



**West Liberty University**  
**Zoo Science and Applied Conservation Major**

**STUDENT HANDBOOK**  
**POLICIES AND GUIDELINES**  
**2018-2019**

**West Liberty University**  
**Biology Program**

**Student Handbook**

## Opening and General Information

West Liberty University and the Faculty and Staff of the Zoo Science and Applied Conservation major (within the Biology Program of the College of Sciences) welcome you! We congratulate you on your acceptance into this major and look forward to assisting you in achieving your career goal of becoming a zookeeper, curator, director, conservation or wildlife rehabilitation specialist, among other career options working directly with wildlife. The path you have chosen is intense, yet highly rewarding. In addition to guiding you through the academic and internship phase, the major will also facilitate professionalism and empathy, traits that are essential in the arena of animal husbandry and conservation practices.

The WLU Zoo Science and Applied Conservation Student Handbook provides information about the policies, procedures, and requirements for successful navigation and completion of the requirements of the major. The information provided is not all inclusive. Therefore, in addition to the following major specific policies and procedures covered in this handbook, with both WLU zoo science-specific procedures/policies, as well as Wheeling Park Commission internship policies, additional school-wide policies and procedures are also covered in the West Liberty University Student Handbook, and Oglebay Good Zoo internship policies are provided in Appendix A.

Questions about policies, requirements, and procedures may be directed to the Chair of the Department of Natural Sciences and Mathematics (Dr. Douglas Swartz), Zoo Science Coordinator (Dr. Zachary Loughman), or Oglebay Good Zoo Director (Dr. Joe Greathouse) for clarification. You are encouraged to refer to the handbook frequently for information. Please retain this handbook for the duration of the program.

**\*\*You are required to detach the Statement of Acknowledgement form and the Interview/Photography Release form, sign, date, and return to the Zoo Science Coordinator by end of September. In addition, please complete the internship forms (prior to starting at the Good Zoo) and submit to the Oglebay Good Zoo Director. All forms are located in the last five pages of the handbook.**

It is imperative that you take the time to review this handbook, the catalog, and any other resources associated with your program of study to become informed of expectations. WLU makes every attempt to remain flexible, however, rules and penalties will not be waived or exceptions granted just because someone is unaware of specific policies or procedures.

In addition to this handbook, West Liberty's webpage (<http://westliberty.edu>) also provides up-to-date information about the University, courses and procedures that you will find invaluable.

## Background and History

West Liberty University is a forward-looking, public university steeped in a rich heritage as West Virginia's oldest institution of higher education. Established as West Liberty Academy in 1837 (26 years before the state was admitted to the Union), it was created to respond to the need for higher educational opportunities west of the Appalachian ridge. The institution is named for the town in which it is located. West Liberty was so named in the late 18th Century as the westernmost point of the new liberty provided through the Declaration of Independence.

## **Mission**

To provide our students the opportunity for a high quality undergraduate, graduate, and professional education through appropriate formats and venues.

## **Nondiscrimination and Equal Opportunity**

West Liberty University is an Equal Opportunity-Affirmative Action institution. In compliance with Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable laws and regulations, the institution provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, disability, or veterans status as identified and defined by law. The institution neither affiliates knowingly with, nor grants recognition to, any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, sexual orientation, national origin, disability, or veteran's status as defined by applicable laws and regulations. Inquiries concerning the application of the above statement should be addressed to: Human Resources/Affirmative Action Officer, West Liberty University, 208 University Drive, College Union Box 131, West Liberty, WV 26074; Phone: 304.336.8029.

## **Campus Security and Emergency Procedures**

Campus police officers enforce state, local and college rules and regulations governing underage drinking, the use of controlled substances, weapons, and all other incidents requiring police assistance. They are also responsible for public safety services, such as crime reports, medical emergencies, fire emergencies, and traffic accidents. Monthly reports are reported to the West Virginia State Police, who are consistent with the Uniform Crime Reporting (UCR) systems.

**TopperNet** is used to notify the campus community in the event of an emergency.

1. Go to: <https://www.getrave.com/login/westliberty>. Click on "Join Now."
2. Complete the information on the "Create Account" page, agree to the Terms of Service, and click "Next."
3. A confirmation screen will appear, explaining that Rave has sent you an e-mail. Go to your e-mail account and click the link.
4. When you click the link, a 4-digit code will be sent to your phone. A screen will open on your computer asking you to type in that code.
5. This will take you to your main account screen. You're finished!

## **West Liberty University Policies and Procedures**

### **CREDIT HOUR POLICY**

West Liberty University assigns and awards credit hours conforming to commonly accepted practices in higher education. The school employs the Federal Credit Hour Definition in the assignment and awarding of credit hours as stated in the following policy:

At WLU a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally- established equivalency that reasonably approximates not less than: one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester. At least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practicum, studio work, and other academic work leading toward to the award of credit hours.

The basic credit hour is defined as at least 15 hours of lecture, discussion, seminar, or colloquium as well as 30 hours of student preparation, homework, studying, and application.

### **WITHDRAWAL FROM COURSES**

A student who officially withdraws from a course by the end of the class day marking the two-thirds point of the semester or summer term shall receive a grade of “W.” A grade of “WP” is given if a student officially withdraws from a course any time after the two-thirds point and before the last scheduled class meeting, including the final examination, providing he or she is passing the course at the time of withdrawal. A “WF” will be given if a student officially withdraws any time after the two-thirds point and before the last scheduled class meeting, including the final examination, if he or she is failing the course at the time of withdrawal. A student who does not officially withdraw from a course shall receive a grade of “FIW,” indicating failure because of improper withdrawal. Grades of “WF” and “FIW” are computed as “F” for grade-point average.

Students can drop courses in WINS until the last date to enroll for the respective semester.

If you withdraw from a class, any tuition refunds are given in accordance with current WLU policy as noted on page 20 of the University Catalog ([2018-19](#)).

### **Repeating a Course**

If you must or desire to repeat a course, both grades will appear on your transcript.

## **WITHDRAWAL FROM THE UNIVERSITY**

Students who find it necessary to withdraw from the university during the course of a semester or summer term must complete the official withdrawal procedure. The necessary forms may be obtained from the Enrollment Services Center. The Enrollment Services Center will review the form with the student. The withdrawal is not official until these forms are received and processed by the Enrollment Services Center.

Students who leave the university without officially withdrawing will receive failing grades (“FIW”) in all courses for which they are enrolled. The final grade in each course will be determined by each instructor in accordance with the institutional grading policy.

## **POLICY REGARDING STUDENTS CALLED TO ACTIVE MILITARY SERVICE**

As a result of a national military emergency, university students may be among the military reservists called to active duty. While there are federal regulations in effect which impose certain obligations on employers with respect to employees in active military service, these laws have not been extended to students called for active military service. Consequently, the following procedure is to be used in those instances wherein students from West Liberty University are called to active military service and can provide to university officials a copy of their official orders.

When a student is notified to report for active military service, the student should contact each of his or her individual instructors and inform them of the situation. It is then the responsibility of the instructor to determine an appropriate grade for the student. If the student has made sufficient progress and the instructor feels that sufficient material has been covered to warrant a final grade in the course, the instructor should issue a grade of “incomplete.” Due to potential variables involved, there may be other arrangement that could be expedited and this will be left to the discretion of the faculty member. In all situations, care should be taken to ensure that credit earned by a student in a class, up to the point of the student’s leaving for military service, be granted to the student or preserved for a future grade determination.

If a student is required to withdraw from classes before a letter grade or an incomplete can be given, a 100% refund of tuition and fees will be issued. Tuition and fees will be charged only for those courses for which a letter grade or an incomplete is given. The unused portion of room and board payments will be refunded.

## **ACADEMIC DISHONESTY POLICY**

Academic Dishonesty, in whatever form, belies the stated philosophy of West Liberty University “to promote the development of the intellectual, cultural, social, physical, emotional, moral, and vocational capacities of all persons within its sphere of influence.” Individuals who commit acts of academic dishonesty violate the principles, which support the search for knowledge and truth. The academic community has established appropriate penalties and disciplinary action for such behavior. For full information on types of academic dishonesty, penalties, appeals, and procedures related to academic dishonesty, please review the University Catalog.

