

Dolphin Research Center

Training Institute

58901 Overseas Highway
Grassy Key, FL 33050
(305) 289-1121 ext. 215 DRCTI@dolphins.org



2017-2018 Institutional Catalog (Volume V)



TABLE OF CONTENTS

HISTORY.....	5
MISSION.....	6
PHILOSOPHY.....	6
DOLPHIN RESEARCH CENTER ANIMALS.....	7
OWNERSHIP.....	7
GOVERNING BODY.....	7
Board of Directors.....	7
Executive Management Team.....	7
Program Advisory Committee.....	8
FACULTY AND ADMINISTRATION.....	8
DESCRIPTION OF FACILITY.....	10
POLICY STATEMENT.....	11
REASONABLE ACCOMODATION.....	12
GENERAL STUDENT PERFORMANCE STANDARDS.....	12
Attendance.....	12
Communication.....	12
Critical/Analytical Thinking.....	12
Interpersonal Skills.....	12
Personal Integrity.....	12
Problem Solving.....	13
RULES OF CONDUCT.....	13
SEXUAL HARRASSMENT POLICY.....	14
ETHICAL ISSUES.....	15
ACADEMIC CALENDAR.....	16
COURSE NUMBERING SYSTEM.....	17
CREDIT HOUR SYSTEM.....	17
OCCUPATIONAL ASSOCIATES: MARINE MAMMAL BEHAVIOR, CARE AND TRAINING PROGRAM.....	18
Program Purpose.....	18
Admissions and Prequalifying Requirements.....	18

Dolphin Research Center Training Institute | Institutional Catalog 2017-2018 | Effective Date 12/1/2016

Verification of Ability to Meet Program Specific Requirements & Performance Standard.....	20
Program Specific Requirements.....	20
Program Specific Performance Standards.....	20
Travel Expectations.....	21
Course Listing.....	21
Course Descriptions.....	22
Program Tuition and Fees.....	26
Payment Schedule.....	26
CANCELLATION AND REFUND POLICY.....	27
ADMISSIONS.....	27
APPLICATION REQUIREMENTS.....	28
TRANSFER OF CREDITS.....	29
GRADING OF CREDIT FOR PRIOR LEARNING.....	29
GRADING.....	30
CRITERIA FOR PROGRAM PROGRESSION.....	30
GRADUATION REQUIREMENTS.....	31
CERTIFICATION OF PROGRAM COMPLETION.....	31
HOURS OF OPERATION.....	31
EMERGENCIES.....	31
STUDENT SERVICES.....	32
Financial Aid.....	32
Housing and Transportation.....	33
Library.....	33
Study Areas.....	33
Career and Academic Counseling Services.....	33
Transcripts/Student Records.....	34
Student Placement.....	34
GENERAL RULES AND REGULATIONS.....	34
Communication with DRC Visitors, Members, Students.....	34

Classroom/Lab Environment.....	35
Course Assignments.....	35
Attendance/Schedule.....	35
Tardiness/Absenteeism.....	35
Make up Work.....	36
Probation.....	36
Anti-Hazing Policy.....	36
Student Complaints Procedure.....	36
Interruptions in Training/Termination.....	37
Leave of Absence.....	37
Re-entry.....	37
Health.....	37
Pregnancy.....	37
Smoking.....	38
Meals.....	38
Parking.....	38
Part-time Work.....	38
Telephone.....	38
Postal Service.....	39
Computers.....	39
Internet.....	40
Cell Phones.....	40
Photographs/Images.....	40
Confidentiality.....	41
DRCTI/DRC Equipment.....	42
Dress Code.....	42
LIST OF RESOURCES, TEXTBOOKS AND EQUIPMENT.....	44
COMMISSION OF INDEPENDENT EDUCATION STATEMENT.....	50
DISCLAIMER.....	50

HISTORY

The Dolphin Research Center Training Institute (DRCTI) is legally owned and operated by Dolphin Research Center (DRC). DRC is a not for profit corporation registered with the Florida Department of State Division of Corporations. The Dolphin Research Center Training Institute was established by DRC in 2012. DRC and its precursors have operated continuously at the same site on Grassy Key since 1958. The first facility was founded as **Santini's Porpoise School** by *Milton Santini*, an early pioneer in dolphin collection, husbandry, and training. One of Santini's most astute dolphins, *Mitzi*, starred in the original pilot movie *Flipper*, and her final resting place and monument can be seen here on the property. The progeny of Santini's original colony have produced generations of Grassy Key dolphins.

In 1971, Santini sold out to an entertainment conglomerate, Wometco, which operated the facility until 1977 as a dolphin show known as **Flipper's Sea School**. Flipper's was purchased in 1977 by *Jean Paul Fortom-Gouin*, a well-recognized whale conservation activist who closed **Flipper's** to the public and concentrated on various types of research. His goal was to prove that dolphins are highly intelligent, an argument to convince the world to stop hunting whales. Renamed the **Institute for Delphinid Research**, the facility conducted research on dolphins' language and reasoning abilities, and learned that dolphins are capable of understanding simple vocabulary and syntax, the essence of language.

In 1983, the International Whaling Commission adopted a voluntary whaling moratorium. The owner's goal achieved, he no longer needed a research facility. He gave the business and the dolphins, along with all the debts, to his then general manager and head trainer, Jayne and Mandy Rodriguez, to run on their own. In 1984, they formed the not-for-profit Dolphin Research Center and set as its goals the establishment of a unique educational and research facility.

The Dolphin Research Center family was built as a promise to the dolphins that live here to always provide them with a secure and loving home. The ability to make this commitment was threatened when, in January of 1990, the landlord suddenly decided to sell his property here on Grassy Key. Against all odds, we mustered the funds for a down payment and bought the land. In the spring of 1994, due to the contributions of many supporters, the original mortgage was paid off and the dolphins assured of a secure home. Early in 1995, and again in 2011, we purchased additional bordering property to enable continued expansion.

The property on Grassy Key that houses Dolphin Research Center consists of five acres of land and water with frontage on both US 1 and the Gulf of Mexico. Our dolphin and sea lion family lives in ninety thousand square feet of seawater lagoons with only low fences separating them from the open waters of the Gulf of Mexico. The lagoons were blasted out of the coral rock bottom by Mr. Santini in the 1950s and range from four to thirty feet in depth, with an average depth of fifteen feet. Natural tidal flow flushes them daily. These pools represent an irreplaceable asset, as the alteration of the coastline is severely restricted today by environmental concerns. The fences surrounding the pools protect the dolphins from large predators and the curious public, while admitting a variety of local marine life. A causeway wide enough to accommodate service vehicles bisects the dolphin area and two wooden boardwalks allow access to feeding docks in the various lagoons. This physical arrangement offers remarkable flexibility. The dry land portion of the property contains twelve structures which house administrative, animal care and training, medical, education offices, an environmental gift shop, food preparation and storage areas, information technologies hub, classrooms, library, student residence, and residence for the property caretaker.

As Dolphin Research Center, we are a not-for-profit, publicly funded center that does not capture dolphins from the wild. The dolphins and California sea lions presently living at DRC provide a range of personalities and backgrounds. Some were born here; others came to DRC from other facilities for various reasons. The public is invited to meet them all and learn each one's story.

MISSION

The DRCTI's mission is to provide exemplary, hands on professional preparation for individuals planning a career with marine mammals. Further, the DRCTI strives to instill in its students an understanding of animal behavior, care, research and management that will positively benefit all aspects of the lives of marine mammals in human care settings and in the wild. Additionally, the DRCTI endeavors to provide students with a broader understanding of the necessity of employing and teaching good environmental stewardship practices to make a positive conservation impact on marine mammal species everywhere.

The Dolphin Research Center Training Institute (DRCTI) is a branch of Dolphin Research Center (DRC), a not-for-profit organization with goals to promote peaceful coexistence, cooperation and communication between marine mammals and humans and the environment we share through research and education. The health and well-being of DRC's dolphins holds absolute precedence over all other interests. DRC will undertake no program or activity that compromises this basic commitment.

PHILOSOPHY

It has been DRC's basic belief right from the beginning that people make the difference, and that outstanding individual performance and effectiveness by faculty, staff, students and volunteers is imperative to achieving its success in:

- Fulfilling its mission of first and foremost providing the very best care humanly possible to the animals that call DRC home.
- Educating and actively participating in efforts that promote the preservation of marine mammals and their environment; and,
- Meeting its short and long-term strategic goals.

In turn, DRC knows it must continue its commitment to its faculty, staff, students, and volunteers. DRC continues to develop and nourish an overall culture where the qualities of caring, commitment, creativity, and teamwork, coupled with excellence in all we do and open communication across all levels of the organization, are the norm.

DOLPHIN RESEARCH CENTER'S ANIMALS

DRC's animals represent the cornerstone of its mission and purpose. Each and every one of our business decisions and actions take into consideration the well-being of our animal family. Each DRCTI student and DRC employee has an obligation, regardless of their position, to DRC's animals. Every student and employee is held accountable for carrying out their responsibilities with this in mind. Any DRCTI student or DRC employee whose conduct or actions are inconsistent with this policy statement will be immediately terminated from enrollment or employment.

OWNERSHIP

The Dolphin Research Center Training Institute is owned and operated by Dolphin Research Center, Inc., a Florida Corporation operating by the by-laws of the State of Florida.

GOVERNING BODY

The governing body of the school operates from the administrative office located at Dolphin Research Center, 58901 Overseas Highway, Grassy Key, Florida, 33050. Phone: (305) 289-1121.

Board of Directors

Dolphin Research Center and the Dolphin Research Center Training Institute are led by a volunteer Board of Directors as well as an executive management team. The Board and executives meet in person several times a year to address not only the current needs of DRC, but also to formulate strategic planning for the years to come. In between meetings, they are in frequent contact with each other on a wide variety of matters that are important to the continued success and growth of the organization.

Board of Directors

Joanne Zimmerman, Chairperson of the Board
Celie Florence
Rhoda Stevenson, DVM
Stan Wattles
Kimberly Perron
Susan Lindley

Executive Management Team

The Executive Management Team discusses and strategizes on all matters concerning DRC/DRCTI operations, programs, animals and personnel. Collectively, and correctly, referred to as the Steering Committee, our leaders guide us through all manner of situations, challenges, and opportunities.

Executive Management Team

Rita Irwin, President and CEO
Armando "Mandy" Rodriguez, Co-Founder, Chief Operating Officer
Linda Erb, Vice-President of Animal Care and Training/ Director DRCTI
Kathy Roberts, Vice-President of Corporate Communications and Special Projects
Margaret "Peggy" McGill, Vice-President of Finance and Administration

The Program Advisory Committee

The Program Advisory Committee directs and reviews all matters concerning DRCTI programming and its commitment to the students.

Program Advisory Committee

Barbara Wright, BA in Education, University of Toledo, MA Curriculum & Supervision, Ohio State University Educational Leadership, Florida International University Community Member, Curriculum Specialist

Kevin Roberts, 30+ years in Marine Mammal Field, Currently the Curator of Marine Mammals at Marineland in Clearwater, FL and Chair of the Animal Management Committee for the AMMPA

Jim Alexander, 55+ years in the Zoological Field, Retired from St Louis Zoo in 2004 and Retired from Disney's Animal Kingdom in 2014. Still active in avocation of animal care and training

Melissa Nelson, 15+ years working with Marine and Land Mammals as well as other residents of the Bronx Zoo, currently is the Assistant Curator of Behavioral Husbandry at the Bronx Zoo/Wildlife Conservation Society.

Michelle Samm, 24+ years working with Marine Mammals, Currently at Discovery Cove (Sea World) Orlando as Supervisor of Animal Training

Rita Irwin, President and CEO DRC

Armando "Mandy" Rodriguez, Co-Founder, Chief Operating Officer DRC

Linda Erb, Vice-President of Animal Care and Training; Director DRCTI

Jamie Stevens, Assistant Director DRCTI

Loriel Keaton, Director of Animal Care and Training DRC

Deborah Huckabee, Licensing and Accreditation DRCTI

Maria Covelli, DRCTI Registration and Enrollment Coordinator

FACULTY AND ADMINISTRATION

All DRCTI program instructors have extensive experience in various aspects of marine mammal biology, behavior, care, training and research. They are continually updated and current on new knowledge, techniques and technology related to their field.

