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Smathers Graduate Student Internship Program



Smathers Graduate Student Internship Program Guidelines (January 2018)

Purpose:

The *Smathers Graduate Student Internship Program* provides semester-based graduate student internships in the George A. Smathers Libraries in collaboration with academic units.^[1] The *Smathers Graduate Student Internship Program* experience will complement the graduate student's academic career and provide for their professional development.

Funding for the Program has been generously made available by the Dean of University Libraries.

Awards are made annually via a competitive process, which is open to all library faculty^[2]. Successful proposals are competitively selected in the fall and spring, and are funded by the Libraries to occur in the following semester(s). These internships will benefit the Libraries and foster transformative collaboration across campus. Proposals require collaboration with at least one faculty member or exempt-level employee in the Libraries, who will serve as the Internship Director, and one faculty member partner from outside of the Libraries. The Program provides a supportive environment for those who wish to gain experience conceptualizing, writing, and administering internship projects.

Internships may have a duration of one, two, or three semesters for Fall, Spring, and/or Summer A and/or B, or Summer C.

Awards:

The funding provided by the Program is exclusively for the graduate student intern's wages. The hourly rate of pay will be \$15 for a maximum of 160 hours (based on a typical internship of 10 hours per week, for a maximum of 16 weeks per semester). The award per semester will not exceed \$2,500 inclusive of fringe benefits.

Graduate Student Eligibility:

Graduate students must be active and in good standing in their program, and must possess the requisite skills, knowledge, and abilities to successfully undertake the specific internship project. Graduate students must be eligible to work within the parameters of the award as described above, and must have submitted a completed application for the internship prior to the posted close date. The selected graduate student intern does not have to be from the same program as the partnering academic faculty member.

Contacts:

The Internship Program Committee is available for assistance and questions:
libraryinternshipprogram@uflib.ufl.edu

Awarded Internships

[List of awarded internships through Fall 2017 in PDF.](#)

Internships Awarded in Fall 2017

(11 semesters, 8 students)

Internship in the Architecture Archives, 1 semester (spring 2018); \$2,500 – Jessica Aberle: The Architecture Archives intern will process the papers of the architect Harry Merritt, develop an online exhibit, and undertake outreach to promote the project and collection. While processing the Harry Merritt Collection, the student will assess the materials to determine which items will be accessioned and will develop a logical arrangement for the archives evident in the finding aid produced. The intern will create an online exhibit to tell the story of Merritt's work and accomplishments as an architect and professor. The exhibit will not only raise the visibility of the newly processed collection but will also contribute to the conversation around regional modern architecture by exploring the significance of the contributions made by Merritt to the profession as an architect and scholar. Finally, the intern will promote the collection and her work on the Harry Merritt Collection through two speaking engagements. (Proposal: <http://ufdc.ufl.edu/AA00061862/00001>)

Internship in Online Exhibitions, 1 semester (spring 2018); \$2,500 - Lourdes Santamaria-Wheeler: The graduate internship in online exhibition design will introduce a museum studies graduate student to best practices in translating a physical library exhibition to an online format and audience. The intern will learn the necessary skills to create online content, including use of Adobe Muse and simple html and css. During the semester-long internship, the student will design a minimum of two online exhibitions utilizing interpretive text and object lists from past exhibitions. The process will enhance their classroom learning of curatorial practice, public history, and visual design. Additionally, their work will contribute to the Exhibition Program's goal of increased online content. (Proposal: <http://ufdc.ufl.edu/AA00061864/00001>)

Internship in Metadata Creation and Bibliography of Myers Briggs Digital Collection, 2 semesters (spring 2018 and summer 2018); \$5,000 – Paula de la Cruz-Fernandez, Ph.D.: The current Myers-Briggs digitization project will result in a rich digital collection of material related to the creation and publication of the Myers Briggs Type Indicator. The main objective of this proposal is to enhance the content and the context of the digitized UF Briggs Myers' digital collection and introduce a graduate student to metadata creation skills and interdisciplinary academic research. The student or students will need to research areas related to the content of the collection, including Psychology, Counseling, Women's History, and Education. Knowledge in these fields will allow the intern to create and enter metadata at the page level, which will provide greater and more efficient access and discoverability for the digital collection's users. Also, the intern will assist in the creation of an updated bibliography about Isabel Briggs Myers and the Myers Briggs Type Indicator. (Proposal: <http://ufdc.ufl.edu/AA00061867/00001>)