## **GRADE APPEAL PROCEDURE/POLICY**

A student who wishes to appeal or question a final grade in a course must first contact the faculty member who assigned the grade within fifteen (15) class days of the semester following the semester for which the grade was issued. The student must arrange one or more informal conferences with the professor/instructor to attempt to resolve the conflict before a formal appeal is initiated. The grade appeal must be based on a faculty member's alleged capriciousness, prejudice, or arbitrariness. The professional competence of the faculty member will not be an issue. For procedural information on the grade appeal process please review the University Catalog.

## **APPROPRIATE COMPUTER USE**

The Appropriate Use Policy (AUP) is designed to establish acceptable use of computer and information systems as well as to protect our students, faculty, and staff. As good net citizens, we encourage all users to use electronic communications in a manner respectful to others.

## **PERFORMANCE**

Users must take precaution that their actions and the computers they own or are assigned to them for use do not negatively affect the WLU computer network. You must properly maintain your systems by having up-to-date anti-virus protection and performing operating system patches.

## **INTELLECTUAL PROPERTY**

You are expected to use software and electronic materials in accordance with copyright and licensing restrictions. You may not use WLU networks, equipment, or software to violate the copyright terms of any license agreement.

## **GOOGLE**

WLU and Google have partnered to provide Google Gmail, Calendar, Contacts, Drive, Groups, Sites, Talk, and Video to all applicable WLU users. Use of these services are governed by the contract between Google and WLU. Google's Privacy Policy is available for review at

<http://www.google.com/intl/en/policies/privacy>.

## **SHARED RESOURCES**

Tying up network resources for illegally downloading or sharing music, software and files, sending harassing email, sending large volumes of mail, etc. are not appropriate use of WLU network resources. The bandwidth demands of this usage can be excessive.

## **GENERAL**

Attempting to impersonate any person, using forged headers or other identifying information is prohibited. Activities which adversely affect the ability of other people or systems are prohibited. Attempts, whether successful or not, to gain access to any computer system, or user's data, without consent is prohibited.

## **WEB HOSTING**

WLU will not host web sites which involve illegal activities such as the illegal transfer or use of copyrighted materials or any fraudulent solicitation. WLU will not host web sites of an offensive nature such as ones of pornography, gambling, extreme violence, racial or ethnic hatred. WLU reserves the right to protect its systems and its users by not hosting sites that would be deemed generally offensive and be likely to provoke responses such as Denial-of-Services attacks upon its servers or systems.

## **FINANCIAL**

Re-selling service without express written consent from WLU is prohibited. Offering any public information service, such as running a web server or FTP server is also prohibited without express written consent from Information Technology Services (ITS). Using programs to defeat system timers limiting inactivity is prohibited.

## **PRIVACY**

It may be necessary for ITS employees to examine system logs and other records to resolve system problems. WLU reserves the right to access an account's mailbox to resolve system problems or mail system errors.

In addition, WLU will cooperate with the appropriate legal authorities in investigating claims of illegal activity, including but not limited to illegal transfer or use of copyrighted material, postings, or email containing threats of violence, or other illegal activity.

WLU makes no guarantee and assumes no liability for the security of any data on any server including "secure servers."

Our users are reminded that no computer system should be considered safe from intrusion. Email may pass through many computer systems, and should not be considered a secure means of communication unless it is encrypted. Even then, information is only as secure as the encryption method.

## **RATIONALE**

This document provides a general understanding of WLU's policy on the Appropriate Use of WLU's information technology services. Common sense and judgment are a necessary part of any system of rules, and this Appropriate Use Policy (AUP) is no exception. Of course, flagrant or repeated violations of the policy are viewed in a very different light than minor infractions.

Protection of our customers and our resources, the ability to provide quality service to our customers, conformance with existing law, and the protection of our reputation as a service provider are all contributing factors to decisions on AUP violations.

If a WLU account is used to violate the AUP, various action may be taken including, but not limited to the following:

- suspension or revocation of computing privileges
- reimbursement to WLU for resources consumed
- other legal action including action to recover damages
- referral to law enforcement authorities

Computer users will be referred as follows: Students will be referred to the Judicial Coordinator and Instructor/College Dean.

Please see the current **West Liberty University Catalog** for additional information about specific institutional policies and procedures. (<http://westliberty.edu/registrar/west-liberty-university-bulletin/>)

#### **Full-Time Personnel (of the Zoo Science major)**

Dr. Zachary Loughman, PhD., Zoo Science Coordinator/ Assoc. Professor of Biology (304) 336-8923

Dr. Joe Greathouse, PhD., Oglebay Good Zoo Director/Asst. Professor of Biology (304) 639-7684

Mrs. Kinsey Skalican Guthrie, Animal Care Coordinator (614) 266-8826

Dr. Douglas Swartz, Co-Chair NS&M Chemistry, Mathematics & Physics / Associate Professor of Chemistry

Dr. Karen Kettler, Ed.D, , Dean of the College of Sciences (304) 336-8070

#### **Contract Veterinarian**

Paige Stoehr, DVM.

Dusty Betlem, DVM



## **Zoo Science and Applied Conservation Curriculum**

Students majoring in Zoo Science and Applied Conservation (here on referred to as Zoo Science) will, at the end of four years, receive a Bachelors of Science in Biology. The liberal arts education at WLU includes a number of general studies courses, in addition to the biology and Zoo Science-specific courses. There are ten total Zoo Science and Applied Conservation courses. Each track require nine total course of the following: Principles of Zoo Science, Zoo Conservation Education, Zoo Mammalogy, Applied Conservation, Zoo Herpetology, Zoo Ornithology, Zoo Animal Behavior, Zoo Animal Medicine, and two Zoo Internships, and two Conservation Practicum. (See Appendix B for Zoo Science course descriptions, Appendix C for entire Zoo Science Curriculum). The top academically performing 40 students accepted into the Zoo Science major are guaranteed an internship at the Oglebay Good Zoo; other students accepted into the major may need to obtain internships at other (approved) institutions. If a student would like to obtain an internship at another institution, the internship must be approved by the Zoo Science Coordinator prior to the start of the internship. Several of the Zoo Science-specific courses will be taught at the Good Zoo, and the Zoo Animal Medicine course will be taught at WLU and the Wilds (Cumberland, Ohio); therefore, students are responsible for arranging their own transportation to these off-campus locations.

### **Zoo Science Schedule of Volunteer Hours**

Students participating in the Zoo Science major are required to complete 200 hours of volunteering at WLU and the Good Zoo. When volunteering at WLU, students assigned to a group of peers will rotate between various Zoo Science rotations in Arnett Hall and at Oglebay Good Zoo. Students will be trained on how to perform proper animal husbandry and enclosure care. Each student group will work with the Animal Care Coordinator to determine the animal care feeding/cleaning schedule for the scheduled rotation. Some labs/facilities will have assigned schedules that will require approval before changing scheduled responsibilities.

Any issues or questions must be reported to the Animal Care Coordinator (first), then the Zoo Science Coordinator via email, text, or phone. While performing volunteer hours at the Good Zoo, students must adhere to zoo policies and procedures (Appendix A); any questions regarding these policies and procedures should go to the Zoo Director. Prior to completing volunteer hours at the Good Zoo, students must acquire required immunizations and complete and submit a Wheeling Park Commission internship application. Applications for the Wheeling Park Commission are available online at

[http://www.oglebay-resort.com/PDF/WPC\\_application07\\_15.pdf](http://www.oglebay-resort.com/PDF/WPC_application07_15.pdf).

[https://workforcenow.adp.com/jobs/applying/posting.html?client=wheprkcomm&cclid=19000101\\_000001type=MPGlang=en\\_US](https://workforcenow.adp.com/jobs/applying/posting.html?client=wheprkcomm&cclid=19000101_000001type=MPGlang=en_US)

## **Professional/Ethical Conduct**

Students within the Zoo Science major are to behave in a professional/ethical manner at all times while performing animal husbandry, community outreach programming, conservation research, volunteer hours, and internships. Professional behavior includes using appropriate language and not foul language, showing up on time for all Zoo Science-related activities (listed above), obtaining immunizations by the required date and submitting the appropriate paperwork in a timely fashion, reporting all opportunities for improvement to the Zoo Science Coordinator, Zoo Director, Chair of the Department of Natural Sciences and Mathematics, or the Animal Care Coordinator. Improper or irresponsible animal care will not be tolerated and could mean dismissal from the major. All animals are to be treated in an ethical fashion with respect; all animal husbandry must be performed on schedule, as deviation from the schedule could result in an animal's death. Only Zoo Science students and Zoo Science staff are allowed entrance into animal enclosures, or conservation/breeding laboratories, unless authorized by the Zoo Science Coordinator, Zoo Director, or the Chair of the Department of Natural Sciences and Mathematics. Students must not arrange for animal encounters for friends or family, unless permission is given for such encounters. Failure to adhere to this rule could result in dismissal from the major.