**Marine Mammal Experience refers to direct hands on experience in marine mammal care, training, and research.*

FACULTY MEMBER	COURSE(S) TAUGHT	DIPLOMAS HELD & AWARDED INSTITUTION
Noelle Belden	ANRES001, ANRES001L, ANSC002, EDCU001, EDUC001L	BS/Psychology, Rollins College, FL *7 years Marine Mammal Experience
Marie Blanton	PHYAPT001L	BS/Zoology, North Carolina State Univ, NC *4 years Marine Mammal Experience
Sarah Brignac	ANHC001L, ANHC003, ANHC006	BS/Psychology, Univ. Louisiana, LA *11 Years Marine Mammal Experience
Pat Clough	ANHC002	MA/Teaching, Rhode Island College, RI BS/Animal Science & Zoology, Univ. New Hampshire, NH *22 Years Marine Mammal Experience

Courtney Coburn	ANSC004, EDUC001, EDUC001L	BA/Biology, Marine Science, Wittenberg Univ, Springfield OH *6 years Marine Mammal Experience
Linda Erb	ANBT001, ANBT002	*36 Years Marine Mammal Experience H.S. Diploma/Key West H.S.
Emily Guarino	ANRES001, ANRES001L	BS/Environmental Policy and Wildlife Science, Unity College, ME *11 Years Marine Mammal Experience
Rita Irwin	OCCU001	BA/Technical Theater, SUNY at Oswego, NY 23 Years at Dolphin Research Center Chief Operating Officer Dolphin Research Center
Loriel Keaton	ANBT002, ANBT005, ANHC002	BS/Marine Biology, Univ North Carolina Wilmington, NC *13 Years Marine Mammal Experience
Tanya Manchester	ANHC002L	BS/Wildlife Biology, Colorado State, Univ., CO *5 years at DRC
Catalina Ramirez	PHYAPT001L	B.S. Zoology; A.S. Marine Mammal Behavior Care and Training *2.5 years
Hannah Salomons	ANSC001, ANSC003	BA/Neuroscience & Behavior, Columbia Univ., NY. Master of Research degree in Marine Mammal Science, University of St Andrews in Scotland *5 years Marine Mammal Experience
Jamie Stevens	ANBT003, ANBT003L1, ANBT003L2, ANBT006, ANBT006L, ANHC003, ANHC005, ANHC005L, OCCU001, INTRO001	MS/Certificate in Coastal Zone Management, Nova Southeastern Univ., FL BS/ Biology, Univ. South Florida, FL *8 years Marine Mammal Experience *2 years teaching Experience
Erica Wisnewski	ANBT001, ANBT001L1, ANBT001L2, ANBT004, ANBT004L, ANSC004, PHYAPT001L	BA Education/English, Monmouth Univ, NJ Animal Training Cert, Animal Behavior Institute, FL *5 years Marine Mammal Experience

ADMINISTRATION	POSITION HELD	DIPLOMAS HELD & AWARDED INSTITUTION
Linda Erb	Director DRCTI	*36 Years Marine Mammal Experience H.S. Diploma/Key West H.S.
Jamie Stevens	Assistant Director DRCTI	MS/Certificate in Coastal Zone Management, Nova Southeastern Univ., FL BS/ Biology, Univ. South Florida, FL *8 years Marine Mammal Experience *2 years teaching Experience
Rita Irwin	President, CEO	BA/Technical Theater, SUNY at Oswego, NY 22 Years at Dolphin Research Center currently President and Chief Operating Officer
Armando "Mandy" Rodriguez	Chief Operating Officer Dolphin Research Center	*44 Years of Marine Mammal Experience Co-Founder of Dolphin Research Center Sonny Allen Professional Achievement Award, International Marine Animal Trainer's Association Manatee Conservation Award, U.S. Fish & Wildlife Service Wyland Lifetime Achievement Award for Animal Rescue, Wyland Foundation
Kathy Roberts	Vice President of Corporate Communications	BA/Communications, Eckerd College, FL *30 Years Marine Mammal Experience
Margaret R. McGill	Vice President of Finance	BA/Business, Texas Tech Univ., TX
Maria Covelli	Registration and Enrollment Coordinator	20 years Executive Administration HS Diploma/Lehman Catholic HS, Sidney, OH

Kim Browne	Curriculum Specialist	BA Arts Radio, Univ of Central FL M.Ed Science Ed, Univ of Central FL *13 years Educational Experience/*5 Years Zoological Experience
Deborah Huckabee	Licensing & Accreditation	BS/Business Administration & Management, Rollins College, FL AA Early Childhood Education, Valencia Community College, FL
Jesse Fox	Director of Information Technologies	17 Years Information Technology experience H.S. Diploma/Barron Collier High School, FL
Sheri Pieloch	Director of Student Affairs	BS Special Education, University of South Florida / MS Teaching and Learning NOVA SE University *13 years Education experience
Mary Stella	Director of Media and Marketing	BA/English, Monmouth Univ. NJ
Jeanne Welever	Director of Human Resources	BA Marketing; Western WA University
Beth Pinkus	Librarian of the Dolphin Research Center Training Institute	MA/Library Science, University of South Florida, Tampa, FL

DESCRIPTION OF FACILITY

The Dolphin Research Center Training Institute utilizes most of the property which makes up Dolphin Research Center on Grassy Key, Florida. It is situated in Monroe County at 58901 Overseas Highway, Grassy Key, Florida, 33050. Phone: (305) 289-1121.

Caretaker's Building

- Visual Communications
- Medical Offices/Lab
- Caretaker's Residence

Animal Care and Habitat Building

- Animal Care and Habitat Department

Administration Building

- Guest Services
- Finance
- Human Resources
- Alumni, Development and Membership

Volunteer/ Intern Resources Building

- Volunteer Intern Office/Administration
- DRCTI Meeting Room 3

Bayside Building

- Executive Offices/Administration
- Behavioral & Cognitive Research Offices/Administration
- Department of Media and Marketing
- Special Needs Department

Information Technology Building

- IT Offices/Administration

Dolphin Research Center Training Institute | Institutional Catalog 2017-2018 | Effective Date 12/1/2016

Animal Care and Training Building

- Animal Care and Training Offices

Animal Husbandry Preparation Lab

- Fish House, Diet Prep

Sanger Family Hall

- DRC Education Offices/Administration
- DRCTI Offices/Administration
- DRCTI Library
- DRCTI Meeting Room 1
- DRCTI Meeting Room 2/DolphinLab

Dolphin Theater

- DRCTI Meeting Room 4

DRC Programs Student Dormitory

- Programs Classroom/DRCTI Classroom 5
- DRC Summer Programs Student Residence

DRCTI Student Residence

- DRCTI Student Residence
- DRCTI Study Room

There are a total of five (5) indoor classrooms for lectures and visual aids. Students also have access to a study room equipped with desks and internet service at the DRCTI student residence which is located on campus. A large portion of hands on instruction will be conducted around the many lagoon structures that house DRC's marine mammal family as well as staging areas for their care. In addition, the campus includes eleven (11) restrooms, of which three are handicap accessible.

POLICY STATEMENT

DRCTI/DRC reserves the right to interpret, change, or rescind these policies in whole or in part with or without notice at any time. DRCTI/DRC reserves all the rights, powers, and authority to determine the qualifications of students with regard to DRCTI programs; the right to determine methods of performing work; and the right to prescribe reasonable rules and regulations and to change such rules and regulations. DRCTI/DRC also retains the right to exercise management judgment at its sole and absolute discretion as it determines conditions and/or circumstances warrant. This Catalog provides current policy and procedure statements in a summary format as well as information that affects all students. Students are required to read this Catalog and reflect on the meaning and intent of its contents as they carry out their academic responsibilities within the scope of the program enrolled.

REASONABLE ACCOMMODATION

In compliance with the 1990 Americans with Disabilities Act, the DRCTI does not discriminate against qualified applicants with disabilities. The performance standards, reflected in all programs' objectives, are to assist each applicant in determining eligibility and the need for accommodations or modifications. The DRCTI Faculty in conjunction with the Dolphin Research Center Training Institute and Dolphin Research Center animal facilities will determine, on a case by case basis, whether the necessary accommodations or modifications can reasonably be made. DRC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

GENERAL STUDENT PERFORMANCE STANDARDS

Attendance – all students must meet attendance requirements as defined by program policy or guidelines. Absences must be planned and coordinated in advance with the program director. Programming extends 11 hours a day, 5 days a week, not including study time. As this program includes participation in the operation of a marine mammal facility open to the public, students are expected to work holidays and weekends. Due to the nature of a facility caring for live animals, students are expected to be on call for the entire duration of the program. Strict attendance is required of all students. Animals in human care depend upon their caretakers to meet all of their needs. Caring for animals requires a high degree of commitment and responsibility. For this reason, excessive tardiness and absence from responsibilities and lecture/coursework of the program are not tolerated. Unexpected events sometimes occur with little prior notice so students must be flexible.

Communication – ability to communicate effectively, meet the unique needs of different audiences, absorb new information without difficulty, speak and write clearly, concisely and coherently, express information accurately and in an organized manner, listen to all of the information given and listen respectfully to others' opinions, keep the appropriate people properly informed, use the appropriate communications channels.

Critical /Analytical Thinking– the ability to exercise sound judgment, prioritize, understand critical issues in complex situations, know how much analysis is needed to move ahead, assess risks and rewards with a minimum of data and know what data is missing and how to get it, gather facts *before* making decisions and taking actions rather than acting on assumptions.

Interpersonal Skills - the ability to interact with individuals and groups of various ages with diverse social, emotional, cultural, and intellectual backgrounds, facilitate cooperation to implement/adhere to college and program policies, actively seek to establish and maintain relations with individuals at all levels, cooperate readily with others and elicit cooperation to achieve goals, modify personal behavior to adapt to the requirements of the people and program involved, function effectively under stressful conditions and deal positively and confidently with unexpected events.

Personal Integrity – honesty, the ability to maintain confidentiality, earn the respect and confidence of others, portray a positive role model for others, accept responsibility for negative results, maintain an open mind and deal productively with differing opinions, treat all others with appreciation, respect and courtesy, adhere to organization policies, procedures, and guidelines.

Problem Solving – the ability to use appropriate conflict-resolution techniques and confront difficult tasks effectively. Seeking reasonable and mutually beneficial agreements/solutions to solve problems/achieve goals/directives.

RULES OF CONDUCT

The high level of commitment and the responsibilities of the DRCTI Associates program require a strong work ethic and team playing skills. Marine mammals can be potentially dangerous. ALL safety rules and protocols are non-negotiable. Self-discipline, self-motivation, communication and teamwork are essential. Students are not permitted to handle or interact with any of the animals unless specified by a DRCTI/DRC staff supervisor. Adherence to all rules set forth in the program is absolute. If a student fails to adhere to said rules, DRCTI may release the student without refund or certificate/degree.

General Behavior in the workplace: It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct, and thus this list is not exhaustive:

- Excessive tardiness, absenteeism, or any absence without notice
- Falsification of DRCTI/DRC records including time-keeping and regulatory compliance records
- Fighting or threatening violence on campus or on DRC grounds
- Insubordination or other disrespectful conduct
- Loud or disruptive activity in the workplace
- Negligence or improper conduct that might lead to harm of DRC animals or damage of employer-owned or customer-owned property
- Possession of dangerous or unauthorized materials, such as explosives or firearms, on campus or on DRC grounds
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs on campus or on DRC grounds, while on duty, or while operating DRCTI/DRC-owned vehicles or equipment
- Sexual or other unlawful or unwelcome harassment
- Smoking in prohibited areas
- Theft or inappropriate removal or possession of property
- Unauthorized absence from program responsibilities or work station during the workday
- Unauthorized disclosure of business “secrets” or confidential information
- Unauthorized use of telephones, mail system, copiers, fax machines, computers, computer software, or other DRCTI/DRC-owned equipment
- Unsatisfactory performance or conduct
- Violation of DRCTI/DRC policies
- Violation of any DRCTI/DRC rules including, without limitation, ethical rules and policies governing safety and health
- Working under the influence of alcohol or illegal drugs
- Anything else DRCTI/DRC, in its sole discretion, determines to constitute a basis for termination with or without cause.

SEXUAL HARASSMENT POLICY

DRC is committed to providing an academic and work environment free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. DRC will not tolerate offensive or otherwise inappropriate actions, words, jokes, or comments based on sex, race, color, religion, national origin, age, marital status, disability, status as a veteran, sexual preference, or any other legally protected group of individuals.

If an employee or student of DRCTI/DRC experiences or witnesses sexual or other unlawful harassment in the workplace, they should report it immediately to their instructor, supervisor, Department Head or Human Resources. If the instructor, supervisor or Department Head is unavailable or the employee believes it would be inappropriate to contact that person, the employee should promptly discuss it with one of the DRCTI Executive Directors or directly with the President/CEO of DRCTI/DRC. Any student or employee can raise concerns and make reports without fear of reprisal or retaliation.

Any instructor, supervisor or member of management who becomes aware of possible sexual or other unlawful harassment must immediately advise a one of the DRCTI Executive Directors or the President/CEO of DRCTI/DRC so it can be investigated in a timely and confidential manner.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature directed towards a person(s). This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances
- Offering academic incentives or employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of academic enrollment or employment; (2) submission or rejection of the conduct is used as a basis for making academic progress or employment decisions; or, (3) the conduct has the purpose or effect of interfering with academic or work performance or creating an intimidating, hostile, or offensive academic or work environment.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, the student or employee's confidentiality and that of any witnesses and the alleged harasser will be protected

against unnecessary disclosure. When the investigation is completed, the student or employee reporting any such allegations will be informed of the outcome of the investigation.

