performing daily water chemistry.
- Learn basic life support systems for quarantine aquariums.
- Learn proper food preparation techniques and understand system diets.
- Learn the use of the HACH spectrophotometer.
- Assist with disease diagnosis and treatments.
- Work closely with aquarium biologists and interact with guests.
- Moody Gardens Annual Pass after completion of Internship.

Internship 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 walk around saltwater.
- Limited animal handling. No petting or playing with any of the animals is allowed! Work Safely!
- 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.

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 shoes provided by the intern.
- A black or brown belt must be worn.
- All clothing must be presentable with no holes or rips.

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Quarantine 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 _____

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Quarantine 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.