

# Dolphin Research Center Training Institute

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## 2021/2022 Institutional Catalog (Volume X)



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# 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 has 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 hold 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

Rhoda Stevens

Celie Florence

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

Margaret “Peggy” McGill, Vice-President of Finance and Administration

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## **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

**Barbara Losch**, BS in Marine Science/Biology, University of Alabama, 30+ years working in Marine Mammal Field/Disney’s Living Seas/Epcot Marine Mammal Specialist

**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

**Tiffany Burns**, ZooTampa



## 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
Acevedo (Browne), Kimberly	ANBT103, ANHC103, ANHC105, ANSC101, ANSC201, ANSC202	M.Ed Science Education, Univ Central Florida; BA Radio Television. *17 years teaching experience * 9 years zoological experience.
Auson, Catalina	ANHC101L1, ANHC101L2, ANHC101L3, ANHC101L4	AS Marine Mammal Behavior, Care, & Training, College of Marine Mammal Professions, Grassy Key, FL; BS Zoology University of Florida, *7 years Marine Mammal Experience
Belden, Noelle	ANBT102L1, ANBT102L2, ANBT102L3, ANBT102L4, ANBT103, ANSC101, EDUC101, EDUC101L1, EDUC101L2, EDUC101L3, EDUC101L4, INTRO101	BS Psychology, Rollins College, FL *14 years Marine Mammal Experience
Blanton, Marie	ANBT101L2, ANBT201, ANBT201L1, ANBT201L2, ANBT202, ANBT202L, INTRO101	BS Zoology, North Carolina State Univ, NC *11 years Marine Mammal Experience
Brown, Danielle	ANBT204, ANBT204L	BS Marine Science/BA Psychology Eckerd College, St Pete FL *10 years Marine Mammal Experience
Coburn, Courtney	ANSC101, ANSC201, ANSC202, EDUC101L1, EDUC101L2, EDUC101L3, EDUC101L4	BA/Biology, Marine Science, Wittenberg Univ, Springfield, OH *12 years marine mammal experience
Davey, Wade	ANHC104, ANHC104L, EDUC101L1, EDUC101L2, EDUC101L3, EDUC101L4	BA Environmental Science, Simpson College, IA *11 years Marine Mammal Experience
Erb, Linda	ANBT101, ANBT102L1, ANBT102L2, ANBT102L3, ANBT102L4, ANBT201, ANBT203, ANBT203L, ANBT1103	*43 years Marine Mammal Experience HS Diploma Key West HS
Gearhart, Scott	ANHC102, ANHC102L	BA, Zoology, Miami University, Oxford, OH D.V.M., The Ohio State University, Columbus, OH *31 years Marine Mammal/Exotic Animal Veterinarian
Guarino, Emily	ANRES101, ANRES101L	BS Environmental Policy and Wildlife Science, Unity College, ME *18 years of Marine Mammal Experience



FACULTY MEMBER	COURSE(S) TAUGHT	DIPLOMAS HELD & AWARDING INSTITUTION
Haddock, Abigail	ANRES101, ANRES101L, ANSC101	BS in Marine Science and Biology at University of Miami. *6 years Marine Mammal Experience
Irwin, Rita	OCCU101	BA Technical Theater SUNY at Oswego, NY *32 years at Dolphin Research Center, President / Chief Executive Officer
Jacobs, Kelly	ANSC101, EDUC101, EDUC101L1, EDUC101L2, EDUC101L3, EDUC101L4	BA Journalism, University of Nebraska - Lincoln *7 years Marine Mammal Education Experience
Keaton, Loriel	ANBT103, ANBT201L1, ANBT202, ANBT202L, ANHC102	BS Marine Biology, University North Carolina, Wilmington, NC *18 years Marine Mammal Experience
Lyne, Jessica	ANBT101, ANBT201, OCCU101	AS Marine Mammal Behavior, Care, & Training, College of Marine Mammal Professions, Grassy Key, FL BS Psychology University of South Florida *7 years Marine Mammal Experience
Ober, Kasey	ANBT101L1, ANBT101L2, ANBT203, ANBT203L, PHYAPT101L	AS Marine Mammal Behavior, Care, & Training, College of Marine Mammal Professions, Grassy Key, FL BS Biology LaSalle University *6 years Marine Mammal Experience
O'Neil, Laura	ANBT203, ANBT203L, ANHC101L1, ANHC101L2, ANHC101L3, ANHC101L4, ANHC105	BS Psychology, University of Central Florida *12 years Marine Mammal Experience
Pieloch, Sheri	ANBT204, ANBT204L	BS Special Education University of South Florida, FL MS Education/Teaching and Learning, Nova SE University *19 years Education experience *9 years at Dolphin Research Center
Rickert, Alexander	ANHC104L, PHYAPT101L	BS Biology/Minor Psychology, Northeastern University *6 years Marine Mammal Experience
Wisniewski, Erica	ANHC102, ANHC102L, OCCU101	BA Education/English Monmouth Univ, NJ Animal Behavior Cert, Animal Behavior Institute *13 years Marine Mammal Experience

ADMINISTRATION	POSITION HELD	DIPLOMAS HELD & AWARDING INSTITUTION
Belden, Noelle	Dean of DRCTI Director Education Programs	BS Psychology, Rollins College, FL *14 years Marine Mammal Experience
Acevedo (Browne), Kimberly	Curriculum Specialist	M.Ed Science Education, Univ Central Florida; BA Radio Television. *17 years teaching experience *9 years of zoological experience.
Davey, Wade	Career/Student Advisor	BA Environmental Science, Simpson College, IA *11 years Marine Mammal Experience
Erb, Linda	Director of DRCTI Vice President Animal Care & Training	*43 Years Marine Mammal Experience HS Diploma Key West HS
Fox, Jesse	Director of Information Technologies	*23 Years of Information Technology experience H.S. Diploma/Barron Collier High School, FL
Huckabee, Deborah	Licensing & Accreditation, Director Finance Special Projects	BS Business Administration/Mgmt, Rollins College, FL, AA Early Childhood Education, Valencia Community College, FL *15 years teaching experience *6 years marine mammal experience *31 years administrative experience
Irwin, Rita	President, CEO, Dolphin Research Center	BA/Technical Theater, SUNY at Oswego, NY *32 Years at Dolphin Research Center, President and Chief Executive Officer
Lyne, Jessica	Career/Student Advisor	AS Marine Mammal Behavior, Care, & Training, College of Marine Mammal Professions, Grassy Key, FL BS Psychology University of South Florida *7 years Marine Mammal Experience
McGill, Margaret R.	Vice President of Finance	BA/Business, Texas Tech Univ., TX
Pieloch, Sheri	Director of Student Affairs Director Volunteer Resources	BS Special Education, University of South Florida MS Teaching and Learning NOVA SE University *19 years Education experience
Rinehart-Trott, Kristen	Registration and Enrollment Specialist	13 Years of Administration Experience HS Diploma/Pickerington High School, Pickerington, OH
Rodriguez, Armando (Mandy)	Chief Operating Officer Dolphin Research Center	*51 Years of Marine Mammal Experience Co-Founder of Dolphin Research Center, Chief Operating Officer, Sonny Allen Professional Achievement Award, International Marine Animal Trainers' Association, Manatee Conservation Award, U.S. Fish & Wildlife Service; Wyland Lifetime Achievement Award for Animal Rescue, Wyland Foundation
Stella, Mary	Director of Media and Marketing	BA/English, Monmouth Univ. NJ