DRC prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy.

STUDENTS OR EMPLOYEES WHO HAVE EXPERIENCED CONDUCT THEY BELIEVE IS CONTRARY TO THIS POLICY HAVE AN OBLIGATION TO TAKE ADVANTAGE OF THIS COMPLAINT PROCEDURE. A student or employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action within the time frames established under Title VII or local laws or ordinances.

ETHICAL ISSUES

DRCTI/DRC is committed to high standards of ethical, moral and legal academic and business conduct. This policy is established to ensure that students, employees and other key individuals can in good faith report suspicions, concerns, or evidence of illegal, unethical or other inappropriate activity (hereafter referred to as "violation") without fear of retaliation. This policy applies to all employees, students, interns and volunteers at DRCTI/DRC. It is the responsibility of all individuals to report any violations in accordance with this policy. No individual who in good faith reports a violation shall suffer harassment, retaliation or adverse academic or employment consequence. An individual who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including immediate termination of academic enrollment or employment. This policy is intended to encourage and enable students, employees and others to raise serious concerns within DRCTI/DRC prior to seeking resolution outside of DRCTI/DRC. If an individual experiences or witnesses any violation in the workplace, they should report it immediately to their instructor, supervisor, Department Head or Human Resources. If the supervisor or Department Head is unavailable or the employee believes it would be inappropriate to contact that person, the employee should promptly discuss it with one of the DRCTI Executive Directors or directly with the President/CEO of DRCTI/DRC. Any individual can raise concerns and make reports without fear of reprisal or retaliation. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed is accurate or indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense that could lead to discipline, including but not limited to, immediate termination of academic enrollment or employment. Violations or suspected violations may be submitted on a confidential basis by the complainant. While knowing the source of the complaint will greatly aid any investigation, a complaint may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The Human Resources Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The Human Resources Director will notify the person complaining of its conclusions and any action taken.

ACADEMIC CALENDAR

Marine Mammal Behavior, Care and Training Program 2017-2018

EVENT	DATE
Program Application Period	September 1st through December 31st
Scholarship/Work Study Applications	January 15th following Program application submission
Campus Tour/Applicant Interview Period*	Individually determined dates February - March
Acceptance Notification Period	April 1 – April 15
Enrollment Period**	April 16 - May 15
Registration	August 26
Student Residence Opens***	August 26
Orientation & First Day of Class	August 28
Last Day of Class	May 5
Final Exams	Various Dates
Graduation Ceremony	May 6
Student Residence Closes	May 7
Degrees & Transcripts Mailed	June 1

As this program is part of a public marine mammal facility, students are expected to work on all holidays, unless otherwise specified. Due to DRCTI programs being structured as accelerated immersion experiences there are no scheduled break periods prior to graduation.

*Campus tours and student interviews are events scheduled individually by the college for the top pre-screened prospective students that meet all program prerequisite standards. Tours and interviews will occur on the same date scheduled by the college. Onsite interviews are required for consideration and potential acceptance into DRCTI programs.

**In the event that there is a cancellation after the enrollment period, the college will notify the most qualified individual student on the program waiting list who has met all established requirements for admission.

***The DRCTI Student Residence provides economical housing for up to 6 students. DRCTI dorm rooms are shared with two to three students per room. One private room is also available. Lodging fees are based upon number of people per room. Room selection is based on a first come, first serve basis. However, while the student residence is considered co-ed, bedrooms within the DRCTI student residence are not. Therefore, the DRCTI reserves the right to determine the best configuration so co-ed habitation of student residence bedrooms is avoided. Students must apply for DRCTI student housing. Should a larger number of students apply for a specific room type than can be accommodated, those applicants will be subject to a lottery in order to determine room assignments. The DRCTI offers assistance in locating alternative housing. Students are not required to lodge at the DRCTI student residence during the program should they have alternative housing secured.

COURSE NUMBERING SYSTEM

All courses are numbered with an alpha-numeric indicator. The abbreviation tells the subject area, as defined in the list below. The numbers tell the sequence in which the courses are taken. An “L” at the end of the course number indicates the course is a laboratory experience

ANSC	Animal Science Courses
ANHC	Animal Husbandry Care Courses
ANBT	Animal Behavior and Training Courses
ANRES	Animal Research Courses
EDUC	Education Techniques and Presentation Courses
OCCU	Occupational Skills, General Courses
INTRO	Introduction to the Facility and Resident Marine Mammals
PHYAPT	Physical Aptitude Courses

CREDIT HOUR SYSTEM

The Dolphin Research Center Training Institute operates on a Quarter Credit Hour System.

10 clock hours lecture = 1 quarter credit hour

20 clock hours lab = 1 quarter credit hour

Note: A clock hour is defined as 50 minutes of directed, supervised instruction.

For conversion purposes when transferring credit to or from another college or university:

$2/3 \times 1$ quarter credit hour = 1 semester credit hour.

15 clock hours lecture = 1 semester credit hour

30 clock hours lab = 1 semester credit hour

Please note: The DRCTI will accept transfer credits for general education courses only. All credits must be issued by a licensed and accredited College or University. The DRCTI cannot guarantee that its credits will transfer to another school. The transfer of credit from the DRCTI to another school is at the discretion of the receiving institution. Students are advised to check with the receiving school before assuming any or all credits will be transferable.

OCCUPATIONAL ASSOCIATES: MARINE MAMMAL BEHAVIOR, CARE AND TRAINING PROGRAM

Program Purpose

Students who complete the Marine Mammal Behavior, Care and Training (MMBCT) program will acquire the practical knowledge and skills to successfully assess marine mammal behavior, adeptly provide appropriate husbandry care and apply positive training techniques for the well-being and enrichment of marine mammals in human care. Additionally, graduates of this program will be able to implement effective strategies and techniques in the education of a wide range of audiences. Presentation skills are geared to be entertaining, informative and flexible with a manner that motivates people toward positive conservation practices benefiting marine mammals and the environment. Students will also gain general career skills that prepare them to communicate effectively, apply critical thinking and participate in the work environment as a cooperative, supportive, positive team player.

Graduates will be prepared to seek positions as experienced marine mammal trainers at facilities housing /displaying cetaceans and/or pinnipeds, although skills may easily be transferred to other marine or terrestrial mammal species.

MMBCT classes are only open to students enrolled in the MMBCT program. Students must complete all program prerequisites, general education requirements, and each of the required program courses with a grade of C or better in order to receive an Occupational Associate's Degree in Marine Mammal Behavior, Care and Training.

Admission and Prequalifying Requirements

All applicants must be 18 years or older, be fluent in English, and complete a minimum of 16 general education quarter credits including the following specific prerequisites in order to apply. Courses equivalent to the prerequisites listed below must be taken at an accredited College or University. A previously attained associate's or bachelor's degree may be considered by the college for equivalency. Contact the DRCTI Admissions Coordinator for equivalency determination.

1. Prerequisite college-level courses for application to the MMBCT Program are:

<u>Required Courses</u>	<u>Quarter Credit Hours</u>
<u>Biological Science</u>	<i>minimum of 4 or more quarter credit hours</i>
Introduction to Zoology and Zoology Lab	
<i>OR</i>	
Introduction to Biology and Biology Lab	
<u>Communication</u>	<i>minimum of 3 or more quarter credit hours</i>
Public Speaking or Acting classes	
<u>Behavioral Science</u>	<i>minimum of 3 or more quarter credit hours</i>
General Psychology	
<u>Language</u>	<i>Minimum of 3 or more quarter credit hours</i>
English Composition	
<u>Mathematics</u>	<i>minimum of 3 or more quarter credit hours</i>
Statistics or College Algebra	

**Prerequisites courses must be completed with a grade of C or better.*

**** A previously attained Associate or Bachelor degree may be considered by the college for equivalency of the above stated general education credit requirements. Contact the DRCTI Administration for equivalency determination.*

In addition to the 16 general education quarter credit hours, students must also complete a First Aid and/or CPR course. Certification should be submitted with a student's application.

Applicants are highly recommended to complete and successfully pass a SCUBA Open Water Diver certification training course prior to applying. In addition, applicants are highly recommended to obtain a diverse amount of experience in caring for both domestic and exotic animals in a variety of volunteer and/or paid positions prior to applying

2. The following documents must be sent to the Dolphin Research Center Training Institute Program Office in one envelope postmarked between September 1st and December 31st.

a. All official, sealed high school and college transcripts documenting successful completion of the prerequisite coursework with a C or better.

**If you have already completed a college or university level degree, it is not necessary to submit high school transcripts.*

b. Completed MMCBT program application form.

c. Two letters of recommendation from a current or previous supervisor, manager, mentor or professor should be sent directly to DRCTI/Dolphin Research Center by the persons writing the endorsements. If they are mailed to the student, they may be submitted with the application only if they are in official sealed envelopes.

d. A doctor's release stating that the specific program requirements, as in the Institutional Catalog, do not pose a risk to any current medical conditions the applicant may have.

3. Selected candidates must attend an individually scheduled prospective student interview held at the college, at their own expense, prior to acceptance into the program. The purpose of the interview is to provide an opportunity for program applicants to gain a better understanding of the requirements of the program in order to make a more informed decision concerning entering the program if selected. Additionally, program applicants will be asked to demonstrate their suitability for participation in the program. Attendance at this interview is mandatory, but does not guarantee acceptance into the program. Consult the program academic calendar for more information about the interview period.

Verification of Ability to Meet Program Specific Requirements & Performance Standards

All students accepted into the MMBCT Program must be able to meet the program requirements and performance standards as listed below. These requirements are necessary to the nature of the program content. Students must read the requirements and performance standards below. The DRCTI will make reasonable accommodation for those students requiring such as long as it does not require fundamental changes to the course content. Students requiring reasonable accommodation of any type must notify the director of DRCTI programming prior to submitting their enrollment agreement. A doctor's release will be required stating that the specific program requirements, as listed in the Institutional Catalog, do not pose a risk to any current medical conditions the applicant may have.

Program Specific Requirements

The MMBCT program prepares students for employment in the field of marine mammal care and training. It is important to note that students will be working directly with marine mammals during the course of this program and that marine mammals are large animals that can be dangerous. Therefore, students enrolled in the MMBCT program are expected to rigorously adhere to the rules and regulations of the program in order to ensure the safety of the students, animals, staff, and general public at Dolphin Research Center. All students are expected to maintain the highest personal and ethical standards of conduct consistent with the professional effort expected by DRCTI faculty and all personnel at Dolphin Research Center. These standards are outlined below. Any information indicating that such standards are not being maintained will be reviewed by faculty and may result in student dismissal by the college administration. A minimum grade of C is necessary in all required courses in order to continue in and successfully complete the MMBCT program.

Program Specific Performance Standards

In addition to DRCTI's 'General Student Performance Standards', the following program specific performance standards apply:

Mobility: Without assistance, sufficient to rapidly walk the span of Dolphin Research Center without interruption, run and swim distances of 50 yards, easily maneuver on and off floating/moving platforms without assistance, maneuver in tight spaces while manipulating overhead objects, work outdoors in both intense sun and heat as well as under rainy and cold conditions. Students are required to participate in facility cleaning and maintenance and may be required to repair and maintain habitats, fences, equipment, and training props. Students will be required to prepare the diets of all animals in the facility under the supervision of DRCTI/DRC staff members and are also required to conduct extensive cleaning of husbandry area and materials daily.

Motor Skills: Gross and fine motor abilities sufficient to provide safe and effective animal care, including: without assistance, the ability to routinely lift 50 lb. boxes of frozen fish and maneuver non-motorized rolling carts carrying up to 60 lbs. over the entire span of the facility (approximately 230 yards) without interruption.

Hearing: Ability sufficient to monitor human communication, auditory training bridges and animal vocalizations and behavior across large distances (half the length of the facility animal habitats combined).

Visual: Ability sufficient for observation and visual assessment of animals, humans and habitats in extreme high light (intense sun) and low light situations, both indoors and outdoors. Students must see well at a distance of 90 feet or more. This is in accordance with human and animal safety issues and observational needs

Travel Expectations

Each MMBCT student is responsible for his or her own transportation and travel expenses. A portion of the curriculum involves travel by students to other marine mammal facilities within Florida that might fall within a 150 mile round trip from Dolphin Research Center.