## **Immunizations/Bloodborne Pathogen Training**

The West Liberty University Zoo Science major requires that its students be up to date on the following immunizations and skin tests. Students are expected to have these immunizations by the end of September and updated as needed (see below). Students must provide written proof of immunizations to be included with student records.

### Tuberculosis (TB)

Individuals with a history of positive tests must provide documentation of appropriate screening and treatment. A history of receiving the BCG vaccine is not a contraindication to skin testing. Two-step testing is required. Chest x-ray results (required if PPD test is positive). Annual TB testing is required.

### Tetanus or Diphtheria/Pertussis/Tetanus series

Tetanus vaccination necessary every ten years. Primary series of 4 doses with DTaP or DTP.

### Bloodborne Pathogen Training:

All students must go to the following website and complete Bloodborne Pathogen Training:

<http://westliberty.edu/community-test-resources/bloodborne-pathogen-training/>

Students must watch the video and take the exam; results will automatically be sent to the WLU Health and Safety Specialist.

## Reports of Problems/Emergencies

All problems with animals, enclosures, or peers at West Liberty University must be reported to the Zoo Science Coordinator or Animal Care Coordinator immediately. If either of these individuals are unavailable, report to one of the Zoo Science staff members. "Problems" include, but are not limited to: dietary issues (animal refusing to eat, food supplies low), equipment issues (leaking humidifier or refrigerator, heat lamp out, flooding or broken aquarium), or unethical behavior of peers (notice peers not adhering to animal care schedule or arranging for animal encounters for friends). In the event that a student is bitten or scratched, notify any of the individuals listed above, or, in the event of an emergency, contact Campus Police at 304-336-8021. For any problems/emergencies occurring at the Good Zoo or at another internship location, students must report to the daily supervisor or internship coordinator of the institution.

## Tuition, Fees and Financial Aid

### **Tuition and Fees**

All tuition and fees will be collected through the Business office located in Main Hall, West Wing. Through this system, your payment will be applied directly to your tuition. In addition to tuition, you may have other fees that will be collected by the Business office. The following courses require a Zoo Science fee of \$1,778.00: BIO 180 (Prin. Zoo/Aquar Sci), BIO 280 (Zoo Education), BIO 380 (Zoo Ornithology/lab), BIO 382 (Zoo Herp/lab), BIO 384 (Zoo Mamma/lab), BIO 386 (Zoo Applied Conservation), BIO 450 (Zoo An Behav/lab), BIO 452 (Zoo Anim Med/lab), BIO 454 (Zoo Internship), BIO 471 (Conservation Practicum) This fee is used to offset costs associated with the care and management of the WLU animal collection, WLU Zoo Science personnel costs, research, permit costs, facility upgrades, and course supplies. **Financial Aid packages can be augmented to cover the cost of Zoo Science course fees. Should you want to cover these fees with your financial aid package, you will need to make arrangements with the Financial Aid office.**

### **Financial Aid**

Zoo Science students are eligible for financial aid through the WLU Financial Aid office.

See Financial Aid Office under the Current Student section of the WLU Web page:

<http://www.westliberty.edu/financial-aid/>

## Social Media Policies/Guidelines

Participation in social media and online activities such as blogging, tweeting, Instagramming, Facebooking, wiki, or any other form of online publishing is commonplace in modern society. While you may want to blog, tweet, or photograph your experiences as a Zoo Science student, please adhere to the following guidelines:

1. Any “posts” to a social media outlet (i.e. Facebook, Twitter, Instagram, etc) must be approved by a Zoo Science administrator (Kinsey Skalican Guthrie, or Dr.’s Loughman, Greathouse, or Kettler) prior to submission. This includes photos taken of zoo-science animals.
2. Any “posts” or photos related to internship experiences must also be approved by the internship coordinator/administrator of the institution from which the internship is taken.

## **Disciplinary Action**

WLU and Applied Conservation majors are expected to represent the Zoo Science and Oglebay Good Zoo in a professional manner and abide by all established policies and procedures.

Infractions of student policies or performance issues will be dealt with in a fair and appropriate manner.

*The standard disciplinary process includes, but is not limited to:*

1. Verbal warning and coaching from immediate supervisor (WLU Animal Care Coordinator, Zoo Science Coordinator, Oglebay Good Zoo educator, keeper or staff member).
2. Depending on the severity and/or type of infraction, the outcome may include: the restriction of student assignments, the student will lose a minimum of 10 volunteer hours already earned, the student will be required to perform additional training and volunteer hours (200 hours of volunteering is required prior to the start of the BIO 454 internship).
3. If the problem persists or a student has multiple infractions/performance issues, or severe infractions, specifically infractions that result in documented animal cruelty, the student may be immediately dismissed from the Zoo Science major.

This process may be altered depending on the disciplinary issue, severity of the infraction or other circumstances.

All disciplinary actions will be determined by the WLU staff/faculty or Oglebay staff.

**A student may receive disciplinary action for any of the following reasons:**

Mistreatment of animals or animal cruelty

Handling or working with animals without prior authorization

Disrespectful attitude toward students, professors, or guests of the university

Bullying or harassing other students, professors, or guests of the university

Inappropriate interactions with fellow students, professors, or guests of the university

Stealing from the West Liberty students, professors, or guests of the university

Possession of unauthorized West Liberty or staff property (including keys)

Vandalism

Failure to keep student ID number confidential

Failure to provide emergency contact information

Two unexcused absences

Excessive unexcused tardiness - “excessive” is defined as the 4th day of lateness in an academic year. For each additional tardy day, refer to item 2 in the “standard disciplinary process” above.

Failure to meet minimum hours requirements

Slandorous speech of the major

Entering restricted areas

Leaving assigned area without properly securing all animals

Switching assignments or leaving assigned task without supervisor approval

Use of profane language

Failure to comply with uniform/appearance policies while at Oglebay Good Zoo or WLU outreach activities

Failure to comply with the social media policy

Failure to follow policies outlined in this manual or covered in training classes

Failure to follow established education/outreach program procedures

Failure to follow the instructions of professors or the animal care coordinator

Use of illegal drugs on WLU or Oglebay Good Zoo property

Violation of any state, federal or local laws

\*\*The examples of prohibited conduct described above are illustrative of the type of behavior that will not be permitted, but are not intended to be all-inclusive.

### **Miscellaneous Regulations**

Students ***must not*** bring friends outside the Zoo Science Major “behind the scenes”. West Liberty guests, including student’s family and friends, are not permitted in restricted areas or areas off limits to the general public, including animal holding areas.

Students are not permitted to name the animals. Naming the animals can cause confusion on animal records and between students/staff members. Ideas for animal names should be given to Zoo Science faculty and staff members. The Zoo Science room (Arnett 301) animals and education animals may have assigned names, all other animals will have assigned numbers, which is standard practice.

Volunteers are not permitted to train the animals. Training procedures are very structured and sensitive. An animal’s training can be severely impacted by training from unauthorized persons.

Pets are not permitted in Zoo Science rooms including Arnett 301, 305, 214A , 215, and 215A.

Service animals are permitted in all areas except quarantine (214A).

## **Work Areas**

All work areas shall be kept clean and orderly at all times. Students must take the initiative to sweep, pick up garbage etc. to maintain an excellent appearance of the Zoo Science areas.

Food and beverages should be consumed in designated areas only. Eating and drinking around animals is NOT permitted. Paper cups, soft drink cans, and food are not permitted in other areas without the permission of the area's supervisor.

Volunteers are not permitted to use any equipment unless specifically asked to do so.