ADMINISTRATION	POSITION HELD	DIPLOMAS HELD & AWARDING INSTITUTION
TBA	Director of Human Resources	

## 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.

<p>Welcome Center</p> <ul style="list-style-type: none"> <li>● Guest Services Staff</li> </ul>	<p>Animal Care and Habitat Building</p> <ul style="list-style-type: none"> <li>● Animal Care and Habitat Department</li> <li>● Facility Maintenance</li> </ul>
<p>Caretaker's Building</p> <ul style="list-style-type: none"> <li>● Visual Communications</li> <li>● Medical Offices/Lab</li> <li>● Caretaker's Residence</li> </ul>	<p>Volunteer/ Intern Resources Building</p> <ul style="list-style-type: none"> <li>● Volunteer Intern Office/Administration</li> <li>● DRCTI Meeting Room 3</li> </ul>
<p>Administration Building</p> <ul style="list-style-type: none"> <li>● Finance</li> <li>● Human Resources</li> <li>● Development and Membership</li> </ul>	<p>Sanger Family Hall</p> <ul style="list-style-type: none"> <li>● DRC Education Offices/Administration</li> <li>● DRCTI Offices/Administration/Alumni</li> <li>● DRCTI Library</li> <li>● DRCTI Meeting Room 1</li> <li>● DRCTI Meeting Room 2/DolphinLab</li> </ul>
<p>Bayside Building</p> <ul style="list-style-type: none"> <li>● Executive Offices/Administration</li> <li>● Behavioral &amp; Cognitive Research Offices/Administration</li> <li>● Department of Media and Marketing</li> <li>● Special Needs Department</li> </ul>	<p>Animal Care and Training Building</p> <ul style="list-style-type: none"> <li>● Animal Care and Training Offices</li> </ul>
<p>Information Technology Building</p> <ul style="list-style-type: none"> <li>● IT Offices/Administration</li> </ul>	<p>Dolphin Theater</p> <ul style="list-style-type: none"> <li>● DRCTI Meeting Room 4</li> </ul>
<p>Animal Husbandry Preparation Lab</p> <ul style="list-style-type: none"> <li>● Fish House, Diet Prep</li> </ul>	<p>DRCTI Student Residence</p> <ul style="list-style-type: none"> <li>● DRCTI Student Living Quarters</li> <li>● DRCTI Study Room</li> </ul>
<p>DRC Programs Student Dormitory</p> <ul style="list-style-type: none"> <li>● Programs Classroom/DRCTI Classroom 5</li> <li>● DRC Summer Programs Student Residence</li> </ul>	

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 twenty-five (25) restrooms, of which five 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 up to 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. 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

The 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 school 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 requires 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 a 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
- Plagiarism, Cheating, File Sharing and/or Copyright Infringement
- 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 & OTHER FORMS OF UNLAWFUL HARASSMENT**

DRC and DRCTI are committed to providing a work and learning environment that is 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 experiences or witnesses sexual or other unlawful harassment in the workplace or on school grounds, they should report it immediately to their supervisor, Department Head, Student Services Advisor or Human Resources. If the supervisor or Department Head is unavailable or the employee or student believes it would be inappropriate to contact that person, the employee should promptly discuss it with a member of the Steering Committee or directly with the President/CEO of DRC. Students may discuss with the Director of DRCTI. Any employee or student can raise concerns and make reports without fear of reprisal or retaliation.

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

### **Definition of Unlawful Harassment**

Unlawful harassment is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes but is not limited to epithets, slurs, jokes, pranks, innuendo, comments, written or graphic material, stereotyping or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age disability, veteran status or other characteristic protected by state or federal law.

### **Sexual Harassment**

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 employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct includes leering, making sexual gestures, or displaying 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 employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment. All allegations of sexual and other forms of harassment will be quickly and discreetly investigated. To the extent possible, the employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. If the investigation confirms conduct contrary to this policy has occurred, DRC will take immediate, appropriate, corrective action including discipline up to and including immediate termination. When the investigation is completed, the employee reporting any such allegations will be informed of the outcome of the investigation. DRC and DRCTI prohibit 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. EMPLOYEES or STUDENTS WHO HAVE EXPERIENCED CONDUCT THEY BELIEVE IS CONTRARY TO THIS POLICY HAVE AN OBLIGATION TO TAKE ADVANTAGE OF THIS COMPLAINT PROCEDURE. An employee or student'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

## **COPYRIGHT INFRINGEMENT / FILE SHARING / CHEATING / PLAGIARISM**

Unauthorized downloads, use, and/or distribution of copyrighted material, including unauthorized peer-to-peer file sharing with or without using DRCTI equipment, will result in disciplinary action, up to and including, dismissal from the program, and/or civil and criminal liabilities.

## **ETHICAL ISSUES**

DRCTI/DRC is committed to high standards of ethical, moral & legal academic & business conduct. This policy is established to ensure that students, employees & 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 & 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 consequences. 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 & enable students, employees & 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 Dept 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 & make reports without fear of reprisal or retaliation. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith & have reasonable grounds for believing the information disclosed is accurate or indicates a violation. Any allegations that prove not to be substantiated & 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, the 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 HR Director will notify the sender & acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated & appropriate corrective action will be taken if warranted by the investigation. The HR Director will notify the person complaining of its conclusions and any action taken.