Course Listing

<u>Course #</u>	<u>Title</u>	<u>Clock Hours</u>	<u>Quarter Credits</u>
ANBT001	Building Relationships and Enrichment with Animals	20	2
ANBT001L1	Building Relationships Lab 1: Dolphins and Sea Lions	40	2
ANBT001L2	Building Relationships Lab 2: Enrichment	40	2
ANBT002	Principles of Handling	10	1
ANBT002L	Handling Lab	460	23
ANBT003	Behavior Modification and Training	20	2
ANBT003L1	Behavior Modification and Training Lab 1: Dogs	40	2
ANBT003L2	Behavior Modification and Training Lab 2: Dolphins	120	6
ANBT004	Training and Conducting Interactive Programs	10	1
ANBT004L	Interactive Programs with Marine Mammals Lab	100	5
ANBT005	Animal Care and Training Operations	20	2
ANBT006	Avian Care & Training	10	1
ANBT006L	Avian Care & Training Lab	40	2
ANRES001	Marine Mammal Research	10	1
ANRES001L	Marine Mammal Research Lab	20	1
ANHC001L	Marine Mammal Nutrition and Dietary Preparation	220	11
ANHC002	Marine Mammal Care: Nutrition and Medicine	10	1
ANHC002L	Marine Mammal Veterinary Care Lab	20	1
ANHC003	Marine Mammal Breeding and Maternity Care	10	1
ANHC005	Marine Mammal Husbandry Care and Training	10	1
ANHC005L	Marine Mammal Husbandry Care and Training Lab	60	3
ANHC006	Exceeding Government Standards and Regulations	10	1
ANSC001	An Overview of Marine Mammals in Professional Care	10	1
ANSC002	Marine Mammal Life History, Philosophy and Reproduction	30	3
ANSC004	Contributions & Controversy of Marine Mammals in Professional Care	10	1
EDUC001	Public Speaking and Animal Presentation	10	1
EDUC001L	Experiential Education Lab	160	8
OCCU001	Career Skills	20	2
INTRO001	Introduction to the Facility and Resident Marine Mammals	20	2
PHYAPT001L	Physical Aptitude Lab	120	6
Program Course Totals			
	Total Lecture	240	24.00
	Total Lab	1440	72.00
	Program Total	1680	96.00
	General Education Prerequisites	n/a	16.00
	DEGREE TOTAL		112.00

Course Descriptions

Building Relationships and Enrichment with Animals (ANBT001)(20hrs.)(2credits)

Discussion of the importance of developing and maintaining strong trust based relationships with animals in professional care, including the purpose and necessity of animal enrichment. Various types of enrichment are explored, including environmental, cognitive, tactile, natural, and artificial means of enrichment taking into account different animals' personalities and preferences and how they play a part in developing effective training relationships.

Building Relationships Lab 1 (ANBT001L)(40hrs.)(2 credits)

Students will observe dolphins and sea lions both in and out of sessions with a directed focus. Students will be given supervised training in self-directed free time with the dolphins from floating docks sans reinforcement. Students will participate in observation and discussion of sea lion and trainer relationship.

Building Relationships Lab 2: Enrichment (ANBT001L2)(40hrs.)(2 credits)

Students will learn to effectively use and implement a wide variety of enrichment for dolphins and sea lions. They will participate in the design, development, and implementation of a novel enrichment device of the guidance of experienced staff.

Principles of Handling (ANBT002)(10hrs.)(1 credit)

Instruction and discussion of cues, bridging, and reinforcement techniques used to communicate with dolphins and sea lions and the importance of maintaining established behaviors.

Handling Lab (ANBT002L)(460hrs.)(23 credits)

Students will learn and apply handling and building relationship techniques learned in ANBT002 and ANBT001 lectures to conduct behavioral sessions with dolphins under the guidance of experienced training staff. Students will observe handling and reinforcement techniques used to communicate with sea lions and maintain established behaviors through protected and unprotected contact. Students will be routinely incorporated into Dolphin Research Center's daily public schedule to work with a variety of dolphins and sea lions, as well as an introduction to basic guest interactive programs.

Behavior Modification and Training (ANBT003)(20hrs.)(2 credits)

Presentation, discussion, assigned literature and media on operant conditioning methodology and techniques in behavior modification of people and various species of animals with a solid emphasis on positive reinforcement. Students will explore operant conditioning as applied to the training of dolphins and sea lions. Discussion will include the development and implementation of complex training of advanced behaviors, introducing new training to dolphin calves, as well as methods and techniques in handling aggression in marine mammals.

Behavior Modification and Training Lab 1 (ANBT003L1)(40hrs.)(2 credits)

Students will gain experience implementing operant conditioning with canines. Students will design and implement a behavior chain to train their dog a novel behavior while building a strong training relationship. Students will introduce and present their canine companion and trained behavior to an audience, highlighting the steps of training taken, challenges, setbacks, and successes.

Behavior Modification and Training Lab 2 (ANBT003L2)(120hrs.)(6 credits)

Discussion and participation in behavior modification workshop focusing on shaping behaviors using successive approximation and other techniques. Students will shadow marine mammal training sessions conducted by experienced trainers to increase their skill at behavioral observation and interpretation. Each student will develop a behavior chain for a novel behavior. Under the supervision of experienced trainers, they will implement the training, utilizing their personal training plan, with dolphins assigned to them.

Training and Conducting Interactive Programs (ANBT004)(10hrs.)(1 credit)

Discussion of the techniques and methods used to train marine mammals to participate in interactive programs with the public. Students will explore dolphin/human interaction in a therapeutic setting and will discuss research findings and opinions in the field. There will be further discussion of training methods for introducing dolphins to programs with people that have special needs.

Interactive Programs with Marine Mammals Lab (ANBT004L)(100hrs.)(5 credits)

Students will learn to conduct various dockside interactive programs with a focus on safety and enjoyment for both marine mammals and human participants. Students will observe Dolphin Research Center's Pathways Program, a goal-oriented dolphin interactive program with special needs participants.

Animal Care and Training Operations (ANBT005)(20hrs.)(2 credit)

Weekly group discussions with training staff on training philosophy and behavioral management regarding current issues pertaining to the resident colony of marine mammals.

Avian Care and Training (ANBT006) (10hrs.) (1 credit)

Instruction and discussions of avian care and training in human care. Topics such as proper handling, reinforcement and enrichment techniques will be discussed.

Avian Care and Training Lab (ANBT006L) (40hrs.) (2 credits)

Students will learn and apply the proper handling, reinforcement and enrichment techniques that were taught in ANBT006 to conduct behavioral sessions with a variety of avian species.

Marine Mammal Research (ANRES001)(10hrs.)(1 credit)

Presentation, discussion, assigned literature and media on research concerning marine mammal cognitive capacity, communication and culture; overview of on-site research projects as well as historical and current research in the field. Discussion will include monitoring processes on marine mammal behavior and implications for animal health and research. Students will be exposed to the importance of consistent procedures, protocols, and analysis.

Marine Mammal Research Lab (ANRES001L)(20hrs.)(1 credit)

Observation and participation in current or established cognitive research activities and sessions with dolphins and sea lions at Dolphin Research Center, including hands-on instruction in collecting various behavioral data on resident animals, strictly adhering to established protocols and procedures.

Marine Mammal Nutrition & Dietary Preparation Lab (ANHC001L)(220hrs.)(11 credits)

Students will routinely run dietary preparation under the supervision of experienced staff, strictly following all observed protocols and procedures.

Marine Mammal Care: Nutrition and Medicine (ANHC002)(10hrs.)(1 credit)

Presentation, discussion, assigned literature and media on determining and calculating diets for dolphins and sea lions with respect to physical parameters, life stage, and season, highlighting the importance of nutrition as a basis for overall health and well-being. Discussion of medical issues unique to marine mammals, including review of established preventative care practices, the use of holistic medicines including Chinese herbal therapies, massage therapy, and more.

Marine Mammal Veterinary Care Lab (ANHC002L)(20hrs.)(1 credit)

Students will observe collection of biological samples by Dolphin Research Center's veterinary technicians, as well as observing and assisting with processing biological samples in the medical laboratory for further analysis.

Marine Mammal Breeding and Maternity Care (ANHC003)(10hrs.)(1 credit)

Presentation, discussion, and assigned literature and media on breeding marine mammals in professional care. Subjects to include prenatal care and monitoring; birthing situations and maternity care. Additional discussion and literature on the importance on maintaining genetic variability and demographic viability.

Marine Mammal Husbandry Care and Training (ANHC005)(10hrs.)(1 credits)

Presentation, discussion, assigned literature and media with regards to advanced animal husbandry training that facilitates preventative medicine and care. Discussion will include appropriate design and maintenance of aquatic mammal habitats including, water quality and maintenance, social, husbandry, and medical needs, and different concerns of natural and artificial habitats.

Marine Mammal Husbandry Care and Training Lab (ANHC005L)(60hrs.)(3 credits)

Observation and discussion of voluntary husbandry behaviors, including voluntary hydration, ultrasound imaging, drawing blood, husbandry assists, and collection of biological samples. Supervised hands-on instruction in habitat maintenance and upkeep of natural seawater lagoons and artificial pools of dolphins and sea lions.

Exceeding Government Standards and Regulations (ANHC006)(10hrs.)(1 credit)

Presentation, discussion, assigned literature and media on rules, regulations, and standards that must be met and, ideally exceeded. Students will learn what criteria facilities are evaluated on during inspections by the Animal and Plant Health Inspection Service (APHIS) and how to ensure exemplary ratings.

An Overview of Marine Mammals in Professional Care (ANSC001)(10hrs.)(1 credit)

Presentation, discussion, assigned literature and media on life history, ecology, anatomy, physiology and reproduction of the most frequent species of marine mammals found in professional care other than bottlenose dolphins and pinnipeds which are the focus of ANSC002 and ANSC003 (Includes species such as, Orcas, pseudo orcas, pilot whales, Pacific white sided dolphins, Commerson's dolphins, beluga whales, manatees, sea otters, and polar bears.)

Marine Mammal Life History, Physiology, & Reproduction (ANSC002)(30hrs.)(3 credits)

Presentation, discussion, assigned literature and media on the social structure/interactions, life cycle, ecology, internal/external anatomy and biological systems and reproduction of cetaceans and pinnipeds, as well as an overview of geriatric care. As well as assigned literature and media on theories and research surrounding bottlenose dolphin echolocation and whistle production both in professional care and the wild; discussions of the implication of anthropogenic noise in the marine environment and ongoing research in the area. Students are exposed to and discuss various marine mammal vocal recordings. Students are introduced to hydrophone technology and its use for monitoring marine mammals. Students also explore sound analysis software.

Controversy of Marine Mammals in Professional Care (ANSC004)(10hrs.)(1 credit)

Presentation, discussion, assigned literature and media on the numerous contributions that marine mammals in professional care have made as well as the differing opinions on having marine mammals in professional care, including the laws governing marine mammals. Students will also gain insight into how to diplomatically deal with these differing opinions using facts based in peer reviewed, valid science journals.

Public Speaking and Animal Presentation (EDUC001)(10hrs)(1 credit)

Exploration of effective techniques for relaying educational information for public visitors to various animal facilities through narration of animal training sessions, interactive exhibit design, guest surveys, and PowerPoint presentation development. Discussion will include how to effectively engage various demographics in both large and small scale settings.

Experiential Education Lab (EDUC001L)(160hrs.)(8credits)

Students learn to present public workshops on multiple topics surrounding marine mammals and their environment. Students will also learn to conduct non-scripted narrations specifically geared toward the various demographic groups visiting Dolphin Research Center. Students will be regularly scheduled to conduct workshops and narrations throughout their program.

Career Skills (OCCU001)(20hrs.)(2 credits)

Presentation, discussion, activities and assigned literature on creating a resume and cover letter as well as what makes an effective and outstanding employee. Lecture will include discussion of various career pathways and opportunities available in the marine mammal care and training field. Students will experience a mock interview as well as discussion of interview preparedness.

Introduction to the Facility and Resident Marine Mammals (INRT001)(20hrs.)(2 credit)

An orientation including course schedule; program overview; facility tour; rules and regulations; an overview of the history, philosophy, and mission of the facility and its educational programs; an introduction to the resident marine mammals, including information concerning their background, personalities, physical and behavioral characteristics. Discussion concerning appropriate interactive guidelines for dockside and structured in-water sessions with the dolphins at Dolphin Research Center.

Physical Aptitude for Marine Mammal Trainers Lab (PHYAPT001L)(120hrs.)(6 credits)

Students will participate in water and land based physical activities designed to prepare them for the fitness level required in the marine mammal trainer occupation. The course will help prepare students for the physical aptitude test required by most marine mammal facilities.

Program Tuition and Fees

Tuition	\$ 20,000	(Refer to Cancellation and Refund Policy)
Registration Fee	\$ 150	(Non-refundable)
Uniforms/materials	\$ 200	(Non-refundable after issue)
Total Program Price	\$ 20,350	

Note: Students are responsible for purchasing all required reading indicated for the program on their own. Students should plan on reading required texts in their entirety. It is strongly suggested that students complete reading required texts prior to the start of the program to accelerate their learning and adaptation of concepts taught.

MMBCT Program pricing does not include equipment replacement charges, copy and printing fees, personal supplies, food, field trips and travel expenses, personal living expenses or housing. Students are also responsible for all fees associated with any physical examinations that may be required.