Volunteers are not permitted to use any zoo computers other than the VICTOUCH station unless otherwise trained and told to do so.

Students are not permitted in dangerous animal areas or other areas designated off limits or areas/animals they are not yet trained for. Students are also not permitted to touch, feed, handle any animals that are being used for projects. These areas will be covered during training class and may be altered by staff as circumstances require.

Students are encouraged to develop positive working relationships with all Zoo Science staff and student members. However, volunteer must be courteous and mindful of the zoo team members daily responsibilities, duties and time limitations.

All Zoo Science work areas are under surveillance.

## **Emergency Procedures**

All injuries to guests, employees and students should be referred to the Animal Care Coordinator or Zoo Science Coordinator. Accident reports must be filled out (by a Zoo Science team member), no matter how small the accident.

It is strongly recommended that all students have a **current tetanus vaccination**. Any student receiving a bite or puncture wound must report to the the Animal Care Coordinator or Zoo Science Coordinator.

In the case of serious injury, notify the Animal Care Coordinator, Zoo Science Coordinator or nearest staff member and they will decide what procedures need to be taken. If an injured person refuses to fill out an accident report and contact Mrs. Guthrie, Dr. Loughman, Dr. Kettler so the incident may be recorded. Please do not make any statements regarding cause or fault.

In case of fire, direct all persons to the nearest exits and notify a Zoo Science Team member immediately. If an animal is injured, appears sick, has escaped, etc., notify the Animal Care Coordinator or Zoo Science Coordinator immediately.

Emergency procedures and the student's role in an emergency situation will be covered in detail during student training.

## **Grievance Policy**

Students should consult Mrs. Guthrie or Dr. Loughman if they have a problem or suggestion about the program or duties.

It is very important the grievances or concerns be addressed immediately. Please talk to an appropriate Zoo Science team member in a timely fashion.

Facebook and other social media sites are not the appropriate places to air grievances. Use of such sites to address complaints regarding the Zoo Science program, or staff can be grounds for dismissal from the program.

## **Social Media Reminder (see Social Media policy on pages 11-12 for more information)**

West Liberty expects students to exercise personal responsibility whenever they participate in social media (blogs, Facebook, Instagram, YouTube etc.). Students must not discuss matters related to Zoo Sci business, students, employees or guests. Anything that is not public knowledge should not be posted. Publications of photos or videos, including behind the scenes areas are prohibited without prior authorization from the Zoo Science Coordinator. Photos of other students or staff must not be posted unless you have received permission. Please be respectful of others and their privacy.

Students should be aware that Facebook and other forms of social media are inappropriate places to air grievances. Please refer to the grievance policy for how to deal with problems or complaints.

*Volunteers must abide by the WPC Blogging and Social Media Policy – see Appendix A.*

***PLEASE NOTE: The policies and procedures stated in this handbook take precedence over West Liberty University policies and procedures as of August 21, 2017 and are subject to change. If there are changes which are effective for the 2017-2018, insofar as possible, these will be announced by email. Every effort has been made to assure the accuracy of the information in this publication. Students are advised, however, that such information is subject to change without notice. Therefore, students should always consult with the Biology Program faculty and administration for current information.***



# Appendix A

## WHEELING PARK COMMISSION INTERN POLICY

It is the policy of the Commission to offer non-paid, paid, and/or stipend internships in various capacities throughout Oglebay Park and Wheeling Park for the mutual benefit of the individual and the Wheeling Park Commission.

Interns are expected to follow the general policies and procedures expected of Wheeling Park Commission employees. The policies that follow are not all-inclusive, but are general in nature.

### HARASSMENT

#### **Policy:**

It is the policy of the Commission to promote a productive work environment and not to tolerate verbal or physical conduct by an intern, including that of a sexual nature, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.

#### **Comments:**

(1) Interns are expected to maintain a productive work environment that is free from harassing or disrupting activity. No form of harassment will be tolerated, including harassment for the following reasons, race, national origin, religion, disability, pregnancy, age, sexual orientation, military status, or gender. While all forms of harassment are prohibited, it is the Commission's policy to emphasize that sexual harassment is specifically prohibited.

(2) Each supervisor has a responsibility to maintain the workplace free of any form of sexual harassment. No supervisor is to threaten or insinuate, either explicitly or implicitly, that an intern's refusal to submit to sexual advances will adversely affect the intern's terms or conditions of employment.

(3) Other sexually harassing conduct in the workplace, whether committed by managers, supervisors, non-supervisory interns or non-interns, is also prohibited. This conduct includes:

- a) Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
- b) Verbal abuse of a sexual nature;
- c) Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's dress or body;
- d) The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects or pictures, including nude photographs; and

e) Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, national origin, religion, disability, pregnancy, age, sexual orientation, gender, or military status is also prohibited.

(4) Any intern who believes that a manager's, supervisor's, other intern's, or non-intern's actions or words constitute unwelcome harassment has a responsibility to report or complain as soon as possible. The report should be made to the intern's supervisor or to the department director; or the Director of Human Resources, if the complaint involves the supervisor or manager. The supervisor or manager receiving the complaint is to immediately contact the Director of Human Resources.

(5) Complaints of harassment are to be investigated promptly and in an impartial and in as confidential a manner as possible by the Director of Human Resources or his designee. A timely resolution of each complaint should be reached and communicated to the parties involved. Retaliation against any intern for filing a complaint or participating in an investigation is strictly prohibited.

(6) Interns are required to cooperate in all investigations. Refusal to cooperate will be considered to be gross insubordination subjecting the intern to disciplinary action, including possible termination of their employment.

(7) Any intern, supervisor, or manager who is found to have violated the harassment policy will be subject to appropriate disciplinary action, up to and including termination. The Commission prohibits any form of retaliation for bringing bona fide complaints or providing information about harassment. However, if an investigation of a complaint shows that the complaint was false, the individual who provided the false information will be subject to disciplinary action, including possible termination of their employment.

(8) Although this policy does not prohibit sexual relations between individuals where a professional power differential exists, it actively discourages even apparently consenting sexual relationships between supervisor and intern. A supervisor who enters into a sexual relationship with an intern where a professional power differential exists, must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on grounds of mutual consent.

## **VEHICLE AND EQUIPMENT USAGE**

### **Policy:**

It is the policy of the Commission to provide vehicles and equipment for business use, to allow interns to drive on Commission business, and to reimburse interns for business use of personal vehicles according to the guidelines below.

### **Comment:**

(1) Interns may only use a vehicle and/or equipment after they have been authorized to use it by their supervisor and then only after they have received instruction on the rules and procedures for its use. Before approving a

driver, the supervisor must verify the existence of a valid driver's license and verify with the Human Resources Department that the intern's use of a Commission vehicle is covered under applicable Commission insurance.

(2) Every intern who drives any vehicle on Commission business must possess a valid driver's license issued by his state of legal residence; where applicable, must maintain at least the minimum amount of insurance required by law; and must meet the driver approval standards of paragraph 1 of this policy at all times. In addition, interns must inform their supervisor of any changes that may affect their ability to meet the standards of this policy.

(3) Interns required to travel by vehicle in the course of their normal daily work may be assigned a Commission vehicle for their use while on business. Interns may not use vehicles or equipment outside their assigned area of responsibility without the prior approval of their supervisor. Any unauthorized use of a vehicle and/or equipment will subject the intern to disciplinary action, up to and including discharge. As a last alternative, when no Commission vehicles are reasonably available, interns may use their personal vehicles for business purposes, but only with the prior approval of their supervisor.

(4) Interns who drive a Commission vehicle must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and maintain the security of the vehicle and its contents. Drivers also must make sure that the vehicle meets any Commission or legal standards for insurance, maintenance, and safety. Each intern is personally responsible for any driving infractions or fines that result from operation of the vehicle and must report such occurrences to their supervisors.

(5) Interns are not permitted to operate a Commission vehicle, or a personal vehicle for Commission business, when any physical or mental impairment causes the intern to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the intern is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.

(6) Interns may use Commission vehicles for non-business purposes only with the prior approval of the intern's supervisor. Violations will subject the intern to disciplinary action, up to and including discharge.