# ACADEMIC CALENDAR

## 2021/2022 Marine Mammal Behavior, Care and Training Program

EVENT	DATE
Program Application Period	September 1, 2020, through February 28, 2021
Scholarship/Work Study Applications	April 12, 2021
Campus Tour/Applicant Interview Period*	Individually determined dates in March-April 19th
Acceptance Notification Period/Signed Letter of Intent Due	May 15- 31, 2021
Final Official Transcripts Due	June 15, 2021
Enrollment Period	July 1 - July 15, 2021
Registration & Orientation	August 22, 2021
Student Residence Opens**	August 21, 2021
First Day of Class	August 23, 2021
Last Day of Class***	April 29, 2022 (***) Anticipated)
Final Exams	Various Dates
Graduation Ceremony	May 7, 2022
Student Residence Closes	May 8, 2022
Degrees & Transcripts Mailed	June 1, 2022

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 school 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 school. Onsite interviews are required for consideration and potential acceptance into DRCTI.

\*\*The DRCTI Student Residence provides economical housing for up to 6 students. DRCTI rooms are shared with two to three students per room. One private room is also available. Lodging fees are based upon the number of people per room. Room selection is based on a first-come, first-served 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. 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 school or university:

2/3 x 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 PROGRAM - MARINE MAMMAL BEHAVIOR, CARE AND TRAINING

### 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 in 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.

### **Program Description**

Program length August 23, 2021 – April 29, 2022 = 36 weeks = 3.6 quarters. This is an intensive immersion program that requires students to participate in programming up to 11 hours a day, 5 days a week (not including study time). Classes and labs are normally scheduled Monday through Friday from 8 a.m. until 6 p.m. Some classes or labs may require an earlier start time (7 a.m.) or may be scheduled on weekends or holidays. Class size is limited to 8 students in order to ensure adequate individual support and development. The marine mammal trainer will be trained to function as an experienced member of a team of marine mammal care and training specialists caring for and actively training marine mammals in a human care setting. Graduates of this program will receive both classroom instruction and hands-on lab experience in all aspects to best train them on how to appropriately care for and effectively train marine mammals in order to fully prepare them for entry-level employment at a facility housing cetaceans or pinnipeds. These skills may easily transfer to other marine or terrestrial mammal species. Extensive training (both theoretical and hands-on) and experience is also given to develop skills to confidently narrate and present marine mammals to the public (both large and small audiences) and confidently conduct interactive dock programs between people and dolphins in a safe, enjoyable and entertaining manner. All theoretical and lab instruction and practice will be conducted on-site at Dolphin Research Center, a not-for-profit marine mammal education and research facility.

*August 23, 2021 – April 29, 2022 (\*anticipated ending Date)*

*Credential Offered: Occupational Associates Degree*

Class Schedule: *Full-Time* Hours per Week: *up to 60 hours* Quarter Credit Hours including prerequisites: *112.0*

*Total number of General Education Credits Required: 16*

*Consult the DRCTI Academic Calendar for other pertinent information related to the course schedule.*

### **Admission and Pre Qualifying Requirements**

All applicants must be 18 years or older, be fluent in English, & 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 school for equivalency. Contact the DRCTI Registration and Enrollment Specialist for equivalency determination.

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

#### **Required Courses**

#### **Quarter Credit Hours**

Biological Science..... *minimum of 4 or more quarter credit hours*

Introduction to Zoology & Zoology Lab *or* Introduction to Biology & Biology Lab

Communication..... *Minimum of 3 or more quarter credit hours*

Public Speaking or Acting classes

Behavioral Science..... *Minimum of 3 or more quarter credit hours*

General Psychology

Language..... *Minimum of 3 or more quarter credit hours*

English Composition

Mathematics..... *Minimum of 3 or more quarter credit hours*

Statistics or College Algebra

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

*\*\*In addition to the 16 general education quarter credit hours, students must also complete a First Aid/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*

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

2. The following documents must be sent to the Dolphin Research Center Training Institute Program Office in one envelope postmarked between September 1, 2019, and February 28, 2020.

a. Completed MMBCT program application form.

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

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

c. A copy of unofficial transcripts showing pre-requisite classes highlighted

d. A copy of your driver's license

e. 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 and signed envelopes.

f. A DRCTI provided doctor's release form 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 school, 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. More information is in the academic calendar.

### **Verification of Ability to Meet Program Specific Requirements & Performances 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 for the nature of the program content. Students must read the requirements and performance standards below. The DRCTI will make reasonable accommodations for those students' requirements, so 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 the 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 the 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 school 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 areas 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

Course Number	Course Name	Lecture Hrs	Lab Hrs	Qtr Credits
ANBT101	Building Relationships and Enrichment with Animals	20		2
ANBT101L1	Building Relationships Lab 1: Dolphins and Sea Lions		40	2
ANBT101L2	Building Relationships Lab 2: Enrichment		40	2
ANBT102L1	Handling Lab 1		80	4
ANBT102L2	Handling Lab 2		80	4
ANBT102L3	Handling Lab 3		80	4
ANBT102L4	Handling Lab 4		80	4
ANBT103	Special topics in animal care, training, and zoological operations	20		2
ANBT201	Behavior Modification and Training	20		2
ANBT201L1	Behavior Modification and Training Lab 1: Dogs		40	2
ANBT201L2	Behavior Modification and Training Lab 2: Dolphins		140	7
ANBT202	Building Relationships & Training with California Sea Lions	10		1
ANBT202L	Sea Lion Handling Lab		120	6
ANBT203	Training and Conducting Interactive Programs	10		1
ANBT203L	Interactive Programs with Marine Mammals Lab		100	5
ANBT204	Avian Care and Training	10		1
ANBT204L	Avian Care and Training Lab		40	2
ANRES101	Cognitive and Behavioral Research with Dolphins	10		1
ANRES101L	Marine Mammal Research Lab		20	1
ANHC101L1	Marine Mammal Nutrition and Dietary Preparation Lab 1		20	1
ANHC101L2	Marine Mammal Nutrition and Dietary Preparation Lab 2		80	4
ANHC101L3	Marine Mammal Nutrition and Dietary Preparation Lab 3		40	2
ANHC101L4	Marine Mammal Nutrition and Dietary Preparation Lab 4		80	4
ANHC102	Marine Mammal Care: Nutrition and Medicine	10		1
ANHC102L	Marine Mammal Veterinary Care Lab		20	1
ANHC103	Marine Mammal Breeding and Maternity Care	10		1
ANHC104	Marine Mammal Husbandry Care and Training	10		1
ANHC104L	Marine Mammal Husbandry Care and Training Lab		60	3
ANHC105	Exceeding Government Standards and Regulations	10		1
ANSC101	Marine Mammal Life History, Physiology and Reproduction	30		3
ANSC201	An Overview of Marine Mammals in Professional Care	10		1
ANSC202	Controversy of Marine Mammals in Professional Care	10		1
EDUC101	Public Speaking and Animal Presentation	10		1