*Optional DRCTI Student Resident Housing \$ 250-750/month (*Student residence fee per month dependent on room selection.*) *The DRCTI Student Residence provides economical housing for up to 6 students. DRCTI dorm rooms are shared with two to three students per room. One private room is also available. Lodging fees are based upon number of people per room. Room selection is based on a first come, first serve basis. However, while the student residence is considered co-ed, bedrooms within the DRCTI student residence are not. Therefore, the DRCTI reserves the right to determine the best configuration so co-ed habitation of student residence bedrooms is avoided. Students must apply for DRCTI student housing. Should a larger number of students apply for a specific room type than can be accommodated, those applicants will be subject to a lottery in order to determine room assignments. The DRCTI offers assistance in locating alternative housing. Students are not required to lodge at the DRCTI student residence during the program should they have alternative housing secured.

Payment Schedule

Program pricing does not include equipment replacement charges, food, transportation, personal living expenses or housing. Students are responsible for all fees associated with any physical examinations that may be required. The Course Registration Fee must be submitted with the Student Enrollment Agreement. After acceptance into the program, tuition and program fees are due via one of the following payment plans (Payment may be personal check, certified check, money order or credit card (Visa, MasterCard, or Discover)).

1. Registration Fee submitted with enrollment agreement
Uniform and material fees paid in full by August 15
Full payment of \$20,000.00 by August 15
2. Registration Fee submitted with enrollment agreement
Uniform and material fees paid in full by August 15
\$2,000 initial tuition payment by August 15.
Thereafter students would pay 8 installments of \$2,275 at the beginning of each month throughout the program beginning Sept 1 through April 1 (\$18,000).

CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all tuition refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail a minimum of 60 days prior to the start of the program or by termination by the School.
2. All monies, minus the registration fee will be refunded if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed in relation to the total program hours.
4. Cancellation or termination of a student from the program after completing 40% of the program will result in no refund.
5. Termination Date: In calculating the refund due to a student, if applicable, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
6. Refunds, if applicable, will be made within 30 days of termination of student's enrollment or receipt of Cancellation Notice from student.
7. In accepting the scholarship funds awarded by the Dolphin Research Center Training Institute for the Marine Mammal Behavior Care & Training (MMBCT) program, the student must agree to comply with additional conditions as outlined in the Scholarship Recipient Agreement. Conditions relating to cancellation and refund include:

- * Student will complete the MMBCT program at the Dolphin Research Center Training Institute within the program year for which the scholarship was awarded.
- * Student will attend all classes at all times barring verifiable hardships.
- * Student will maintain a grade of C or better in every class.
- * Student understands that the Dolphin Research Center Training Institute may choose to withdraw the scholarship award if he/she is unable to maintain satisfactory academic performance during the course of his/her studies at DRCTI.
- * Student understands that withdrawal or dismissal from the program will require full repayment of the scholarship received.
- * Student agrees that if he/she does not complete the program within the time frame specified, he/she will forfeit the scholarship and will repay all the scholarship funds to the Dolphin Research Center Training Institute.

ADMISSIONS

DRCTI/DRC relies upon the accuracy of information contained in the student program and enrollment applications, as well as the accuracy of other data presented throughout the admissions and enrollment process. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for enrollment or, if the person has been enrolled, termination of enrollment.

DRCTI/DRC may, as a condition of enrollment, obtain a consumer credit report and/or background report information including, but not limited to, driving records and criminal background checks, in certain instances when academic practical experience and working conditions deem it prudent for DRCTI/DRC in

Dolphin Research Center Training Institute | Institutional Catalog 2017-2018 | Effective Date 12/1/2016

its sole judgment to do so. DRCTI/DRC will advise the applicant of its intentions prior to obtaining any of the above information and will require that the applicant provide written authorization for DRCTI/DRC to make such inquiries and receive the requested information.

DRCTI/DRC may, as a condition of enrollment, also require the successful completion of physical aptitude assessments and physical examinations when practical experience working conditions deem it prudent for DRCTI/DRC in its sole judgment to do so.

If DRCTI/DRC takes an adverse enrollment action based in whole or in part on information or the results of any credit or background report, physical aptitude assessment, or physical exam, pertinent information from the appropriate document and a summary of the rights under the Fair Credit Reporting Act, if applicable, will be provided as well as any other documents required by law.

To ensure that individuals who enroll in DRCTI programs are well-qualified and have a strong potential to be productive and successful, it is the policy of DRCTI/DRC to check the academic and employment references of all applicants.

APPLICATION REQUIREMENTS

All applicants must complete the following admissions process:

1. Students must be 18 years of age or older.
2. Students must be completely fluent in speaking, reading and writing in English.
3. All pre-requisite courses of the program applied for must be completed through an accredited College or University with a grade of C or better.
4. The following documents must be sent to the Dolphin Research Center Training Institute Program Office in one envelope postmarked between September 1st and December 31st, of the academic year of the program for which the student is applying (see current academic calendar).
 - a. All official, sealed high school and college transcripts documenting successful completion of the prerequisite coursework with a C or better. **If you have completed a college or university level degree, it is not necessary to submit high school transcripts*
 - b. Un-official copies of all college transcripts with prerequisite courses highlighted Completed program application form.
 - c. Two sealed letters of recommendation from a person unrelated to you and whom you have known for 2 years or more. These letters may also be sent directly by the applicant.
 - d. A doctor's release form stating that the specific program requirements, as listed in the Institutional Catalog, do not pose a risk to any current medical conditions the applicant may have

Dolphin Research Center Training Institute | Institutional Catalog 2017-2018 | Effective Date 12/1/2016

Applications will not be considered complete until all documents required are received. Incomplete applications will not be considered. It is the applicant's responsibility to ensure all documentation has been received by DRCTI administration.

3. After all applications are reviewed, selected candidates will be notified and must attend an individually scheduled prospective student interview held at the college prior to acceptance into the program. The purpose of interview is to provide an opportunity for program applicants to gain a better understanding of the requirements of the program in order to make a more informed decision concerning entering the program if selected. Additionally, program applicants will be asked to demonstrate their suitability for participation in the program. Attendance at this interview is mandatory, but does not guarantee acceptance into the program. Consult the program academic calendar for more information about the interview period.
4. Students accepted into the program must sign and submit the program enrollment agreement along with a registration fee of \$150.
5. Students must submit a copy of proper identification (Driver's License, State ID, etc.), and all school waivers and agreements.
6. Applicants must have no criminal record.

Failure to fulfill admission requirements will result in denial of admission to the school, which will be documented by the School and kept on file for at least one year.

TRANSFER OF CREDIT

The DRCTI will accept transfer credits for general education courses only. All credits must be issued by a licensed and accredited College or University. The Occupational Associate's Degree in Marine Mammal Behavior, Care and Training is considered a terminal degree. The DRCTI cannot guarantee that its credits will transfer to another school. The transfer of credit from the DRCTI to another school is at the discretion of the receiving institution. Students are advised to check with the receiving school before assuming any or all credits will be transferable. (See disclaimer on page 50.)

GRANTING OF CREDIT FOR PRIOR LEARNING

The DRCTI currently does not grant credit for prior learning.

GRADING

To evaluate student academic progress, both written and practical examinations will be given routinely throughout the program. Students may expect weekly written exams. Frequency of practicals is dependent upon the course content. Written examinations are graded according to the following schedule:

A	90 - 100%	Excellent
B	80 - 89%	Good
C	70 - 79%	Satisfactory
D	0 - 69%	Unsatisfactory

Students will sign a written grading criteria provided at the beginning of the program. The written grading criteria will be explained by the instructor at the beginning of each course. The student is required to maintain a passing grade of 70% or better for each course in order to progress and subsequently receive a certificate/diploma.

Progress evaluations will occur on a weekly basis and possibly more frequently to assist students in their success.

Cheating is defined in the dictionary as “to violate rules and regulations” or “conducting matter fraudulently for profit to oneself”. Cheating, plagiarism or lying is against the DRCTI standard of conduct and is unacceptable. Students found cheating, lying or flagrantly violating rules and policies will be subject to suspension or expulsion by Institute Administration.

Practical examinations will be graded as ‘pass’ or ‘fail’ based on performance by the student, the instructor’s evaluation of the quality of work, demonstration and student’s ability to follow instruction and master the subject/skill in a successful manner.

CRITERIA FOR PROGRAM PROGRESSION

1. Successful completion of each course by achieving at least a ‘C’ or better on all practical or written evaluations. Failure to do so will result in termination from the program.
2. Students failing any coursework will be given one attempt to retake and pass that coursework prior to advancing to subsequent coursework. The first and second coursework exams will be averaged for a final grade in the class.
3. Students who withdraw/fail any coursework will be terminated from the program and placed on a waiting list for re-entry if they so desire.
4. Students who withdraw/fail any coursework will be required to meet with the Director of the College or his/her designee to discuss options available according to the above policies.
5. Applicants acceptable for re-entry into a program, who have had a break in their instructional continuum, will be theoretically and/or clinically assessed prior to re-entry.

Dolphin Research Center Training Institute | Institutional Catalog 2017-2018 | Effective Date 12/1/2016

GRADUATION REQUIREMENTS

In order to graduate from the program and to receive an Occupational Associate's Degree students must successfully complete the required number of quarter credit hours as specified in the catalog and on the Student Enrollment Agreement, pass all written and practical examination/ assessments with a 70% or better grade in each course and satisfy all financial obligations to the College.

CERTIFICATION OF PROGRAM COMPLETION

An Occupational Associate's Degree will be issued upon meeting all requirements of graduation.

HOURS OF OPERATION

Dolphin Research Center Employee Hours of Operation	7 a.m. – 6 p.m. daily
Dolphin Research Center Public Hours of Operation	9 a.m. – 4:30 p.m. daily
Dolphin Research Center Training Institute Administration	9 a.m. – 5 p.m. Mon. through Fri.
Dolphin Research Center Training Institute Library	10 a.m. – 6 p.m. daily

Practical experience is arranged based on Dolphin Research Center's availability. Class schedules include weekdays, evenings and weekends. This schedule may also include holidays. Attendance at each course is mandatory. See absenteeism policy as outlined in the catalogue.

The DRCTI reserves the right to change any of the above if deemed necessary by the administration.

EMERGENCIES

At times, emergencies such as severe weather, tropical storms or hurricanes, fires, power failures, or road closures, can disrupt DRCTI/DRC operations. In extreme cases, these circumstances may require the closing of the facility. Students will be notified by their instructor or a member of the DRCTI administrative staff in the event of such a closing.

Tropical Storm/Hurricane Provisions - Hurricanes are very much part of life in the Florida Keys. Hurricane season begins on June 1st and ends on November 30th. DRC has detailed plans to prepare for and recover from the effects of hurricanes and we require our employees, volunteers and students to do the same.

When a non-resident or tourist evacuation is called, DRCTI/DRC is closed to the public, volunteers and students may not come into the facility. All DRC buildings will be closed to volunteers and students.

Students who are non-residents must leave the Florida Keys if a "tourist" or "non-resident" evacuation is called. Students are responsible for having both primary and secondary hurricane plans in place and not scramble to make arrangements at the last minute. Hurricane preparation information is available to students through DRCTI Student Services.

Students will not be able to re-enter the Keys until after the evacuation is lifted. Re-entry is strictly controlled based on conditions at the time. Non-residents will not be granted re-entry until all residents have been allowed to return.

As all storms can result in a variety of outcomes, decisions regarding coursework resumption and make-up will be handled accordingly after a post-storm assessment has been made. This may result in an extended school term.

Students may go to www.dolphinsociety.net for details on how the college and DRC's facility and animals are weathering the storm.

DRC management reserves its right to take such steps or actions as it determines appropriate based on the circumstances surrounding such emergency closing and/or conditions.

Monroe County Emergency Information Line: 800-955-5504.

Websites for additional hurricane information:

www.nhc.noaa.gov – National Hurricane Center

www.cbs4.com – Miami CBS affiliate or

www.local10.com – Miami ABC affiliate

www.weather.com – The Weather Channel

STUDENT SERVICES

Financial Aid: The DRCTI cannot currently accept government backed student financial aid due to our pending accreditation status.

Kibby Memorial Scholarship

The Dolphin Research Center Training Institute is pleased to offer the Kibby Memorial Scholarship each year to a deserving student. Kibby was a member of the DRC dolphin family for many years and was a great teacher to all of his human friends. After his passing in 2013, we wanted to honor his memory in a special way. A major donor learned of this need and generously provided an endowment for this purpose. Each year, one student will receive a scholarship of \$20,000.00. The award will be based on the greatest financial need out of the pool of students who apply for the scholarship. Recipients of the work study program and Swift-Simpson Scholarship are not eligible for this scholarship in order to maximize financial resources available to all students.

Swift-Simpson Memorial Scholarship

The Dolphin Research Center Training Institute is pleased to offer the Swift-Simpson Scholarship each year to a deserving student. Cathy Swift-Simpson and Steve Simpson came to the Keys in 1996, and lucked out to do a swim with Stanley and Talon, and their "DRC Dream" started. It continues today, and through multiple Dolphin Labs, they learned so much, and have such great respect for the Education Department at DRC. Cathy and Steve wanted to support DRC's brave new educational endeavor the Dolphin Research Center Training Institute. In loving memory their parents, they have established the Swift-Simpson Scholarship to the Dolphin Research Center Training Institute, for the sum of \$2,000 per year. This is to be

based on need, for any student for whom this might help to discover the inspiration and healing that DRC has given to them, and so many others. Recipients of the Kibby Memorial Scholarship is not eligible for this scholarship in order to maximize financial resources available to all students.