(7) Request for reimbursement of vehicle expenses such as parking fees, tolls, gasoline and other expenses directly incurred for business purposes, must be approved by the intern's supervisor and then submitted to the accounting department on an expense voucher for payment. Each voucher should contain a detailed itemization of expenses incurred and a statement of the date, place, and business reason for the use.

(8) Interns who use their personal vehicle for business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. For vehicles not owned by the Commission, the Commission's insurance policy only provides coverage for the park against a claim by a third party that an intern may have injured in an accident. There is no coverage for either the intern personally or the vehicle under the park's policy.

(9) Interns must report any accident, theft or damage involving a Commission vehicle or a personal vehicle used on Commission business to the Human Resources Department, regardless of the extent of damage or the lack of injuries. Such reports must be made as soon as possible but no later than forty-eight hours of the accident.

Interns are expected to cooperate fully with the authorities in the event of an accident. However, interns should make no voluntary statement other than in reply to questions of police officers.

(10) Interns using Commission vehicles are responsible for proper maintenance and must report any malfunctions or maintenance requirements to the supervisor of vehicle maintenance.

(11) Interns whose job duties require a Commercial Drivers License (CDL) must comply with all Department of Transportation regulations including participation in the Wheeling Park Commission Drug & Alcohol Abuse Testing Program.

## **INTERN DISCOUNTS**

### **Policy:**

It is the policy of the Commission to provide discounts on certain merchandise for the benefit of its interns. The Commission reserves the right to modify or terminate intern discounts at any time and at its sole discretion.

### **Comment:**

(1) For active interns, a thirty per cent (30%) discount is available for most merchandise at Commission operated retail outlets. There is also a discount, while on duty, on food at the various food outlets and restaurants. The intern must present a valid Commission ID card at the time of purchase to obtain the discount.

(2) Discounts will not be given on tobacco or alcohol products.

## **INTERN IDENTIFICATION CARDS (PASSES)**

### **Policy:**

It is the policy of the Commission to issue identification cards (passes) to its interns.

### **Comment:**

(1) Interns will be issued a photo park pass ID, permitting the use of both parks as explained below.

(2) Cards may be used for free or discounted use of all activities in Oglebay with the exception of the driving range. Cards may be used at some activities at Wheeling Park. Cards may be used to obtain reduced rental rates on golf carts and equipment. This reduced rate is available only when adequate carts or equipment are available. The rental rate is determined by management and may change at any time.

(3) The supervisor of each activity area may refuse to honor cards if such use would restrict the use of the facility by park customers.

(4) Each identification card is for the sole use of the intern to which it is issued. The Director of Human Resources may revoke any card for improper use of the card and/or violations of any park or area rules while using the card.

## **PERSONAL PROPERTY**

### **Policy:**

It is the policy of the Commission to ask interns to refrain from bringing unnecessary or inappropriate personal property to work.

### **Comment:**

(1) The Commission realizes that interns may need to bring certain personal items to work. However, personal property that is not related to the intern's job performance may disrupt work or pose a safety risk to other interns.

(2) Interns are expected to exercise reasonable care to safeguard personal items of value brought to work. The Commission is not responsible for the loss, damage, or theft of personal belongings, and interns are advised not to carry unnecessary amounts of cash or other valuables with them when they report for work.

(3) The Commission may assign each intern a locker or storage area for safekeeping small personal effects during working hours. Interns are responsible for maintaining their lockers or storage areas in a clean and sanitary manner and should keep them locked at all times.

(4) To maintain security and protect against theft, the Commission reserves the right to inspect all personal property brought onto the premises, including vehicles, packages, briefcases, backpacks, purses, bags, and wallets. In addition, the Commission may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and remove all Commission property and other items, which are improperly stored.

(5) Articles of personal property found on the premises should be returned to the owner, if known, or turned into LOST & FOUND.

## **SOLICITATION OF INTERNS**

### **Policy:**

It is the policy of the Commission to prohibit solicitation of interns and the distribution of materials on its premises by non-interns except when the person(s) involved have written permission from Commission. Interns may engage in solicitation and distribution activities only as outlined below.

**Comment:**

(1) Unrestricted solicitation on Commission premises interferes with the normal operations of the Parks, is detrimental to discipline and efficiency on the part of interns, is annoying to customers, and poses a threat to Commission security,

(2) The Security Officer is responsible for administering this policy and enforcing its provisions. Interns will be subject to disciplinary action, up to and including discharge, for violation of this policy.

(3) Except with prior written permission from the Commission, persons who are not employed by the Commission are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services, or engaging in any other solicitation or similar activity in nonpublic and public areas of the parks.

(4) The Commission may authorize a limited number of fund drives by interns on behalf of charitable organizations. Interns are encouraged to volunteer to assist in these drives, but their participation is entirely voluntary.

(5) The following restrictions apply when interns engage in permitted solicitations or distributions of literature for any group or organization, including charitable organizations:

- a) The sale of merchandise is prohibited on Commission premises.
- b) Soliciting and distributing literature is prohibited during the working time of either the intern making the solicitation or distribution, or the targeted intern. The term "working time" does not include an intern's authorized lunch or rest periods or other time when the intern is not required to be working.
- c) Distribution of literature is prohibited in work areas at all times.
- d) The distribution of literature in a way that causes litter on Commission property is prohibited.
- e) Off-duty interns are not allowed to return to the employee/intern areas of the Commission premises until their next scheduled work time except as a customer of the Commission.

(6) The Commission maintains bulletin boards to communicate Commission information to interns and to post notices required by law. These bulletin boards are for the posting of Commission information and notices only, and only persons designated by the Director of Human Resources may place notices on or take down material from bulletin boards. The unauthorized posting of notices, photographs, and other printed or written material on bulletin boards or any other Commission property is prohibited.

## SECURITY

### **Policy:**

It is the policy of the Commission to make reasonable efforts to provide for the security of its property, its interns, and authorized visitors to its premises.

### **Comment:**

(1) The Commission has appointed a Security Manager to oversee the Commission's security policies and procedures. The Security Manager's responsibilities include:

- (a) Recommending, implementing, enforcing, and auditing all security procedures;
- (b) Evaluating, and operating all security devices and systems;
- (c) Employing and overseeing park rangers or contracting with and overseeing protective services, as appropriate;
- (d) Assisting the Human Resources Department in background investigations of applicants for employment;
- (e) Communicating with and maintaining relationships with law enforcement agencies;
- (f) Coordinating with other departments and developing systems to issue and control intern identification devices and keys and to identify and control the Commission's physical assets;
- (g) Safeguarding electronic communications and files, confidential information, and the release of sensitive information;
- (h) Monitoring all solicitations and controlling access by non-interns to Commission premises;
- (i) Investigating theft and vandalism occurring on Commission premises or involving Commission property; and
- (j) Communicating security procedures to interns and training interns with respect to their security responsibilities.

(2) Interns will be issued name tags that must be worn at all times while on-duty on the premises.

(3) Interns, customers, suppliers, agents, and guests are prohibited from possessing firearms or other weapons on Commission property and at events sponsored by the Commission, unless such individuals are licensed to carry such firearms and authorized by law to do so. Except those authorized above, interns are further prohibited from carrying weapons in Commission provided vehicles or in personal vehicles while on Commission business.

(4) Interns who want to take Commission property or equipment off premises must have their supervisor's written authorization. Failure to receive prior authorization will result in disciplinary action, up to and

including discharge. Interns are responsible for the proper care and return of all Commission property and equipment assigned to their possession.

(5) Interns may be searched whenever the Commission has probable cause to believe an intern has violated the law. Interns may be questioned and subject to surveillance whenever the Commission believes this is necessary to maintain security. All personal property brought onto the Commission's premises, such as vehicles, packages, briefcases, backpacks, purses, bags, and wallets are subject to inspection. In addition, the Commission may inspect the contents of lockers, storage areas, file cabinets, desks, and work stations at any time and may remove all Commission property and other items that are in violation of Commission rules and policies or improperly in the possession of such intern.

(6) Interns working in sensitive or security jobs must meet any applicable special security clearance requirements specified for those jobs. These requirements may include more extensive background checks, fingerprinting, bonding, or other special security measures. Failure or inability to meet or comply with any special security requirement is grounds for rejection of an applicant.

(7) Interns may enter or remain in the employee/intern-only sections of the Commission's premises outside their normal working hours only when they have been authorized to do so by their supervisor. Interns may enter and remain on Commission premises as a customer, subject to the same rules and regulations as other customers.