Course Number	Course Name	Lecture Hrs	Lab Hrs	Qtr Credits
EDUC101L1	Experiential Education Lab 1		40	2
EDUC101L2	Experiential Education Lab 2		40	2
EDUC101L3	Experiential Education Lab 3		40	2
EDUC101L4	Experiential Education Lab 4		40	2
OCCU101	Career Skills	20		2
INTRO101	Introduction to the Facility and Resident Marine Mammals	20		2
PHYAPT101L	Physical Aptitude for Marine Mammal Trainers Lab		120	6
<b>Total Lecture</b>			<b>240</b>	<b>24</b>
<b>Total Lab</b>			<b>1440</b>	<b>72</b>
<b>Total Prerequisites</b>				<b>16</b>
<b>DEGREE TOTAL</b>			<b>1680</b>	<b>112</b>

## Course Descriptions

### *Building Relationships and Enrichment with Animals (ANBT101)(20hrs.)(2credits)*

Discussion of the importance of developing and maintaining strong trust-based relationships with animals in professional care to form the foundation of their health care, training and overall welfare. Guidelines on how to earn and keep an animal's trust will be introduced. The purpose and necessity of animal enrichment is explored, including environmental, cognitive, tactile, natural, and artificial means of enrichment. Students learn how to work with different animals' personalities and preferences, strengthening their ability to develop effective, relationship-based connections between themselves and the animals they care for.

### *Building Relationships Lab 1: Dolphins and Sea Lions (ANBT101L)(40hrs.)(2 credits)*

Students will observe dolphins 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. Additionally, students will begin to build foundational relationships with dolphins during free feeding sessions, enabling the dolphins to become familiar with the students and vice versa. Correct feeding techniques, communication as a team, preparation and cleaning, instructor feedback session and record entries will also be a part of this experience.

### *Building Relationships Lab 2: Enrichment (ANBT101L2)(40hrs.)(2 credits)*

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

### *Handling Lab I (ANBT102L1)(80hrs.)(4 credits)*

Instruction & discussion of cues, bridging, & reinforcement techniques used to communicate with dolphins and the importance of maintaining established behaviors. Included is instruction in teaching & maintaining manners among groups of animals, knowledge & respect of the dominance structure of the species, & the value and importance of redirection of behavior and giving the animals choices. Students learn to always value and prioritize relationship over behavior, resulting in little to no frustration which can lead to aggression. Students will learn & apply handling & building relationship techniques to conduct behavioral sessions with dolphins under the guidance of experienced training staff. Students will be routinely incorporated into Dolphin Research Center's daily public schedule to work with a variety of dolphins.

Handling Lab 2 (ANBT102L2)(80hrs.)(4 credits)

Students will continue to learn and apply handling and building relationship techniques learned in ANBT101 lectures and previous ANBT102L1 courses to conduct behavioral sessions with dolphins under the guidance of experienced training staff. Students will be routinely incorporated into Dolphin Research Center's daily public schedule to work with a variety of dolphins, promote good manners with individual dolphins and gain an introduction to basic guest interactive programs.

Handling Lab 3 (ANBT102L3)(80hrs.)(4 credits)

Students will continue to learn and apply handling and building relationship techniques learned in ANBT101 lectures and previous ANBT102L1 and ANBT102L2 courses to conduct behavioral sessions with dolphins under the guidance of experienced training staff. Students will be routinely incorporated into Dolphin Research Center's daily public schedule to work with a variety of dolphins, as well as gain an introduction to basic guest interactive programs. Students will gain experience in reading complex social behavior situations and in working with groups of animals (3 or more dolphins).

Handling Lab 4 (ANBT102L4)(80hrs.)(4 credits)

Students will continue to learn and apply handling and building relationship techniques learned in ANBT101 lectures and previous ANBT102L1, ANBT102L2 and ANBT102L3 courses to conduct behavioral sessions with dolphins under the guidance of experienced training staff. Students will be routinely incorporated into Dolphin Research Center's daily public schedule to work with a variety of dolphins, as well as gain an introduction to basic guest interactive programs. Students will gain experience in reading complex social behavior situations and in working with groups of animals (3 or more dolphins) while simultaneously engaging with the public and narrating their actions.

Special topics in animal care, training, and zoological operations (ANBT103)(20hrs.)(2 credits)

Students will investigate special topics in the animal training field. This may include weekly group discussions with training staff on training philosophy and behavioral management regarding current issues pertaining to the resident colony of marine mammals, special events, shadowing/interviewing, guest speakers, and assigned readings.

Behavior Modification and Training (ANBT201)(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 canines. 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 to decrease frustration which can lead to aggression in marine mammals.

Behavior Modification and Training Lab 1:Dogs (ANBT201L1)(40hrs.)(2 credits)

Students will gain experience in 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: Dolphins (ANBT201L2)(140hrs.)(7credits)

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 novel behavior. Under the supervision of experienced trainers, they will implement the training, utilizing their personal training plan, with dolphins assigned to them.

*Building Relationships and Training with California Sea Lions (ANBT202) (10Hrs)(1 credit)*

Presentation, discussion, assigned literature and media on the successful training and relationship building with California sea lions. Understanding and working with the natural behavior of the species and implementing that knowledge to positively impact training sessions will be discussed. Discussion and direction will be given on correcting existing frustration and/or aggression in sea lions.

*Sea Lions Handling Lab (ANBT202L) (120hrs.)(6 credits)*

Students will learn and apply handling and building relationship techniques learned in ANBT101 & ANBT202 lectures to conduct behavioral sessions with dolphins under the guidance of experienced training staff. Students will be routinely incorporated into Dolphin Research Center's daily public schedule to work with a variety of sea lions.