Work Study

The DRCTI offers a work study program for one individual choosing to reside at the DRCTI student residence. This individual will receive a \$150 credit per month toward their student residence fees in exchange for routine cleaning of the student residence. The work study program is based upon highest financial need. Students who receive the Kibby Memorial Scholarship are not eligible for the work study program so that the DRCTI is able to maximize the number of students receiving financial aid through the college.

* More detailed information, scholarship and work study applications will be provided to all students accepted into the program.

Housing and Transportation: The DRCTI Student Residence provides economical housing for up to 6 students. DRCTI dorm rooms are shared with two to three students per room. One private room is also available. Lodging fees are based upon number of people per room. Room selection is based on a first come, first serve basis. However, while the student residence is considered co-ed, bedrooms within the DRCTI student residence are not. Therefore, the DRCTI reserves the right to determine the best configuration so co-ed habitation of student residence bedrooms is avoided. Students must apply for DRCTI student housing. Should a larger number of students apply for a specific room type than can be accommodated, those applicants will be subject to a lottery in order to determine room assignments. The DRCTI offers assistance in locating alternative housing. Students are not required to lodge at the DRCTI student residence during the program should they have alternative housing secured. Should students wish to explore other options for housing, the DRCTI maintains a list of rental property resources to assist. This list will be provided to students at the time of enrollment if requested. Due to the lack of public transportation, it is important that each student have a car to travel to and from DRCTI/DRC as well as to use for errands for personal needs. Some of the course work may require students to drive/carpool 150 miles or less for field trips.

Library: The DRCTI library is open to all students enrolled in DRCTI programming, DRCTI staff, as well as staff, volunteers and interns of DRC. In order to borrow materials from the library, students must be registered with DRCTI. Library resources guidelines are posted in the library.

Study Areas: Tables, chairs, media players for viewing audiovisual resources and computer access are available in designated classrooms and in the DRCTI student residence study room. Use of the computers is free, but there is a \$0.10 per page charge for printing and copying. Due to DRCTI/DRC's efforts to maintain an eco-friendly environment most course materials/assignments may be distributed/submitted electronically. Therefore, student printing needs should be minimal. Should students require the use of a printer they may inquire with their primary instructor or DRCTI administration.

Career and Academic Counseling Services: A counselor is available to help students progress through college programs and assist them to meet their career goals. Services are available to DRCTI students online as well as in person on a scheduled basis. Students seeking counseling services should contact DRCTI

administration. During counseling, students work in coordination with a counselor, at designated times throughout their academic program in order to set educational and career goals and develop a plan to assist in the successful completion of the program. While every program at DRCTI has a 'general career skills' component that includes resume building, interviewing, interpersonal and team building skills, counselors may also give individual guidance as to skills that can assist in academic as well as personal and professional success including the aforementioned. The DRCTI maintains a listing of employment opportunities and network connections across various institutions in the fields in which it offers programming.

Transcripts/Student Records: Student records are permanently retained by the DRCTI and are available to students upon individual request. Student records will be provided to other institutions of learning or to potential employers only after a written request has been made by the student. Students should be aware that requests may take two to four weeks to process. Reasonable administration fees may apply.

Student Placement: Students are offered placement assistance through the DRCTI via names and addresses of potential employment opportunities or connections. Inquiries made to the school from potential employers will be posted on the DRCTI electronic student bulletin board. The DRCTI cannot guarantee students with employment.

GENERAL RULES AND REGULATIONS

Communication with DRC Visitors, Members, Students: Students are expected to observe standards of good judgment and professionalism at all times when communicating, in any form, with potential, current or former visitors, donors or potential donors of DRCTI/DRC. Once identified as a DRCTI student gaining professional experience with DRC, students are reminded that any communication with a potential, current or former visitor reflects on DRC and that you represent DRC to the visitor.

Because of the nature of DRC's business and programs, DRCTI/DRC recognizes that students may be asked to keep in personal contact with current or former visitors/donors of DRC. Communication of this type should follow the general rules of business conduct and be handled through official DRC channels in order to prevent potential complications and conflicts of interest that could be or have the potential to become inappropriate. This especially applies to those customers who are considered minors under the law. Such communication includes not only phone, text or email communication, but any current or future form including those such as Facebook/MySpace, blogs and other internet forums. In as much, students should not exchange personal email, phone or Internet posting forum information with potential, current or former visitors of DRC, especially minors. All such interaction should occur through DRC business channels and not personal accounts.

Notwithstanding the above, DRCTI/DRC may make special temporary arrangements in certain cases as determined by DRCTI/DRC President/CEO where such arrangements are deemed to be in the best interests of DRCTI/DRC.

Classroom/Lab environment: All programs are a combination of theory and lab. Theory generally takes place in a classroom setting as a lecture, presentation or discussion. Depending on the program, lab time is composed of hands on professional experience with either marine mammals in human care or in field work focused on marine mammals. DRC is an outdoor facility. All responsibilities must be fulfilled regardless of weather. Students must work outdoors in all weather conditions including rain, cold, or excessive Florida Keys heat, both on land and in the water. Students frequently walk the span of Dolphin Research Center without interruption in an expedient manner. In some cases, students may be asked to swim distances of 50 yards and routinely maneuver on and off floating/moving platforms without assistance as well as maneuver in tight spaces while manipulating overhead objects. Students will have routine contact with the patrons of DRC and be required to assist and interact with them in a consistently pleasant, professional and welcoming manner.

Course Assignments: Students are expected to complete all assignments by the due date given by the instructor of the course in which that assignment was set. Failure to do so will greatly affect the student's evaluation/assessment. Students are expected to spend a significant amount of time studying outside of program hours.

Attendance/Schedule: Strict attendance is required of all students. Animals in human care depend upon their caretakers to meet all of their needs. Caring for animals requires a high degree of commitment and responsibility. For this reason, excessive tardiness and absence from responsibilities and lecture/coursework of the program are not tolerated. Unexpected events sometimes occur with little prior notice so students must be flexible. On occasion, the health status of an animal makes it necessary for students to spend the night at DRC for care and monitoring. Students are required to work long hours, on holidays and on weekends. As this is an intensive immersion program, this includes being on site for program related activity 10 hours a day, 6 days a week. Students are on-call 24 hours a day in the case of an emergency. In line with the unique operating environment at DRC where we are committed to "...providing the very best care humanly possible to the animals that call DRC home..." and a high level of service to our visitors, students will on occasion be required to be available for work and/or to provide required services during hours/days not normally scheduled for programming.

Stand-by - Students may be required to immediately report to work when conditions are such that the DRC determines that call-out applying to students is necessary. Students who are on stand-by will be given as much notice as possible of the period to be covered. Students on stand-by are required to be available and ready for work if called-out.

Call-Out - Students may be called out, whether or not on stand-by, to work in cases of emergencies, schedule vacancies, or any other unplanned event or circumstances as determined by DRCTI/DRC. It is anticipated that little or no notice can be given. Students will be called on the basis of their ability to perform the required services while taking into account such factors as seniority, normal work schedule, proximity, frequency of call-outs, etc. as determined by the student's primary instructor. Students are expected to respond when called-out to work.

Tardiness/Absenteeism: The DRCTI program is part of DRC, a not-for-profit, working marine mammal facility which is open to the public on a daily basis. Student coursework includes responsibilities that are integral to the running of DRC. Absenteeism and tardiness may impact our animals, visitors, and/or place a

burden on other students, employees and on DRCTI/DRC. Therefore, tardiness is unacceptable and plays a major role in a student's academic evaluation. To maintain a safe and productive work environment, DRC expects students/employees to be reliable and to be punctual in reporting for scheduled work. Generally, in the rare instances when students cannot avoid being late to class/lab or are unable to work as scheduled, they must personally inform their primary instructor or designee a minimum of one hour in advance of the anticipated tardiness or absence. If the primary instructor or designee is unavailable another supervisor within the department or, as a last resort, the Human Resources Department, must be contacted. E-mail and voicemail are not acceptable notification. It should be noted that these general guidelines may be superseded by assigned departmental requirements for reporting unplanned time off or lateness. In such cases, students are required to observe these departmental requirements. The student is responsible for all material covered in the class/lab. Lab hours may not be able to be made up dependent upon experience opportunities available at DRC. Written verification from a physician permitting resumption of all program activity is required after a medical absence of two or more days. Poor attendance, excessive tardiness, or failure to comply with this policy is disruptive and not acceptable.

Make-up Work: Students who have been absent for familial, medical or legal reasons may make up missed theory coursework through arrangements with the course instructor. Lab practical experience may only be made up should experience opportunities be available on Sundays through Dolphin Research Center, otherwise students may have to repeat the lab coursework at a later time and apply for re-entry. Students may not proceed to the next course of study until all lab hours are complete as judged by the course instructor.

Probation: A student that does not adhere to the attendance policy will be placed on probation for 30 days. If a student is absent while on probation, he/she will meet with the DRCTI program administrator or a designee which may result in termination.

Anti-Hazing Policy: The DRCTI is dedicated to promoting a safe and healthy campus environment for its students, faculty, staff and visitors. In addition, the DRCTI is committed to promoting an environment that fosters respect for the dignity and rights of all its community members. As such, the college will not tolerate hazing activities by any individuals, groups, teams, or recognized student organizations.

Student Complaints Procedure: Students who wish to appeal academic/disciplinary actions shall submit a written complaint request for reconsideration to the College. A copy of the appeal will be forwarded to the instructor and the DRCTI Administrator or designee. The student will be emailed within five business days of a scheduled date to meet with the instructor. During this meeting, steps will be taken to investigate and resolve the issue(s). A decision regarding the appeal will be provided at the end of the meeting with written copies made available within two business days. If the student is not satisfied with the decision, he/she can request that the appeal be forwarded to the DRCTI Administrator, which will occur within two business days, to request a meeting. A meeting will be scheduled within five business days by the DRCTI administration. During the meeting the issue of appeal and instructor meeting will be discussed. Steps will be taken to resolve the situation if deemed appropriate. A decision regarding the appeal will be given at the end of the meeting and written copies will be made available within two business days. The total appeal process should be completed within 30 business days. If the student is not satisfied with the DRCTI Administrator's decision, he/she may forward the appeal to the address below:

The Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
(888)224-6684

Interruptions in Training/Termination: Students shall understand that the College shall have the right to terminate their enrollment at any time for violation of rules and policies as outlined in the catalog. The College reserves the right to modify the rules and regulation, and students will be advised of any and all modifications. Students are required to maintain a grade of 70% or better for each course before progressing to the next. Counseling and assistance will be provided to students that are struggling. Students that fail to maintain a grade of 70% or better may be released from the program with no certificate/degree.

Leave of Absence: Due to the nature of this type of program, a student cannot make up more than one week of time and stay on track for the rest of the term, so a leave of absence is limited to one week per term. If more time is required, the student must understand he or she must wait until another term begins to continue training. The total maximum time for a leave of absence is seven days. Any variation from this must be approved by the DRCTI Administrator. A request for leave of absence must be submitted in writing and the date of return must be specified. If the student does not re-enter the program within the specified period of time and has not contacted the College, the student will be released from the program and granted a refund according to the Refund Policy.

Re-entry: A student that has canceled or been terminated and desires to re-enter the program of study must contact the College and repeat admission procedures. A student that was terminated for any reason must meet with the DRCTI Administrator or a designee and show cause why he/she should be reinstated. The decision of the Administrator is final.

Health: Health care is the responsibility of each student. To help ensure that students are able to perform all practical experience duties safely which are required in the program they wish to enroll, medical examinations are required prior to enrollment to determine fitness for duty. Examinations are at the student's expense. Students will be responsible for submitting a doctor's authorization for fitness for duty with the enrollment agreement form during admissions. Information on a student's medical condition or history will be kept separate from other student information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know. A student's primary instructor should be immediately informed of any accidents or incidents occurring at the College or on Dolphin Research Center grounds. Students will be asked to sign a waiver prior to entering the program acknowledging and accepting the potential dangers of working with marine mammals.

Pregnancy: Due to inherent physical risks of the program, a student who is pregnant cannot be allowed to continue in DRCTI programs. Students becoming pregnant during the program MUST notify the DRCTI Administrator immediately upon knowledge of their condition. Arrangements will be made to allow the student re-entry into the program at a later date. The student will be released from the program and granted a refund according to the Refund Policy.