(8) Interns are expected to exercise reasonable care for their own protection and for that of their personal property while on the Commission premises and while away from the premises on business. The Commission assumes no responsibility for loss, damage, or theft of personal property.

(9) Interns are expected to know and comply with the Commission's security procedures and are expected to report any violations or potential problems to the Security Manager. Violations of Commission security rules or procedures will result in disciplinary action, up to and including discharge. In addition, illegal acts committed by interns may be reported to law enforcement authorities.

## **SMOKING**

### **Policy:**

It is the policy of the Commission to comply with all applicable federal, state, and local regulations regarding smoking in the workplace and to provide a work environment that promotes productivity and the well being of its interns.

### **Comment:**

(1) The Commission recognizes that smoking in the workplace can adversely affect interns. Accordingly, smoking is restricted at all of its facilities.



(2) Smoking is prohibited inside all Commission facilities except for areas where it is specifically authorized. The Director of Human Resources is responsible for implementing and monitoring smoking regulations, and supervisors are expected to enforce the regulations.

(3) Interns are expected to exercise common courtesy and to respect the needs and sensitivities of coworkers with regard to the smoking policy. Smokers have a special obligation to keep smoking areas litter-free and not to abuse break and work rules. Complaints about smoking issues should be resolved at the lowest level possible, but may be processed through the Commission's grievance procedure. Interns who violate the policy will be subject to disciplinary action, up to and including discharge.

(4) The Commission does not discriminate against individuals on the basis of their use of legal products, such as tobacco, if the use occurs during non-working hours and outside the Commission's facilities.

(5) Interns may contact the Human Resources Department for information regarding the effects of smoking and the availability of smoking cessation programs.

## **ATTENDANCE**

### **Policy:**

It is the policy of the Commission to require interns to report for work punctually and to work all scheduled hours.

### **Comment:**

(1) Interns are to report to work punctually as scheduled and be at the proper workstation, ready for work, at the assigned starting time.

(2) Interns will provide their supervisor with a one-week notice for absences other than illness and will also notify the supervisor when he/she is unable to report to work on time.

## **BEHAVIOR OF INTERNS**

### **Policy:**

It is the policy of the Commission that certain rules and regulations regarding intern behavior are necessary for the efficient operation of the Commission and for the benefit and safety of all interns. Conduct that interferes with operations, discredits the Commission, or is offensive to customers or fellow interns will not be tolerated.

### **Comment:**

(1) All interns are expected to conduct themselves and behave in a positive manner, which is conducive to the efficient operation of the Parks. Such conduct includes:

- a) Treating all customers, visitors, and fellow interns in a courteous manner;
- b) Refraining from behavior or conduct deemed offensive or undesirable, or which is contrary to the Commission's best interests;
- c) Reporting to management suspicious, unethical, or illegal conduct by coworkers, customers, or suppliers;
- d) Cooperating with all Commission investigations;
- e) Complying with all federal, state, local and Commission safety regulations;
- f) Wearing proper uniforms or other clothing appropriate for the work being performed;
- g) Performing assigned tasks efficiently and in accordance with established quality standards;
- h) Smoking only at times and in places not prohibited by Commission rules or local ordinances;
- i) Eating only during meal or rest periods and only in the approved areas;
- j) Maintaining workplace and work area cleanliness and orderliness; and
- k) Following all management policies as may be established. Examples would include policies on intern purchases, alcohol service, and tip reporting.

(2) The following conduct is prohibited and individuals engaged in it will be subject to disciplinary action, up to and including discharge:

- a) The possession of firearms or other weapons on Commission property;
- b) Fighting or assaulting a coworker or customer;
- c) Threatening or intimidating coworkers, park rangers, supervisors, customers or guests;
- d) Engaging in any form of sexual or other harassment;
- e) Reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics; or using, selling, dispensing, or possessing alcohol (outside of their employment duties) and/or illegal drugs and narcotics on Commission premises;
- f) Disclosing trade secrets or confidential Commission information;
- g) Falsifying or altering any Commission record or report; such as, an application for employment, a medical report, a production record, a time record, an expense account, an absentee report, or shipping and receiving records;
- h) Stealing, destroying, damaging, defacing, or misusing Commission property or another intern's or customer's property;

- i) Refusing to follow management's instructions concerning a job-related matter or insubordination;
- j) Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
- k) Soliciting or distributing in violation of Commission policies;
- l) Smoking where prohibited by local ordinance or Commission rules;
- m) Using profanity or abusive language;
- n) Sleeping on the job without authorization;
- o) Gambling on Commission property;
- p) Wearing inappropriate attire or having an inappropriate appearance;
- q) Committing fraudulent acts involving Workers Compensation or Unemployment Compensation;
- r) Failing to immediately report any cash or cash equivalent overage or shortage; and
- s) Writing checks to the Commission, which are returned by the bank for non-sufficient funds or other reasons.

(3) The examples of impermissible behavior described in Comment (2), above, are not intended to be an all-inclusive list. Any violation of the Commission's policies, or any other conduct considered inappropriate or unsatisfactory may, at management's discretion, subject the intern to disciplinary action. Questions about this policy should be directed to the Director of Human Resources.

## **DRUGS, NARCOTICS, AND ALCOHOL**

### **Policy:**

It is the policy of the Commission to maintain a workplace that is free from the effects of drug and alcohol abuse.

### **Comment:**

(1) Interns are prohibited from the use, sale, dispensing, possession, or manufacture of illegal drugs and narcotics or alcoholic beverages on its premises by its interns, not in the ordinary course of the Commission's business. In addition, the Commission prohibits the off-premises use of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs and controlled substances, when those activities adversely affect job performance, job safety, or the Commission's reputation in the community.

(2) Unless state or local law provides otherwise, the Commission will not hire alcoholics or drug abusers whose current use of such substances prevent them from performing their jobs or who would constitute a direct threat to the property or safety of others.

(3) Interns will be subject to disciplinary action, up to and including discharge for violations of this policy. Violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at work; being under the influence of those substances while working; using them while working; or dispensing, distributing, or illegally manufacturing or selling them on Commission premises. Interns, their possessions, and Commission-issued equipment and containers under their control are subject to search and surveillance at all times while on Commission premises or while conducting Commission business. Interns subject to the Drug-Free Workplace Act who are convicted of any criminal drug violation occurring in the workplace must report the conviction to the Human Resources department within five days, and the Human Resources Department is then to take appropriate action as required by law.

(4) Interns who have responsibilities or duties which are connected with public safety or the safety concerns of others may be asked to take a test at any time to determine the presence of drugs, narcotics, or alcohol. Such interns include, but are not limited to, those who operate machinery or those who provide transportation. In addition, each intern, even an intern whose duties do not involve public safety or safety of others, will be tested for drugs, narcotics, or alcohol after a work-related accident, if he has been observed using a prohibited substance on the job, if he exhibits a severe and prolonged reduction in productivity, if he exhibits physical symptoms of intoxication, or if the Commission has other reasonable cause for testing him.

Interns that agree to take the test(s) must sign a consent form authorizing the test and the Commission's use of the test results for the purpose of administering its discipline policy. It is a violation of this policy to refuse to consent to a test or to test positive for alcohol or illegal drugs. Policy violations will result in disciplinary action, up to and including discharge. Tests that are paid for by the Commission are the property of the Commission, and the test records will be treated as confidential and held in separate medical files. However, records of specific tests, if required by law or regulation, will be made available to the intern, persons designated and authorized by the intern, public agencies, relevant insurance companies, or the intern's doctor.

(5) Supervisors should report to the Human Resources Department any action by an intern who demonstrates an unusual pattern of behavior. The Human Resources Department will determine whether the intern should be examined by a physician or clinic and/or tested for drugs and alcohol. Interns believed to be under the influence of drugs, narcotics, or alcohol will be required to leave the premises. The Human Resources Department should be notified to arrange safe transit.

(6) Interns must report their use of over-the-counter or prescribed medications to the Human Resources Department if their use might impair their ability to perform their job safely and effectively. A determination will then be made as to whether the intern should be able to perform the essential functions of the job safely and properly.