*Training and Conducting Interactive Programs (ANBT203)(10hrs.)(1 credit)*

Discussion of the techniques and methods used to train marine mammals to participate in interactive programs with the public. Utilizing DRC's relationship-based training, fitting the program to the animal and giving the animal's choices are all discussed as foundations for a successful, enjoyable, safe experience for animals and humans alike. Students will explore dolphin/human interaction for therapeutic purposes and will discuss research findings and opinions in the field.

*Interactive Programs with Marine Mammals Lab (ANBT203L)(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.

*Avian Care and Training (ANBT204) (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 (ANBT204L) (40hrs.) (2 credits)*

Students will learn and apply the proper handling, reinforcement and enrichment techniques that were taught in ANBT204 to conduct behavioral sessions with a variety of avian species.

*Cognitive and Behavioral Research with Dolphins (ANRES101)(10hrs.)(1 credit)*

Presentation, discussion, assigned literature and media on research concerning cognitive capacity in dolphins, and communication; overview of on-site research projects as well as historical and current research in the field. The 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 (ANRES101L)(20hrs.)(1 credit)*

Observation and participation in current or established cognitive research activities and sessions with dolphins 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 and Dietary Preparation Lab 1 (ANHC101L1)(20hrs.)(1credit)*

Students will learn all aspects of proper dietary preparation including fish identification and sorting, and weighing out proper poundage to ensure each animals' specific intake. Students will also be taught to follow proper cleaning procedures of the fish prep area and be responsible for ensuring all government rules and regulations are followed. Once trained students will routinely conduct the fish house cleaning and area preparation under the supervision of experienced staff.

*Marine Mammal Nutrition & Dietary Preparation Lab 2 (ANHC101L2)(80hrs.)(4 credits)*

Students will continue to expand their knowledge of proper cleaning procedures and fish prep from Lab 1 and learn all aspects of proper dietary preparation including fish identification and sorting, and weighing out proper poundage to ensure each animals' specific caloric intake. Students will also be expected to follow proper cleaning procedures of the fish prep area and be responsible for ensuring all government rules and regulations are followed. Once trained students will routinely run dietary preparation as well as the cleaning and area preparation under the supervision of experienced staff.

*Marine Mammal Nutrition & Dietary Preparation Lab 3 (ANHC101L3)(40hrs.)(2 credits)*

Students will continue to learn aspects of proper dietary preparation from Labs 1&2 and will additionally learn proper thawing procedures, jello and spirulina preparation. Students will be expected to follow proper cleaning procedures of the fish prep area, proper procedures for dietary preparation, and be responsible for ensuring all government rules and regulations are followed. Once trained students will routinely run dietary and supplement preparation as well as cleaning and area preparation under the supervision of experienced staff.

*Marine Mammal Nutrition & Dietary Preparation Lab 4 (ANHC101L4)(80hrs.)(4 credits)*

Students will apply the principles learned in Labs 1,2 and 3 to demonstrate a mastery of 1) the principles of cleaning, 2) the preparation of the work area, tools, diets, and supplements and 3) ensuring that all government rules and regulations are followed. Students will routinely run all aspects of the fish house with minimal staff supervision.

*Marine Mammal Care: Nutrition and Medicine (ANHC102)(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 role of the animal caretaker in assessing/ monitoring health and assisting in diagnostic and treatment procedures, and the use of complementary therapies to provide a holistic approach to medical care.

*Marine Mammal Veterinary Care Lab (ANHC102L)(20hrs.)(1 credit)*

Students will observe the 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 (ANHC103)(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 of maintaining genetic variability and demographic viability.

*Marine Mammal Husbandry Care and Training (ANHC104)(10hrs.)(1 credit)*

Presentation, discussion, assigned literature and media with regards to advanced animal husbandry training that facilitates preventative medicine and care. Students will also discuss the aging process in marine mammals and how husbandry can play a role in caring for the elders of a population.

*Marine Mammal Husbandry Care and Training Lab (ANHC104L)(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 (ANHC105)(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), AMMPA, and IMATA and how to ensure exemplary ratings.

*Marine Mammal Life History, Physiology, & Reproduction (ANSC101)(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 bottlenose dolphins and California sea lions. Marine mammal acoustics and communication will be discussed as well as the impacts of anthropogenic noise on the marine environment and marine mammal population. Students will investigate the conservation issues that face marine mammal species as well as potential solutions and mitigation of those issues.

*An Overview of Marine Mammals in Professional Care (ANSC201)(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 California sea lions which are the focus of ANSC001. Students also explore the history of zoos and aquariums, learning how these facilities developed over time into centers for education and conservation.

*Controversy of Marine Mammals in Professional Care (ANSC202)(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 on peer-reviewed, valid science journals.

*Public Speaking and Animal Interpretation (EDUC101)(10hrs)(1 credit)*

Exploration of effective interpretive techniques for relaying educational information and making connections for public visitors to various animal facilities through narration of animal training sessions. The discussion will include how to effectively engage various demographics in both large and small scale settings.

*Experiential Education Lab 1 (EDUC101L1)(40hrs.)(2 credits)*

Introduction to education workshops and daily education schedule. Students will be assigned a topic and begin to learn to present 30min workshops for DRC visitors. Students will be given the opportunity to shadow various educational programs (including but not limited to DolphinLabs, Outreaches, Distance Learning, School Field Trips, etc.) if and when they are scheduled.

*Experiential Education Lab 2 (EDUC101L2)(40hrs.)(2 credits)*

Students will focus on proficiency of educational workshops they have been assigned and be introduced to narrations of live sessions at DRC. Students will be given the opportunity to shadow various educational programs (including but not limited to DolphinLabs, Outreaches, Distance Learning, School Field Trips, etc.) if and when they are scheduled.

*Experiential Education Lab 3 (EDUC101L3)(40hrs.)(2 credits)*

Students will continue mastery of education workshops. Students will also be given a topic and begin narrating live sessions with the dolphins. Students will be given the opportunity to shadow various educational programs (including but not limited to DolphinLabs, Outreaches, Distance Learning, School Field Trips, etc.) if and when they are scheduled.