Smoking: In keeping with DRCTI/DRC's intent to provide a safe and healthful work environment, DRCTI/DRC has adopted guidelines regarding smoking on property with respect to the health and well-being of both non-smokers and smokers, as well as respect to non-smoking visitors/families that visit DRC daily. Students or employees who smoke are asked to set an example of model behavior for other employees by being courteous while smoking and in using the proper receptacles to dispose of smoking materials. Student/employee smoking is not permitted at any time in any building, closed structure, or when near hazardous materials. Due to the health risks of second hand and residual smoke residue as determined by the American Health Association, students/employees shall not smoke in or aboard any company-owned or leased vehicles, such as trucks, cars, boats, golf carts, vans, etc., at any time. Students/employees who smoke should step off or outside such vehicles prior to smoking. Students/employees with questions or concerns regarding smoking in the workplace should consult with the DRCTI administration. Student/Employee smoking is allowed only in certain areas. Current guidelines are posted throughout the facility.

Meals: Eating is confined to designated areas. Food and beverages of any kind are not permitted in lab areas (around animal habitats or husbandry areas).

Parking: Onsite parking is available in designated DRC employee parking areas only. Students shall follow DRC's parking policy at all times. In order to allow adequate space and provide for the convenience of DRC's visitors, students and employees are prohibited from parking in visitor parking areas unless given a specific exemption authorized by DRC's Executive Committee. Students visiting DRC on their day off must use the employee parking areas. Vehicles may not be left at DRC overnight without prior authorization.

Part-time work: Students are strongly discouraged against part-time work during the program. The irregular hours and rigorous academic immersion schedule required make it extremely difficult for students to hold even a part-time job while attending the program. Students' DRCTI schedule will change frequently, often from day to day, with little or no notice. Students are expected to be present for all programming which may include up to 11 hours/day, 5 days/week schedules, evening, weekend and holiday work. Students applying for the program should carefully evaluate financial and other resources available for supporting them through the duration of the program. All students will be judged by the same performance standards and will be subject to DRCTI/DRC scheduling demands, regardless of any existing outside work requirements. Students who engage in part-time employment, including self-employment, should disclose such arrangement to their primary instructor prior to commencement of the DRCTI program or the part-time employment. The instructor will discuss the arrangement with the student and make an initial determination as to whether potential difficulties exist. In all cases, part-time employment during DRCTI programming will be reviewed to determine if it has the potential to have an adverse impact on DRCTI/DRC commitments and/or whether potential conflicts of interest exist.

Telephone: DRCTI/DRC telephones are not for student use other than to transmit information as designated by a primary instructor. No personal calls or messages are to be made or received during school hours outside of the designated lunch break period. In the event of an emergency, callers should telephone the college to notify the instructor who will deliver the message. Students should inform family and others regarding this policy. DRC provides phone, voice mail, and mail services primarily for business use. Because each of these is essential to the effectiveness of our overall operation, students are expected to exercise professional courtesies and judgment in their use. While some home telephone numbers (and

certain business extensions) are provided for DRCTI/DRC business purposes, this information should not be disclosed to individuals outside the organization unless specifically authorized. The DRCTI/DRC voice mail system is an important link in our internal communications. Due to our limited resources, students are asked to observe some basic guidelines when using voice mail specifically related to academic administration and responsibilities. Messages should be of short duration.

DRC strives to maintain an educational and workplace environment free of harassment and sensitive to the diversity of its employees. Therefore, DRCTI/DRC prohibits the use of its phone and voice mail in ways that are disruptive, offensive to others, or harmful to morale. Should students have any questions regarding personal use of the phone, voice mail, or mail systems, or the applicable procedures, they should check with DRCTI administration.

Postal Service: Students will not be given access to DRC mail services for outgoing personal correspondence, packages, etc. Postal needs should be taken care of through the local public postal service. Personal incoming mail, packages, etc. may be received provided that this practice does not place a hardship on DRCTI/DRC or its employees. Students are prohibited from using DRCTI/DRC's mailing or street address as their primary residence and should obtain a post office box at the local postal office.

Computers: Students are strongly encouraged to bring their own laptop computers when enrolled in the DRCTI program. A computer lab is available with limited access during program hours. While on DRCTI/DRC grounds DRCTI/DRC computers, computer files, the e-mail system, and software furnished to students are DRCTI/DRC property intended for school/business use. E-mail communications within the DRCTI/DRC e-mail system are commercial communications and are, therefore, not protected by the First Amendment rights of free speech. Students should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, and since e-mail records are DRCTI/DRC records, DRCTI/DRC reserves the right to monitor and to allow access to by authorized DRCTI/DRC personnel, at any time and for any reason without notice, computer and email usage. DRCTI/DRC strives to maintain an educational and workplace environment free of harassment and sensitive to the diversity of its students and employees. Therefore, DRCTI/DRC prohibits the use of computers and the e-mail system in ways that are disruptive, discriminatory, harassing, offensive to others, intimidating, obscene or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is strictly prohibited. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. E-mail messages should be treated with the same degree of care as would be applicable to the preparation of letters and interoffice memoranda since such messages, like any other documents, are subject to discovery in the event of litigation. Confidential or sensitive information should not be entrusted to e-mail unless appropriate security measures have been taken. What constitutes appropriate security measures should be verified with a supervisor.

While computer and software usage is intended for DRCTI/DRC related activities, limited personal use may be permitted but only with prior authorization from the student's or employee's supervisor or Department Head, after consultation with the Vice President in charge of Information Technologies. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non- DRCTI/DRC business matters. E-mail may not be used for personal correspondence unless specifically authorized in advance by the President/CEO of DRCTI/DRC. DRCTI/DRC purchases and

licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, DRCTI/DRC does not have the right to reproduce such software for use on more than one computer except for certain network applications. DRCTI/DRC software may not be used on a personal machine, nor will personal software be used on any DRCTI/DRC machine without specific approval of the Vice President in charge of Information Technologies. Students may only use software on local area networks or on multiple machines according to the software license agreement. DRCTI/DRC prohibits the illegal duplication of software and its related documentation. Upon learning of any possible violations of this policy, students should notify their primary instructor, or if the student feels unable to discuss this with their primary instructor, they should address it with the DRCTI Administration.

Internet: Internet access to global electronic information resources on the World Wide Web is provided by DRCTI/DRC to students during program hours to assist them in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for academic related activities, limited personal use may be permitted, but only with prior authorization from the student's primary instructor, after consultation with the Vice President in charge of Information Technologies. All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of DRCTI/DRC and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that the academic or business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful. The equipment, services, and technology provided to access the Internet remain at all times the property of DRCTI/DRC. As such, DRCTI/DRC reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, color, age, sex, religious or political beliefs, national origin, disability, marital status, status as a veteran, sexual preference, or any other legally protected group of individuals. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Students are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. Internet users must take the necessary anti-virus precautions as specified by DRCTI/DRC before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Cell Phones: Personal cell phone use is prohibited during program hours outside of designated lunch breaks. Cell phones must be turned off during all programming.

Photographs/Images: Students/employees of DRCTI/DRC are permitted to take photographs and make audio and/or visual recordings and/or images on generally the same basis as visitors and guests to DRC. As such, each student/employee will be required as a condition of enrollment/employment to sign an acknowledgment and waiver form governing the use of any such photographic, audio and/or visual

recordings and/or images. Such acknowledgment and waiver form also gives the student's/employee's consent for the making, use, and reproduction by DRCTI/DRC or anyone authorized by DRCTI/DRC of photographs, video recordings, or film of the student's/employee's image while enrolled/employed by DRCTI/DRC for any purpose whatsoever in connection with DRCTI/DRC's activities, without compensation to the student/employee for such use. Accordingly, photographic, audio and/or visual recordings and/or images (including film or videotapes) made at DRCTI/DRC by a student/ employee may be used only for private, non-commercial purposes. No other use (whether commercial or non-commercial) of such materials will be made without the prior written authorization of DRC. Due to the potential visibility of sensitive material, confidential, and/or proprietary information, photographic, audio and/or visual recordings and/or images may not be made inside any non-public building, office, or area at DRCTI/DRC without the advance express approval of the administration (or their designate) that is responsible for that specific area. Students/employees should take steps as part of their normal academic and work practices to safeguard sensitive material and confidential business information. This becomes of critical importance should a student's/employee's work area be photographed or videotaped, etc. In addition, certain events or situations that occur on DRCTI/DRC property are usually inappropriate for photographic, audio and/or visual recordings and/or images unless specifically requested by DRCTI/DRC management for DRCTI/DRC use. These events may include, but are not limited to, such items as celebrity and VIP visits and activities, Special Needs activities, animal medical procedures and medical assists, animal transports, media/filming events, etc. Any student/employee designated to take photos or audio-visual recordings of events outlined above must promptly submit such materials to the DRC department responsible for such activities. This policy is not intended to cover every situation dealing with "if" and "when" and "under what conditions" a student/employee may take, make, and/or use photographic, audio and/or visual recordings and/or images. Students/employees should consult with their instructor in advance to seek guidance and approval on any circumstance not specifically provided for in this policy.

Confidentiality: Prior to the commencement of programming, all students shall read, acknowledge, agree to and sign a confidentiality agreement with the DRCTI/DRC with regard to any or all information learned about the facility, its staff, animals, research, husbandry/medical care and history. This information is to remain confidential at all times and not to be discussed or transmitted to anyone outside of the DRCTI/DRC at any point. Students who violate this policy may be immediately terminated from the program as determined by the DRCTI Administrator or designee. The protection of confidential business information is vital to the interests and the success of DRCTI/DRC. It is our expectation that confidences will be kept following graduation or the termination of enrollment. Such confidential information includes, but is not limited to, the following examples:

- computer processes, programs, and codes
- customer/donor lists and/or preferences
- intellectual property
- marketing strategies
- non-publicly disclosed animal medical health information
- non-publicly disclosed financial information
- pending animal acquisitions and transfers
- pending film and media projects and proposals
- proprietary programs and/or processes
- research and development strategies, projects, and proposals
- scientific and research data, methods, and/or prototypes
- security measures

DRCTI/DRC Equipment: Students are responsible for items issued to them by DRCTI/DRC or in their possession or control, such as the following:

- phones, computers, software, and disks
- company-owned, leased, or borrowed vehicles
- visitor lists
- donor lists
- DRC-issued items of clothing specified for return
- equipment
- identification badges
- keys
- manuals and/or company records
- protective equipment (including back supports, wetsuits, booties, rain gear, etc.)
- tools
- written materials

Students must return all DRCTI/DRC property immediately upon request or upon graduation or termination of enrollment. DRCTI/DRC may also take all action deemed appropriate to recover or protect its property.

Dress Code: Students must wear a DRCTI/DRC uniform shirt or sweatshirt and solid color pants/shorts and raingear/wet suits/bathing suits (if needed) when on duty at DRCTI/DRC. Students will be responsible for purchasing 6 or more DRCTI/DRC uniform shirts. Students will be provided with DRC raingear that must be returned upon leaving the program. Failure to do so will result in charges for replacement costs. Students who do not comply with uniform standards are subject to immediate dismissal from classroom/lab areas and counted absent for the day.

Dress, grooming, and personal cleanliness standards affect the business image DRC presents to customers and visitors and contributes to the morale of all employees and students. When participating in activities on DRC grounds, employees and students are expected to present a clean and neat appearance and to dress according to the requirements of their responsibilities for that day in keeping with accepted standards. Students who report for work inappropriately dressed or groomed will be sent home and directed to return to DRCTI/DRC grounds in an appropriate manner. Under such circumstances, students will be counted absent from the class from which they were dismissed and must make up that class time. Generally, articles of clothing should be neat, clean, and in good repair (no holes, stains, or cut shirts, etc.) and provide for appropriate levels of modesty and safety. Articles of clothing which display logos, slogans, or graphics (excluding designer labels) which promote values consistent with DRC's mission and philosophy may be acceptable depending upon the student's level of public contact. Grooming as used in this policy refers to such things as cleanliness, hair, nails, body ornamentation (jewelry, tattoos, piercing, etc.) and so forth. Long hair must be appropriately secured when working directly with animals as it can present a safety hazard.

DRCTI/DRC issued ID tags are to be worn by all students when in public view and when in areas that are restricted from the general public unless authorized otherwise by the primary instructor. Clip style ID tags should be attached to shirt collar, shirt pocket, or waistbands; necklace style ID tags should be worn around the neck.

Students who may be called to participate in DRC in-water activities (e.g. medical assists, medical emergencies, dolphin training swims, etc.) must be prepared with appropriate attire at all times when on duty or on call.

In addition to the above broad guidance, in keeping with our desire to present a neat and professional appearance for our visitors, DRCTI/DRC has specific guidelines pertaining to work attire for those students working in areas that are highly visible to the public. In these cases, the dress code may vary from one job to another. Current work attire guidelines for students who work in public programs are outlined below. Students who may be called upon to assist with public program activities should have appropriate attire readily available at DRCTI/DRC in order to provide immediate assistance if required.

Each student is responsible to observe the dress code appropriate to his or her daily responsibilities and to consult with their primary instructor or department head if they have questions as to what constitutes appropriate attire and grooming.