Internship in Building a Science Fiction Portal ("SF@UF"), 3 semesters (spring 2018, fall 2018, spring 2019); \$7,500 – Sara Gonzalez: "SF@UF" is a collaborative endeavor including Smathers Libraries staff, research and teaching faculty in several academic units, and graduate student interns working in the field of science fiction studies, to improve the visibility and usability of UF's diverse holdings in science fiction (SF), fantasy, and utopian studies through development of a web portal "SF@UF". The project will also identify collection needs in these areas, and will improve Library support of these materials with the rising profile of research and teaching in these areas at UF. (Proposal: <http://ufdc.ufl.edu/AA00061865/00001>)

Bibliographic and Digital Internship for Black Education in Florida, 1920-1955; 3 semesters (spring, summer, and fall 2018); \$7,500 – Stephanie Birch: The Bibliography and Digital Internship on Black Education in Florida will provide a UF graduate student in Education, History, Law, Museum Studies, or a related discipline with the opportunity to gain valuable experience in archival research and bibliographic curation for public education programming. This internship will provide practical experiences in project management, document handling, review, and assessment, as well as broader familiarity with concepts and best practices in archival research, African American history and educational history, especially as they relate to develop exhibitions for the public and university community. (Proposal: <http://ufdc.ufl.edu/AA00061863/00001>)

Internship in Library Publishing with Florida Online Journals; 1 semester (spring 2018); \$2,500 – Suzanne Stapleton: The internship will introduce a graduate student to careers in digital publishing with specific experience in library services that support scholarly research. The internship will contribute to activities of the UF Libraries Open Journal System Services Team to support digital publication of open access scholarly research in Florida Online Journals (Florida OJ). Interest in Florida OJ is growing; in the past three years six journals affiliated with University of Florida (UF) have begun using this digital publishing platform. Editors and journal managers have been thankful for this library service and encouraged others at UF to take advantage of this “incredible opportunity.” One of the new users of this platform is the Florida State Horticultural Society, one of the oldest horticultural societies in the U.S. This intern will participate in quality control of article level metadata for the Proceedings of the Florida State Horticultural Society archives to ensure greater discoverability. The intern will develop a questionnaire to identify levels of satisfaction and issues of concern of editors and journal managers of UF-affiliated journals using Florida OJ. The intern will use the responses to this knowledge to develop an annual survey of UF journals using Florida OJ and contribute to a LibGuide about Florida OJ for UF scholars. The objectives of this internship will be to provide training, experience and education to the intern in a variety of aspects of library services in support of open access publishing. (Proposal: <http://ufdc.ufl.edu/AA00061866/00001>)

Internships Awarded in Spring 2017

(17 semesters, 11 students)

Internship in Public Relations, 1 semester (summer 2017); \$2,500 - April Hines: In Spring 2016, a public relations campaigns class at the University of Florida took on Library West as their real-world client for the semester. Their goal was to develop detailed campaign strategies to raise awareness of Library West librarians and the vital role they play as subject specialists. The Public Relations Internship will give a PR graduate student or upper division undergraduate the opportunity to plan, create, disseminate and evaluate some of the more in-depth PR campaign strategies suggested by the student groups. These strategies include creating short, humorous “getting to know you” videos for each subject specialist as well as mini-commercials highlighting the unique expertise and services each librarian provides. The PR intern will not only produce the videos, but create a step-by-step how-to manual so the process can be duplicated by library staff in the future. He or she will also develop a distribution plan for how the videos will be promoted and shared, and an assessment plan, outlining how the reach and effectiveness of the videos will be evaluated. This internship opportunity will provide the UF Libraries with high quality, engaging content for raising awareness of library subject specialists while allowing a PR student to enhance their skills in graphic design, videography, PR strategy, distribution and assessment. The intern will walk away with professional content for their portfolio, having worked on a large-scale public relations campaign with the potential of reaching thousands of UF students, faculty, staff and administrators. (Proposal: <http://ufdc.ufl.edu/IR00009831/00001>)