*Experiential Education Lab 4 (EDUC101L4)(40hrs.)(2 credits)*

Students may be assigned a new workshop topic or continue to demonstrate proficiency in their workshop topic. Students will work on mastery of their narration topic. Students will be given the opportunity to shadow various educational programs (including but not limited to DolphinLabs, Outreaches, Distance Learning, School Field Trips, etc.) if and when they are scheduled.



Career Skills (OCCU101)(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. The lecture will include a 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 a discussion of interview preparedness. Students will travel to visit other facilities to observe their training techniques (see “travel expectations” section of catalog).

Introduction to the Facility and Resident Marine Mammals (INRTO101)(20hrs.)(2 credits)

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 (PHYAPT101L)(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)
Graduation Fee	\$ 30	(Due two weeks prior to graduation)
Total Program Price	\$ 20,380	

*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 student's 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 the number of people per room. Room selection is based on a first-come, first-served 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 1<sup>st</sup>  
Full payment of \$20,000.00 by August 1<sup>st</sup>  
Graduation Fee of \$30.00 due two weeks prior to graduation
2. Registration Fee submitted with enrollment agreement  
Uniform and Material fee paid in full by August 1<sup>st</sup>  
\$2,000 initial tuition payment due by August 1<sup>st</sup>  
Thereafter students would pay 8 installments of \$2,275 at the beginning of each month throughout the program beginning September 1<sup>st</sup> through April 1<sup>st</sup> (\$18,000)  
Graduation Fee of \$30.00 due two weeks prior to graduation.

## CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or canceled 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 the initial payment.
3. Cancellation after attendance has begun, up through 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 more than 40% of the program will result in no refund. Please see the payment schedule options on page 28 of the catalog. Tuition is collected on a monthly basis throughout the program, not quarterly and the 40% completion is reflective of the entire program.
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 the student's enrollment or receipt of Cancellation Notice from the 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 Dolphin Research Center Training Institute.

## ADMISSIONS

DRCTI/DRC relies upon the accuracy of the 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 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 prerequisite 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 1, 2020, and February 28, 2021, of the academic year of the program for which the student is applying (see current academic calendar).
  - a. Completed MMBCT program application form.
  - b. All official sealed high school\* and school transcripts documenting successful completion of the prerequisite coursework with a C or better.  
*\*If you have already completed a school or university level degree, it is not necessary to submit high school transcripts.*
  - c. A copy of unofficial transcripts showing pre-requisite classes highlighted
  - d. A copy of your driver's license
  - e. 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 and signed envelopes.
  - f. A DRCTI provided 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.

*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.*

5. After all applications are reviewed, selected candidates will be required to attend a phone interview with school officials. Once the phone interviews are complete, selected candidates will be notified and must attend an individually scheduled prospective student interview held at the school 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.

6. Students accepted into the program must sign and submit the program enrollment agreement along with a registration fee of \$150.
7. Students accepted into the program must submit all school waivers and agreements.
8. Applicants must have no criminal record and be able to pass a background check.

*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 prerequisite 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.

## **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 diploma. Progress evaluations will occur monthly and possibly more frequently to assist students in their success.

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.

Academic Dishonesty is defined in the dictionary as "any type of cheating that occurs in relation to a formal academic exercise. It can include Plagiarism: The adoption or reproduction of ideas or words or statements of another person without due acknowledgment." Academic dishonesty, plagiarism or lying is against the DRCTI standard of conduct and is unacceptable. Students found committing acts of academic dishonesty, lying or flagrantly violating rules and policies will be subject to suspension or expulsion by Institute Administration.

## **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 School or his/her designee to discuss options available according to the above policies.
5. A student that has canceled or been terminated and desires to re-enter the program of study must contact the School and repeat admission procedures. A student that was terminated for any reason must meet with the DRCTI Administrator or designee and show cause why he/she should be reinstated. The decision of the Administrator is final. Students wishing re-entry into a program may do so within a year of the original start date based upon a theoretical and/or clinical assessment.

## **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 examinations/ assessments with a 70% or better grade in each course and satisfy all financial obligations to the School. Each student graduating will be required to pay a \$30.00 graduation fee.

## **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. – 5 p.m. daily

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

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 closing.

**Tropical Storm/Hurricane Provisions** - Hurricanes are very much a 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.

The DRCTI Student Services Advisor will keep in continuous contact with the students, via text message and/or email, regarding details on how the school 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](http://www.nhc.noaa.gov) – National Hurricane Center

[www.cbs4.com](http://www.cbs4.com) – Miami CBS affiliate or

[www.local10.com](http://www.local10.com) – Miami ABC affiliate

[www.weather.com](http://www.weather.com) – The Weather Channel



# STUDENT SERVICES

## **Financial Aid**

*DRCTI cannot currently accept Title IV Government-funded student aid.*

## Veterans Education

The School is approved for the training of entitled veterans who can qualify for such training under current federal laws. Persons with military service are urged to investigate their educational rights. Contact the Office of Financial Aid at (305) 289-1121 ext 226

Students utilizing VA educational benefits are subject to the School's policies regarding Satisfactory Academic Progress. Student academic probation must be reported to the VA once per quarter. If the student is suspended, this, too, is reported to the VA causing a cessation of all future benefits for that student. A VA student seeking to take courses following a suspension, and have educational benefits reactivated, must meet with his/her academic advisor and complete the VA Student Academic Standing Authorization Form as well as an academic plan that will be submitted to the School's VA School Certifying Official. Certification of courses cannot happen until these documents have been received and approved. Failure to achieve grades of C or above in all courses in subsequent quarters, or failure to follow the prescribed academic plan, will result in a new suspension of benefits.

Please follow this link for information on how to apply: <https://www.ebenefits.va.gov/ebenefits/vonapp>

Due to the small size of the classes at DRCTI, we are only able to accept Veteran benefits for a limited percentage of students per year.

In accordance with Title 38 US Code 3679 subsection (e), DRCTI adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. DRCTI will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

## 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 as well as the cost of rent at the student residence for the school year. The award will be based on financial need and answers to essay questions.



### Katlyn Leger Memorial Scholarships

The Katlyn Leger Memorial Scholarship fund was started by Katlyn's family in her memory after passing. Katlyn had visited Dolphin Research Center Training Institute not long before she passed and she was so excited to have the opportunity to join our family and graduate with a degree in marine mammal training. Unfortunately, she passed away before she got the chance to pursue her dream of working with marine mammals. Katlyn felt so strongly about the work done at DRC that her future plans were to continue her education in order to help make an impact on our planet. Her family wanted to make sure that, even after her passing, she was still able to make a difference in the marine mammal community and thus this scholarship was formed. This scholarship offers \$250.00 in tuition each month for 8 months.