The following outlines acceptable public program work attire:

Pants/shorts and/or men's swim trunks worn as shorts must be basically solid in color.

Shirts: Students must wear a DRCTI/DRC uniform shirt or sweat shirt

Hats: DRC hats and visors are preferable; any other hat must be plain with a DRC logo patch affixed to them and must meet with departmental management approval.

Swimsuits: Acceptable swimsuits include one-piece swimsuits for women and swim trunks for men (no Speedos or snug brief-style suits); Suits must meet with supervisor's approval.

Winter Wear: Acceptable winter wear includes a navy blue DRC logo sweatshirt and navy blue sweat pants. When working with *DolphinLab* students, a navy blue *DolphinLab* sweatshirt may be worn instead.

Foul Weather Gear: Only DRC issued or approved foul-weather gear (rain jackets, pants, boots, hats, etc.) is acceptable.

The following outlines what clothing should be worn for public programs and dock sessions.

Under certain circumstances, ACT (Animal Care and Training) management may authorize exceptions to the following.

Dock Sessions: For any session done on the docks in the public view, including swims, and other interactive programs as well as free-feeding or dock time, any of the following is acceptable:

- (a) shorts with a DRC shirt
- (b) one piece swimsuit with shorts (women)
- (b) just a swimsuit (women and men)

Public Programs: For all public programs (includes tours and workshops) when not on floating docks, the required uniform will be shorts with a DRC shirt.

LIST OF RESOURCES AND EQUIPMENT

INVENTORY OF EQUIPMENT:		
Quantity	Equipment Item	Description Of Equipment
6	student computers-internet access	
6	Microsoft package, raven-lite acoustic software	For acoustics studies
8 of each	computer and monitor	
20	student chairs	
2 of each	Illustration posters: cetacea, pinnipedia, sirenia	
2	Hydrophones & speakers	For acoustics
6	Narration equipment: microphones	For narrations
1	Narration equipment - sound system	For narrations
10	Narration equipment - speakers	For narrations
	Cleaning supplies	For animal food preparation and sanitization
450 lbs/day (appx)	Fish	For animal food reward
5 boxes/day	Gelatin	For animal food/enrichment
26	Bottlenose dolphins	
1	Spotted dolphin	
4	California sea lions	
8	Dogs	As needed for canine training portion of course
Multiple	Target poles	For animal training sessions
Multiple per animal (one at each dock)	Dolphin training symbols	For animal training

multiple	Buckets/coolers	For animal training
multiple	stomach tubes, fecal tubes, blood collection materials, ultrasound, etc	Medical equipment
1	Ultrasound machine	Medical equipment
1	Dolphin Enrichment System device	For animal enrichment sessions
1 per student	Whistles/lanyards/clickers	For animal training sessions/reinforcement
6	Mask/fin/snorkel sets	For habitat perimeter fencing checks
2	Power sprayers	For habitat perimeter fence cleaning
6	Scrub brushes	For habitat maintenance
1	Medical Pool	For animal isolation/medical rehabilitation
1 per student	Clipboards & stopwatches	For research sessions
1	MMATS software/Redbooks (Marine Mammal Animal Tracking system, husbandry & training recordkeeping system)	Animal recordkeeping software
1 per student	Calculators	For test-taking purposes
1	MMATS software (Marine Mammal Animal Tracking system, husbandry & training recordkeeping system)	Animal recordkeeping software
1 per student	Calculators	For test-taking purposes

TEXTBOOKS/LEARNING RESOURCES

Students Required to purchase:

Reynolds III, J.E., R.S. Wells, and S.D. Eide. 2000. The Bottlenose Dolphin: Biology and Conservation. University Press of Florida: Gainesville, FL. *(This is the most recent edition)*

Pryor, K. 2004. Don't Shoot the Dog! Bantam/Simon & Shuster, New York, NY. *(This is the most recent edition)*

Pryor, K. 2000. Lads Before the Wind. Expanded edition. Sunshine Books, Inc. Waltham, MA.

Donaldson, Jean. 2005. The Culture Clash. Second Edition. James & Kenneth Publishers. Berkeley, CA. *(most recent edition)*

Harris, Gabrielle. 2010. Touching Animal Souls. Kima Global Publishers. South Africa

Available in student library:

Journal Subscriptions-hard copy/electronic:

Aquatic Mammals

Marine Mammal Science

Zoo Biology

Cetacean Research

*IMATA Journal: Soundings (recommended reading – all issues)

Books (*indicates required reading; **indicates suggested reading):

*Reynolds III, J.E., R.S. Wells, and S.D. Eide. 2000. The Bottlenose Dolphin: Biology and Conservation. University Press of Florida: Gainesville, FL

*Pryor, K. 1985. Don't Shoot the Dog! Bantam/Simon & Shuster, New York, NY.

*Ramirez, K. ed. 1999. *Animal Training: Successful Animal Management Through Positive Reinforcement*. Shedd Aquarium. Chicago, IL.

*Donaldson, Jean. 2005. The Culture Clash. Second Edition. James & Kenneth Publishers. Berkeley, CA.

*Harris, Gabrielle. 2011. Touching Animal Souls. Kima Global. South Africa

**Berta, A. and J. L. Sumich. 1999. <i>The Evolutionary Biology of Marine Mammals</i> . Academic Press: San Diego, CA
**Hoelzel, R.A., ed. 2002. <i>Marine Mammal Biology. An Evolutionary Approach</i> . Blackwell Science, Ltd. Malden, MA.
**Reynolds, III, J. E. and S. A. Rommel. 1999. <i>Biology of Marine Mammals</i> . Smithsonian Institution Press: Washington and London.
*Pryor, K. 2000. <i>Lads Before the Wind</i> . Expanded edition. Sunshine Books, Inc. Waltham, MA.
**Pryor, K. 1995. <i>On Behavior: Essays & Research</i> . Sunshine Books, Inc. North Bend, WA.
Ramirez, K. ed. 1999. <i>Animal Training: Successful Animal Management Through Positive Reinforcement</i> . Shedd Aquarium. Chicago, IL
Geraci, J.R. and Lounsbury, V.J. 2005. <i>Marine Mammals Ashore, A Field Guide for Strandings</i> . Second Edition. National Aquarium in Baltimore. Baltimore, MD.
Twiss Jr., J.R. & Reeves, R.R., ed. 1999. <i>Conservation and Management of Marine Mammals</i> Smithsonian Institution Press. Washington & London.
Richardson, W.J., Greene Jr., C.R., Malme, C.I., Thomson, D.H. <i>Marine Mammals and Noise</i> . Academic Press, Inc. San Diego, CA.
Gales, N., Hindell, M., Kirkwood, R., ed. 2003. <i>Marine Mammals: Fisheries, Tourism & Management Issues</i> . CSIRO Publishing. Collingwood, Australia.
Dieruff, L.A., Gulland, F.M.D. eds. 2001. <i>Handbook of Marine Mammal Medicine</i> . 2 nd Edition. CRC Press LLC. Boca Raton, FL.
Mann J., Connor R.C., Tyack P.L., Whitehead H. 2000. <i>Cetacean Societies: Field Studies of Dolphins and Whales</i> . University of Chicago Press. Chicago, IL.
Pryor, K. and K. S. Norris, ed. 1991. <i>Dolphin Societies: Discoveries and Puzzles</i> . University of California Press: Berkeley and Los Angeles, CA.
Reynolds III, J.E., Perrin, W.F., Reeves, R.R., Montgomery, S., Ragen, T.J., ed. 2005. <i>Marine Mammal Research: Conservation Beyond Crisis</i> . John Hopkins University Press. Baltimore, MD.
Au, W., A.N. Popper, and R. F. Fay, ed. 2000. <i>Hearing by Whales and Dolphins</i> . New York: Springer-Verlag.
Bryden, M.M. & Harrison, R. ed. 1986. <i>Research on Dolphins</i> . Clarendon Press. Oxford, U.K.
De Waal, F.B.M. & Tyack, P.L. ed. 2003. <i>Animal Social Complexity: Intelligence, Culture & Individualized Societies</i> . Harvard University Press. Cambridge, MA.

Fragaszy, D.M. and Perry, S. 2003. <i>The Biology of Traditions: Models and Evidence</i> . Cambridge University Press. Cambridge, U.K.
Herman, L.M. ed. 1980. <i>Cetacean Behavior: Mechanisms & Functions</i> . John Wiley & Sons, Inc. New York, NY.
Hurley, S. & Nudds, M. ed. 2006. <i>Rational Animals?</i> Oxford University Press. Oxford, U.K.
National Research Council of the National Academies. 2005. <i>Marine Mammal Populations & Ocean Noise: Determining When Noise Causes Biologically Significant Effects</i> . National Academies Press. Washington, D.C.
De Waal, F.B.M., Tyack, P.L. 2003. <i>Animal Social Complexity</i> . Harvard University Press. Cambridge, MA.
Pearce, J.M. 2008. <i>Animal Learning and Cognition</i> . Psychology Press. New York, NY.
Roberts, W.A. 1998. <i>The Principles of Animal Cognition</i> . McGraw Hill, Inc. Boston, MA.
Shettleworth, S.J. 1998. <i>Cognition, Evolution and Behavior</i> . Oxford University Press. New York, NY.
<i>DVD's Required Viewing:</i>
Ultimate Guide: Dolphins DVD
Ultimate Guide: Whales DVD
Dolphins the Wild Side DVD
Aquatic Mammals DVD: An Interview with Dr. Randall Wells
Aquatic Mammals DVD: An Afternoon with Dr. Louis Herman
Aquatic Mammals DVD: A Conversation with Karen Pryor
Aquatic Mammals DVD: Advice for Students ~ A Summary DVD
Aquatic Mammals DVD: A Conversation with Dr. Dan Odell
Aquatic Mammals DVD: A Conversation with Whitlow Au PhD
Aquatic Mammals DVD: An Afternoon with Ron Shusterman PhD
Aquatic Mammals DVD: A Conversation with Dr. Sam Ridgway
<i>DVD's Suggested Viewing:</i>
Aquatic Mammals DVD: A Discussion with Paul Nachtigall PhD
Aquatic Mammals DVD: A Discussion with William Tavolga PhD
Aquatic Mammals DVD: An Interview with Christopher Clark PhD

Aquatic Mammals DVD: An Interview with Sidney Holt PhD
Aquatic Mammals DVD: An Interview with Dr. Ian Boyd
Aquatic Mammals DVD: An Interview with Soren Anderson, cand. mag. zool.
Aquatic Mammals DVD: An Interview with Dr. Burney Le Boeuf
Aquatic Mammals DVD: An Interview with Dr. Steven Swartz
Aquatic Mammals DVD: An Interview with Carleton Ray PhD
Aquatic Mammals DVD: An Interview with Dr. R.H. Defran
Aquatic Mammals DVD: An Interview with Dr. Jack Terhune
Aquatic Mammals DVD: An Interview with Dr. Katherine Ralls
Aquatic Mammals DVD: An Interview with Dr. Bruce Mate
Aquatic Mammals DVD: Career Thoughts with Dr. Robert Gisiner
Aquatic Mammals DVD: A Conversation with Dr. Victor Scheffer
Aquatic Mammals DVD: A Conversation with Robert Hofman PhD
Aquatic Mammals DVD: A Conversation with William Evans PhD
Aquatic Mammals DVD: A Discussion with Dr. Gerald Kooyman
Aquatic Mammals DVD: A Dialogue with Dr. Kenneth Balcomb III
Aquatic Mammals DVD: A Conversation with William Perrin PhD
Aquatic Mammals DVD: An Interview with Dr. Christina Lockyer
Aquatic Mammals DVD: An Interview with Dr. Darlene Ketten
Aquatic Mammals DVD: An Interview with Yasuhiko Naito PhD
Aquatic Mammals DVD: An Interview with Dr. Patrick Moore
Aquatic Mammals DVD: An Interview with Lee Miller PhD
Aquatic Mammals DVD: An Interview with Dr. Helene Marsh
Aquatic Mammals DVD: An Interview with Nobuyuki Miyazaki PhD

Aquatic Mammals DVD: An Interview with Toshio Kasuya PhD
Aquatic Mammals DVD: An Interview with Robert Brownell Jr. PhD
Aquatic Mammals DVD: An Interview with Roger Gentry PhD
Aquatic Mammals DVD: A Chat with Dr. Bernd Wursig
Aquatic Mammals DVD: A Dialogue with Dr. John Reynolds

TELEPHONE NUMBERS

Dolphin Research Center Main Number (305) 289-1121
 Dolphin Research Center Training Institute (305) 289-1121 x 215

**COMMISSION OF INDEPENDENT EDUCATION
 STATEMENT**

Licensed by the Commission for Independent Education, Florida Department of Education, License #4766. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.

DISCLAIMER

Currently the Dolphin Research Center Training Institute (DRCTI) is not accredited by an accrediting agency recognized by the United States Department of Education (USDOE). This may affect the transferability of credits from this institution until such time that the DRCTI completes the successful accreditation process with a recognized accrediting agency.