(7) Interns who are experiencing work-related or personal problems resulting from drugs, narcotic, or alcohol abuse or dependency may request, or be required to seek counseling. Participation in counseling, including Commission-sponsored or required counseling, is to be kept confidential and is to have no influence on job performance appraisals.

(8) Any intern who is diagnosed as a drug abuser or alcoholic may be granted a leave of absence to undertake rehabilitation treatment. The intern will not be permitted to return to work until certification is presented to the

Human Resources Department that the intern is capable of performing his job. Failure to cooperate with an agreed-upon treatment plan may result in discipline, up to and including discharge. Participation in a treatment program does not insulate an intern from the imposition of discipline for violations of this and other Commission policies.

(9) The Commission will, to the extent feasible, provide continuing awareness programs about the harmful effects of drug and alcohol abuse.

## **HOUSING**

### **Policy:**

It is the policy of the Commission to provide housing for interns while engaging in an internship with the Wheeling Park Commission in accordance with the guidelines below.

### **Comments:**

- (1) Interns who must commute in excess of 50 miles will be provided housing subject to availability from May 1<sup>st</sup> through October 31<sup>st</sup>.
- (2) Smoking and the use of alcohol is not permitted inside the Intern Complex, use of illegal substances is prohibited within the Wheeling Park Commission properties. Use of such substances, will subject the user to immediate termination.
- (3) Compliance with the Harassment Policy applies to the Intern Complex.
- (4) Interns are required to bring a locked trunk for valuables. The Wheeling Park Commission is not responsible for any missing personal items.
- (5) The Intern Complex is to be kept clean and neat as other Commission facilities, and will be subject to inspection.
- (6) Interns can not infringe on any group rental use of Camp Russell.
- (7) A TV and VCR are provided, a phone is provided for local calls only.
- (8) Washer & dryer are not provided.
- (9) Kitchen - Refrigerator and range are provided. Clean up immediately after meals – no dishes are to be left on the counter or in the sink. Each intern is expected to clean-up after him/herself. Share responsibilities, remove garbage, clean bathrooms, vacuum/ sweep/mop/dust, clean regularly.

- (10) Public areas - Keep personal items and clutter out of the public areas. Turn out lights when not in use.
- (11) Guests - Are not permitted to stay in the Intern Complex.
- (12) Quiet time - Commences at 9:00 pm nightly. Disturbances will not be tolerated and will subject the intern to immediate termination.
- (13) Parking policy - Parking is permitted in the designated intern parking area only.
- (14) It is important to remember that almost anything you do will affect your housemates in some way. Please be considerate. Contact your manager with any questions or concerns.

# Appendix B

## Zoo Science-Specific Course Descriptions\*

**180. Principles of Zoo Science – 3 hrs.** This is a foundation course for students participating in the Zoo Science major. Emphasis is placed on fundamentals of zoo and aquarium management, primary biological taxa managed in zoos, and an introduction to aspects of zoo animal behavior, nutrition, veterinary medicine, and conservation programs. Three hours of lecture per week. Restricted to students in Zoo Science Program.

**181 Zoo Science Training - 0 hrs.** Mandatory one hour/week training seminar in animal husbandry, dietary needs, enclosure maintenance, and research techniques of the WLU Zoo Science animal collection and research laboratories. Required of all Zoo Science and Pre-Zoo Science during the 200 hours volunteer husbandry/research hours.

**280. Zoo Education – 3 hrs.** Introduction of the central issues and standards in theory and practice of learning relevant to educational programs and visitor experiences in a zoo setting. Theoretical concepts and approaches to zoo pedagogy will be explored. Practical examples and actual projects will provide students with applicable real-life experiences, which they can use in their zoo-pedagogical work with life-long learners of all ages. Restricted to students in the Zoo Science major.

**380. Zoo Ornithology – 4 hrs.** Taxonomic review of birds with an emphasis on natural history, evolutionary history, and identification of these animal groups. Special emphasis will be placed on discussing avian captive management strategies, as well as avian conservation efforts in both zoo and wild settings. Three one hour lectures, and one three hour laboratory per week. Restricted to students in Zoo Science program.

**382. Zoo Herpetology – 4 hrs.** Taxonomic review of extinct and extant amphibians and reptiles with an emphasis on natural history, evolutionary history, and identification of these animal groups. Special emphasis will be placed on discussing reptile and amphibian captive management strategies, as well as reptile and amphibian conservation efforts in both zoo and wild settings. Three one hour lectures, and one three hour laboratory per week. Restricted to students in Zoo Science major.

**384. Zoo Mammalogy – 4 hrs.** Taxonomic review of mammals with an emphasis on natural history, evolutionary history, and identification of these animal groups. Special emphasis will be placed on discussing mammalian captive management strategies, as well as mammalian conservation efforts in both zoo and wild settings. Three one hour lectures, and one three hour laboratory per week. Restricted to students in Zoo Science program.

**386. Applied Conservation - 4 hrs.** The study of conservation biology is often plagued with the gloom and doom associated with the biodiversity loss, species extinctions, and habitat destruction, but this course will highlight the success stories in conservation. Case studies will range from species-specific to ecosystem level conservation and particular attention will be given to theoretical and empirical research. Scheduled field trips and workshops will introduce students to real-world conservation programs and personnel. Additionally,

students will have the opportunity to design their own conservation plan for an imperiled species or ecosystem. Three hours of lecture and a three hour laboratory per week. Restricted to Zoo Science and Applied Conservation majors. Prereq: Bio 180, 202, & 203

**450. Zoo Animal Behavior Management – 4 hrs.** This course examines principles of animal behavior from a physiological, ecological, and evolutionary perspective as well as the tools and techniques to manage animal behavior in zoos and aquariums. Topics will include physiological mechanisms of behavior, social organization, mating systems, parental care, communication, foraging strategies, predator-prey interactions, aggression, learning, environmental enrichment, and operant conditioning via positive reinforcement. Three one hour lectures, and one three hour laboratory per week. Restricted to students in Zoo Science program. Pre-req: BIO 180.

**452. Zoo Animal Medicine – 4 hrs.** Examination of zoo animal medicine from a preventative medicine and veterinary examination perspective. Topics will include principles of animal nutrition, parasitology, wildlife diseases, vaccination, capture and restraint, and anesthesia. This course will be a hybrid course, involving an online component and field experience with exotic species. May require fieldwork after the end of the semester. Restricted to students in Zoo Science major. Pre-req: BIO 180, BIO 202, BIO 203.

**454. Zoo Internship -6 hrs.** Experiential learning restricted to students in the Zoo Science major. Internships will be conducted at eligible zoos, aquariums, and other animal management facilities as approved by Zoo Science major faculty.

Two separate three credit internships.

**471. Conservation Practicum - 6 hrs.** Pragmatic field experience mentored by conservation-oriented faculty and conservation specialists within the applied conservation field. Experiential field placement limited to Zoo Science and Applied Conservation majors in the Applied Conservation track. Permission of Zoo Science and Applied Conservation faculty required. Pre-req: BIO 180, 207.

Two separate three credit internships.

\*All Zoo Science-specific courses have an additional fee. Please consult the West Liberty University Business Office with fee-related questions.