### Work-Study

The DRCTI offers a work-study program for two individuals choosing to reside at the DRCTI student residence. These individuals 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 the 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 school.

\* 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 the 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 has 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.

### **Interruptions in Training/Termination**

Students shall understand that the School shall have the right to terminate their enrollment at any time for violation of rules and policies as outlined in the catalog. The School reserves the right to modify the rules and regulations, 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. Advising 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 five days of time per half and stay on track for the rest of the program, so leave of absence is limited to five days per half. If more time is

required, the student must understand that he or she must wait until another program year begins to continue training. The total maximum time for a leave of absence is ten days. Any variation from this must be approved by the DRCTI Administrator. A request for a 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 school, 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 School 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.

### **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 Advising Services**

An advisor is available to help students progress through school 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 are scheduled to meet with their advisors every other week or more if requested. Students seeking advising services should contact DRCTI career services. During advising sessions, students work in coordination with an advisor, 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, advisors 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.

## Graduation and Placement Rates

The following is self-reported data submitted to ACCSC, our accrediting agency, on an annual basis since initial accreditation in March 2018. This data is a tool used to assess student achievement outcomes including successful employment in a field related to the graduates area of study.

### Graduation and Employment Information From \*2020 Annual Report (Class of 2018/19)

Program	Credential	Number of Student Starts	Reporting Time Frame	Total Students Available for Graduation	Total Grads	Graduation Rate	Total Grads Available for Employment	Total Employed	Employment Rate
Marine Mammal Behavior, Care & Training	Diploma	1	April 2018 - March 2019	0	0	0.0%	0.0%	0	0.0%

### Graduation and Employment Information From \*2019 Annual Report (Class of 2017/18)

Program	Credential	Number of Student Starts	Reporting Time Frame	Total Students Available for Graduation	Total Grads	Graduation Rate	Total Grads Available for Employment	Total Employed	Employment Rate
Marine Mammal Behavior, Care & Training	Diploma	4	April 2017 - March 2018	3	1	33%	0	0	0.0%

### Graduation and Employment Information From 2018 Annual Report (Class of 2016/17)

Program	Credential	Number of Student Starts	Reporting Time Frame	Total Students Available for Graduation	Total Grads	Graduation Rate	Total Grads Available for Employment	Total Employed	Employment Rate
Marine Mammal Behavior, Care & Training	Diploma	7	April 2016 - March 2017	6	6	100%	6	6	100%

The reporting periods for the program are based on allowing students entering the program 150% of the total program length to complete, plus three months additional time to find employment.

\*Note that data from the 2019 and 2020 Annual Reports is atypical due to the effects of Hurricane Irma on the Florida Keys in September 2017. The 2018 data is more representative of student outcomes since the school was established in 2012.

# GENERAL RULES AND REGULATIONS

## **Communication with DRC Visitors, Members, and 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 potential, current or former visitors 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 fieldwork focused on marine mammals. DRC is an outdoor facility. All responsibilities must be fulfilled regardless of the 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. Students are required to work long hours. As this is an intensive immersion program, this includes being on-site for program-related activity up to 11 hours a day, 5 days a week.

## **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 the Student Services Advisor a minimum of one hour in advance of the anticipated tardiness or absence. If the Student Services Advisor 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 notifications. 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. Five tardies equal one absence.

## **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 Saturdays and 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 school will not tolerate hazing activities by any individuals, groups, teams, or recognized student organizations.

## **Student Grievance / Complaints Procedure**

Students who wish to appeal academic/disciplinary actions shall submit a written complaint request for reconsideration to the School. 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 the 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 meetings 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 listed:

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

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212

[www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Dean or the Registration and Enrollment Specialist or online at [www.accsc.org](http://www.accsc.org).

## **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 School 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 the 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.

## **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 DRCTI student 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.

### **Smoking**

In keeping with DRC's intent to provide a safe and healthful work environment, DRC has adopted guidelines regarding smoking in the workplace and school facility which respect the health and well-being of both non-smokers and smokers, as well as respect visitors/families that visit DRC daily. Employees and students who smoke are asked to set an example of model behavior for other employees and students by being courteous while smoking and in using the proper receptacles to dispose of smoking materials. Employee and student smoking is not permitted at any time in any building, closed structure, or when near hazardous materials. "Smoking" includes the use of tobacco products, electronic smoking devices, and e-cigarettes containing nicotine cartridges. Due to the health risks of second hand and residual smoke residue as determined by the American Health Association, 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. Employees and students who smoke should step off or outside such vehicles prior to smoking. Employees with questions or concerns regarding smoking in the workplace should consult with their supervisor or Department Head. Staff and student smoking is allowed only in certain areas: Outside balcony upstairs from Gift Shop, Behind the Caretaker Building, Outside the ACH Building, Under the Sanger Building, and downstairs at the Bayside Building.

### **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 an arrangement to the Student Services Advisor prior to commencement of the DRCTI program or part-time employment. The advisor 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 school to notify the DRCTI Administrative Assistant 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 email system, and software furnished to students are DRCTI/DRC property intended for school use. Email communications within the DRCTI/DRC email 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 email 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. 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 email system in ways that are disruptive, discriminatory, harassing, and 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. Email 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 email 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 supervisor, after consultation with the Vice President in charge of Information Technologies. Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-DRCTI/DRC business matters. Email 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 the 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 concerns of 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 received 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.

### **Use of Image in Photographs and/or Videos**

Occasionally the Media Department at the Dolphin Research Center (DRC) will be involved in media shoots for both DRC use as well as outside media use. By signing this enrollment agreement, Student acknowledges and authorizes DRC and outside media outlets to use Student's image in various publications, including but not limited to newsletters, both printed and electronically based, online stories and other publications. Student releases Dolphin Research Center and DRC Training Institute, its contractors and employees, and any third parties involved in the creation of publication materials, from liability for any claims by me or any third party in connection with my participation. Student further consents to the making, use, and reproduction by DRC staff or anyone authorized by DRC of photographs, video recordings or film of his/her images while engaged in DRC or DRCTI programs for any purpose whatsoever in connection with DRC's activities without compensation to the undersigned or any representatives of such.