Preservation Internship, 2 semesters (fall 2017 and spring 2018); \$5,000 - Fletcher Durant: The Internship will introduce a graduate student to the practice of preservation in research libraries and build their academic skill set. The intern will develop an annotated bibliography of preservation resources focusing on Spanish-language entries and needs of institutions in the Caribbean Basin. The bibliography will cover the major topics of library and archives preservation such as storage and housing, environmental conditions, disaster planning, and conservation. The focus will be on developing Spanish-language resources, but may include documents in other languages found in the Caribbean depending on the language abilities of the intern. After compiling the bibliography, the intern will identify gaps in the existing literature and identify English-language resources that address these gaps. If the annotated bibliography is completed prior to the end of the Spring Semester, with time and copyright permissions allowing, a selection of these English-language resources may be translated into Spanish. The completed annotated bibliography will be made available in English and Spanish to the public on the Preservation Department website. At the conclusion of the internship, the intern will present on their findings to the library community. (Proposal: <http://ufdc.ufl.edu/AA00055781/00001>)

Digital Cuban Bibliography Internship, 2 semesters (summer and all 2017); \$5,000 - Haven Hawley: The internship will engage two multi-lingual graduate students with expertise in bibliography in a project of global significance that will advance the students' ability to contribute to and manage digital humanities projects. The interns will create a bibliography of works by and about Fr. Félix Varela, José Martí, Máximo Gómez, and Antonio Maceo, intellectuals foundational in the development of 20th-century Cuban identity. The bibliography will establish a core inventory for the digitization initiative of the Libraries and the Biblioteca Nacional de Cuba José Martí (BNJM). The interns will integrate scholarly perspectives into the proposed design of and content for a digital scholarship project tentatively titled "Cuba: Jewel of the Caribbean/Cuba: Joya del Caribe." The students will take part in training and dissemination efforts, becoming part of a professional network. They will promote the Libraries' digitization initiative and the digital scholarship project to potential partners and scholars. The Digital Cuban Bibliography Internships will enable two promising graduate students to significantly contribute to building and making available scholarly collections. They will advance a strategic project at the Libraries and gain skills essential for managing digital scholarship projects. They will establish professional connections that will enhance knowledge about the field of librarianship and digital humanities, enhancing their career prospects. The first internship is proposed as 20 hours/week for the Summer B term of 2017. The second internship is proposed for 10 hours/week in the Fall 2017 semester. The internships may be held sequentially by one person but have been designed to accommodate separate intern appointments. (Proposal: <http://ufdc.ufl.edu/AA00055782/00001>)

Digital Library of the Caribbean (dLOC) Graduate Internship, 1 semester (summer 2017); \$2,500 - Hélène Huet: The Digital Library of the Caribbean (dLOC) graduate internship will introduce a humanities graduate student to scholarly and professional video-making skills. The intern will use these skills to support dLOC's ongoing efforts to enhance its website's accessibility and ease of navigation for Spanish-language users. To achieve these goals, the intern will host a webinar and produce Spanish-language video tutorials on using and navigating the dLOC website. During the internship, the intern will deepen her/his knowledge of dLOC and its content, increase her/his proficiency in scholarly and professional video-making, and strengthen her/his presentational skills. Additionally, her/his work will contribute to the Libraries' goals of enhancing the visibility of their digital collections and forging collaborations across language communities. (Proposal: <http://ufdc.ufl.edu/AA00055783/00001>)

Digital Humanities and Public Humanities Internship, 2 semesters (fall 2017 and spring 2018); \$5,000 - Laurie Taylor: The Digital Humanities Working Group (DHWG) started in 2011, and has grown tremendously: over 300 members, developing dozens of events each year including THATCamp-Gainesville, collaborating on non-credit and for-credit programs as with the new DH Graduate

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