# Appendix C

## Zoo Sciences and Applied Conservation Biology

**General Studies for B.S. degree:**

Communication Outcome (6-9 credit hours):

2-3 courses, grade of C or better required

|                     |      |                             |   |
|---------------------|------|-----------------------------|---|
| ENG 101 and ENG 102 | —, — | COM 101                     |   |
| OR                  |      | (required for all students) | — |
| ENG 103             | —    |                             |   |

Analysis Outcome (20-21 credit hours; 11-12 credit hours satisfied within major requirements):

Students must take courses from each analytical block as directed:

|   |   |                                     |   |
|---|---|-------------------------------------|---|
| <u>Critical Reading (1 Course)</u>              |   | <u>Economics/Finance (1 Course)</u> |   |
| ENG 200-400 Literature, any                     | — | ECON 103, 104, OR FIN 131           | — |
| <br><u>Logic/Critical Assessment (1 Course)</u> |   |                                     |   |
| LING 150, PSYC 101 OR PHIL 210                  | — |                                     |   |

Self and Cultural Awareness Outcome (17-18 credit hours):

Students must take courses from each awareness block as directed:

|   |   |                          |   |
|---|---|--------------------------|---|
| <u>Fine Arts (1 Course)</u>   |   |                          |   |
| ART 140, 340, 341, 343,<br>FA 101, MUS 130, 132, 133,<br>THE 100, 300 |   |                          |   |
| —   |   |                          |   |
| <u>Preceptions &amp; Cultures (5 Courses)</u>                         |   |                          |   |
| 4 Coiurses from different groups                                      |   |                          |   |
| Geo 205, 206  | — | POLS 101, 201            |   |
| SOC 150, SWK 20, REL, any   | — | SPAN, FREN, SPA252       | — |
| HE 250  | — | PHIL, any except PHIL210 | — |
| <u>1 Course HIST</u>  |   |                          |   |
| HIST 103, 104, 210, 211   | — |                          |   |

**Core Courses: (25 hours)**

|  |     |  |     |
|--|-----|--|-----|
| BIO 124/125 <sup>†</sup> (Prin Bio; F/S) | —/— | BIO 221 (Biostats; S)                  | —/— |
| BIO 200 (Botany & lab; F/S)              | —   | MATH 145 <sup>†</sup> (Precal)         | —   |
| BIO 202/203 (Zoo/lab; F/S)               | —/— | CHEM100/101 <sup>†</sup> (Foundations) | —/— |
| BIO 207 (Funds Eco&Biodiv; S)            | —   |  |     |

<sup>†</sup>Courses fulfill General Studies Analysis Outcome for Quantitative and Scientific blocks.

**Required Courses (49 hours):**

(\*) Indicates a zoo science and Applied Conservation course fee is required with that class

|                                |         |                             |         |
|--------------------------------|---------|-----------------------------|---------|
| BIO 180 (Prin. Zoo/Aquar Sci)* | __ (3h) | BIO 404/405 (Ecology/lab)   | __ (4h) |
| BIO 181 (Zoo Training lab)     | __ (0h) | BIO 406 (Field Biology/lab) | __ (4h) |
| BIO 280 (Zoo Education)*       | __ (3h) | BIO 440 (Conserv Bio/lab)   | __ (4h) |
| BIO 380 (Zoo Ornithology/lab)* | __ (4h) | BIO 450 (Zoo An Behav/lab)* | __ (4h) |
| BIO 382 (Zoo Herp/lab)*        | __ (4h) | BIO 480 (Capstone)          | __ (1h) |
| BIO 384 (Zoo Mamma/lab)*       | __ (4h) |                             |         |

**Zoo Science Track (14 Hours)**

|                             |         |
|-----------------------------|---------|
| BIO 426 (Comp An Phys/lab)  | __ (4h) |
| BIO 452 (Zoo Anim Med/lab)* | __ (4h) |
| BIO 454 (Zoo Internship)**  | __ (6h) |

**Applied Conservation Track (13 hours)**

|                                     |         |
|-------------------------------------|---------|
| BIO 386 (Zoo Applied Conservation)* | __ (4h) |
| BIO 471 (Conservation Practicum)**  | __ (6h) |

**General Electives:** Any 300-400 level general electives to total 120h (approximately 3-7 credit hours; 120h required for graduation).

- Courses are not offered every semester/year; please consult with Biology advisor.
- A cumulative GPA of 3.00 is required for all math and science courses, with a grade no lower than “C” in these courses.

**Zoo Science Requirements:**

Students must volunteer in the Zoo Sci animal labs for experience during their freshman and sophomore years for a minimum of 200 hours as a prerequisite.

During the junior and senior year of study, students must complete two semesters (springs and/or falls) interning at an AZA-accredited facility. It is required that students start one ten-week internship between the sophomore and junior year of study. Suggested semester schedules: 9-12 credit hours of coursework plus 3 credit hours of internship credit for the Zoo experience.

**Applied Conservation Requirements:**

Students must volunteer in the Zoo Sci animal labs for experience during their freshman and sophomore years for a minimum of 200 hours as a prerequisite.

During the junior and senior year of study, students must complete two semesters (springs and/or falls) interning at an approved facility. It is required that students start one ten-week internship between the sophomore and junior year of study. Suggested semester schedules: 9-12 credit hours of coursework plus 3 credit hours of internship credit for the Zoo experience.

**Features of Program:**

Courses will be held primarily in the afternoons to encourage greater zoo experiences for students during the morning hours when activity levels are greatest at the zoo

**Two Strikes Rule:**

Upon earning a second unsatisfactory grade or withdrawal (D, F, W, WP, WF, FI) in a Department of Natural Sciences and Mathematics course (BIO 124/125, any 200 level or above Biology course, any 110 level or above Chemistry course, MATH 106, 107 or any 200 level or above Mathematics course, and PHYS 101/110 and PHYS 102/111), the student will not be allowed to repeat that course. After a student earns an unsatisfactory grade twice in the same course at WLU, they may not transfer an equivalent course passed satisfactorily from another institution as a required course. Auditing a Natural Science and Mathematics course will count as an attempt. A student has the right to formally appeal decision involving such matters to the Natural Sciences and Mathematics Appeals Committee

## West Liberty University Interview/Photography Release

I give my consent to be filmed, taped or interviewed for the following purposes:

I understand and agree that my image or voice may be used in connection with any and all West Liberty University promotional materials or forms of media. Use could include but is not limited to promotional DVD, broadcast commercials, brochures, postcards, and all forms of advertising. I also understand that any of this media may be posted on the World Wide Web/Internet, and I give permission for the media to be used and distributed on the World Wide Web/Internet.

I expressly release West Liberty University and their respective agents, officers and employees from any privacy, defamation or other claim that I may have against it arising out of the publication, distribution or other use of interviews, videotapes (including audio) or photographs as described above.

I understand the terms of this form, and I give my consent as described above.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian if subject is younger than 18 years of age:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## Statement of Acknowledgement

I have received a copy of the Zoo Science Major *Student Handbook-Policies and Guidelines, 2017-2018*.  
I agree to read and follow the policies outlined.

Name(print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### PRIMARY EMERGENCY CONTACT FORM

(Please Print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

## INTERN INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City

State

Zip Code

Home Phone: \_\_\_\_\_

Intern Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duration of Internship: \_\_\_\_\_ to \_\_\_\_\_

Intern Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Intern Signature

**RELEASE OF LIABILITY FOR INTERN PROGRAM**

**Read carefully before signing.**

I, \_\_\_\_\_, in consideration for being permitted to participate as an intern by the Wheeling Park Commission (the “Park”), hereby release and discharge the Park, and its respective officers, directors, employees, agents, contractors, subcontractors, representatives, successors and assigns, and all persons conducting, directly or indirectly, the activities surrounding my involvement as an intern at the park from any and all claims, rights, demands, actions, causes of action, expenses and damages, which I or my heirs, personal representative, successor, assigns or anyone claiming by, through or under me ever had, now have, or may have against the parties identified above arising from any injury, act or omission relating in any way to my participation as an intern, excepting, however, any such claim arising from the sole negligence of the Park.

I also fully understand the risks involved in my participation as an intern including, but not limited to, those risks involved with working with the public, hand tools, maintenance supplies and equipment, cleaning supplies, cooking, motor vehicles and working with animals, including risk of disease and physical injury therefrom, and fully assume said risks for any injury, losses or damages of any kind resulting from such risks, and any risks involved in associated activities.

The intern and parent/guardian hereby understand and agree that he/she may not receive any form of compensation or remuneration for these services. The intern and parent/guardian also understand and agree that he/she may not be entitled to any benefits from the Park including, but not limited to, health or life insurance, workers’ compensation benefits or unemployment benefits, any claims to such benefit or compensation being expressly waived by the intern, parent/guardian, his/her heirs, executors or assigns.

The intern and parent/guardian understand and agree that the Park may discontinue the Intern Program at any time with no prior written notice.

The undersigned further agree that the Park may photograph and/or videotape the undersigned while engaged in the intern work at the Park and that the Park may retain rights to use these visual images in any manner without compensation to the undersigned.

I acknowledge that I have read, fully understand, and voluntarily agree to this release and that no oral representations, statements, or inducements apart from this Release may have been made to me.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intern Signature

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Date

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Parent/Guardian Signature

Revised: 04/02