### **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 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 (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 rain gear/wetsuits/bathing suits (if needed) when on duty at DRCTI/DRC. Students will be responsible for purchasing 6 or more DRCTI/DRC uniform shirts. These are provided as part of the student's material/uniform fee. 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 contribute 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 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 solid in color but may contain a coordinating piping color.

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

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. No high cut suits allowed

Winter Wear: Acceptable winter wear includes a navy blue DRC logo sweatshirt and navy blue sweatpants.

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, TEXTBOOKS 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
24	Bottlenose Dolphins	
1	Spotted Dolphin	
3	California Sea Lions	
8	Dogs	As needed for the 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 record keeping software
1 per student	Calculators	For test-taking purposes
1	MMATS software (Marine Mammal Animal Tracking system, husbandry & training record keeping system)	Animal record keeping software



## TEXTBOOKS/LEARNING RESOURCES

### **Required Reading: Students required to purchase:**

Harris, G. (2011). Touching Animal Souls. Capetown, South Africa: Kima Global Publishers. (required to purchase)

Pryor, K. (2004). Don't Shoot the Dog! (2nd Ed.). New York, NY: Bantam/Simon & Shuster (required to purchase)

Pryor, K. (2000). Lads Before the Wind (Expanded Ed.). Waltham, MA: Sunshine Books, Inc. (required to purchase)

Donaldson, Jean. (2005). The Culture Clash.(2nd Ed.) Berkeley, CA: James and Kenneth Publishers. (required to purchase)

Zeligs, J. (2014) Animal Training 101. Minneapolis, MN: Mill City Press (required to purchase)

Reynolds III, J.E., R.S. Wells, & Eide, S.D. (2013). The Bottlenose Dolphin: Biology and Conservation. Gainesville, FL: University Press of Florida (required to purchase)

### **Required reading: Books Provided**

Simmons, M. (2014). Killing Keiko. Orlando, FL.: Callinectes Press

Howard, C. (1995). Dolphin Chronicles. New York, NY.: Bantam Books

Mason, P. (2014). Swim Better, Swim Faster. London, UK: Bloomsbury Sport

McConnell, P. B. (2003). The other end of the leash: Why we do what we do around dogs. Random House Digital, Inc.

Stafford, S. G. (2007). Zoomility. iReinforce.com

Gesualdi, J. (2014). Excellence Beyond Compliance-Enhancing Animal Welfare through the Constructive Use of the AWA. [www.excellenceyondcompliance.com](http://www.excellenceyondcompliance.com)

### **Recommended Books**

*These are books that are not required to be read or purchased but are recommended by individuals within the field. There may be additional recommended reads included on individual class syllabi.*

Gregg, J. (2013). Are Dolphins Really Smart?: The Mammal Behind the Myth. Oxford University Press.

Shepherdson, D. J., Mellen, J. D., & Hutchins, M. (Eds.). (2012). Second nature: Environmental enrichment for captive animals. Smithsonian Institution.

Young, R. J. (2013). Environmental enrichment for captive animals. John Wiley & Sons.

Dokken, K. (2014). The Art of Terror: Inside the Animal Rights Movement. Martinsburg, WV.: Underdog Justice Productions, LLC.

### **Required reading in advance of class**

ANBT204 Avian Care and Training

What's The Motivation?

<http://naturalencounters.com/site/wp-content/uploads/2015/11/WhatsTheMotivation.pdf>

IAATE Position Statements

<http://iaate.org/about-iaate/iaate-position-statements>

ANHC006 Exceeding Government Standards and Regulations

TITLE 9--ANIMALS AND ANIMAL PRODUCTS --CHAPTER I--ANIMAL AND PLANT HEALTH

INSPECTION SERVICE, DEPARTMENT OF AGRICULTURE

[https://www.aphis.usda.gov/animal\\_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf](https://www.aphis.usda.gov/animal_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf)

Sections pertaining to marine mammals

### **Journal Subscriptions-hard copy/electronic:**

Aquatic Mammals

Marine Mammal Science

Zoo Biology

Cetacean Research

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

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

\*\*Berta, A. and J. L. Sumich. 1999. *The Evolutionary Biology of Marine Mammals*. Academic Press: San Diego, CA

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

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

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Gales, N., Hindell, M., Kirkwood, R., ed. 2003. *Marine Mammals: Fisheries, Tourism & Management Issues*. CSIRO Publishing. Collingwood, Australia.

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De Waal, F.B.M. & Tyack, P.L. ed. 2003. *Animal Social Complexity: Intelligence, Culture & Individualized*

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Herman, L.M. ed. 1980. Cetacean Behavior: Mechanisms & Functions. John Wiley & Sons, Inc. New York, NY.  
Hurley, S. & Nudds, M. ed. 2006. Rational Animals? Oxford University Press. Oxford, U.K.  
National Research Council of the National Academies. 2005. Marine Mammal Populations & Ocean Noise: Determining When Noise Causes Biologically Significant Effects. National Academies Press. Washington, D.C.  
De Waal, F.B.M., Tyack, P.L. 2003. Animal Social Complexity. Harvard University Press. Cambridge, MA.  
Pearce, J.M. 2008. Animal Learning and Cognition. Psychology Press. New York, NY.  
Roberts, W.A. 1998. The Principles of Animal Cognition. McGraw Hill, Inc. Boston, MA.  
Shettleworth, S.J. 1998. Cognition, Evolution, and Behavior. Oxford University Press. New York, NY.

**DVD's Required Viewing:**

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

**DVD's Suggested Viewing:**

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

## **DRCTI/DRC TELEPHONE NUMBERS**

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

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## **ACCREDITATION STATUS**

DRC Training Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)  
#M072566

# **ADDENDUM**

## **Catalog Revisions (from 11/1/2020 version)**

pg. 8 Faculty and Administrative Listing (multiple changes in Faculty and courses taught)

pg. 18 Academic Calendar - Changed Graduation Ceremony Date from April 30th to May 7th

pg. 36 Katlyn Leger Memorial Scholarships - removed \$1,000 rent scholarship

pg. 39 Addition of Graduation and graduate employment data as reported to ACCSC

pg. 41 Addition of ACCSC Student Complaint/Grievance Procedure

Previous pages 52 - 57 removed from catalog (Professional Animal Trainer Program Description -continuing education)