

**Smathers Graduate Student Internship Program Application**  
**Proposal for a Digital Library of the Caribbean (dLOC) Digital Scholarship Internship, Laurie N. Taylor**

**Abstract:**

The Digital Library of the Caribbean (dLOC) Digital Scholarship Intern will introduce a graduate student in the humanities to collaborative ways of working to support needs in the Libraries and to help build a community of practice across campus through facilitation and interaction on the many dLOC related activities, including grants where the student will be involved in preparing research and materials in support of grant writing and proposal submission (for an ACLS Digital Extension Grant, <https://www.acls.org/programs/comps/>, grants for a dLOC Scholar Summit, etc.) and in the permissions and curation processing for materials created by scholars in relation to the Panama Silver, Asian Gold Distributed Online Collaborative Courses.

**Project overview/description (2-3 pages):**

The Digital Library of the Caribbean (dLOC) Digital Scholarship Intern is proposed for Summer 2016, Fall 2016, and Spring 2017.

The Digital Library of the Caribbean (dLOC) Digital Scholarship Intern has several goals including:

- Introducing a graduate student in the humanities to work in research libraries
- Enhancing graduate student experience in international studies, DH, digital libraries, digital scholarship, and public scholarship
- Strengthening collaboration with the Libraries and Humanities Departments, specifically the Department of English, in relation to their offerings for training in collaborative digital scholarship
- Capitalizing on humanities graduate student expertise for writing, editing, research, and contextual guide creation in support dLOC activities for digital scholarship
- Introducing a graduate student in the humanities to collaborative ways of working to support needs in the Libraries and to help build a community of practice across campus through facilitation and interaction on the many dLOC related activities, including grants where the student may be involved in preparing research and materials in support of an ACLS Digital Extension Grant (<https://www.acls.org/programs/comps/>)

Activities and deliverables include:

- Researching, identifying, describing, and connecting Caribbean digital scholarship project communities including assisting with entries for the projects in dLOC and collaboratively contacting the different program/project leaders
- Collaboratively, in consultation with the dLOC Scholarly Advisory Board, supporting bibliography development to identify sources for digitization (held or to be located)
- Collaborating with the Internship Director and Faculty Partner on digital scholarship teaching resources that further develop and extend dLOC, for the Libraries and teaching faculty, and to obtain permissions and ingest student

materials from the Panama Silver, Asian Gold courses; and, create new materials for use in future course iterations

- Collaborating with the Internship Director and Faculty Partner to prepare research and materials in support of an ACLS Digital Extension Grant (<https://www.acls.org/programs/comps/>) for submission in December 2016

This internship is expected to run from Summer 2016-Spring 2017, and information on additional funding sources and/or course credit would be appended to this application for each of the following semesters as applicable. Activities for summer and fall 2016 will be focused on developing resources for inclusion in and developing the proposal or the ACLS Digital Extension Grant. Activities and deliverables for spring 2017 will be focused on developing the new Research Groups, as planned and defined in the NEH Next Generation Humanities PhD proposal.

#### Benefits to the Intern

The Digital Library of the Caribbean (dLOC) Digital Scholarship Intern will learn about digital scholarship in collaboration with teaching units and research libraries, engage in collaborative work and writing practices, create digital scholarship resources, and engage with Caribbean Studies communities on digital scholarship. The intern will learn all of these activities in relation to academic libraries, DH, and digital and public scholarship as supported by humanities doctoral programs.

#### Benefits to the Libraries

The listed activities and deliverables are all needed work activities that fall under the responsibilities of the Digital Scholarship Librarian. The Digital Scholarship Librarian will invest time to mentor and supervise the graduate student. The Libraries will benefit with more overall work product at a lower cost, expert research support for a grant proposal preparation, and from collateral benefits from the collaboration including enriched collaboration with a teaching department and the Libraries as well as development of the intern's skills and awareness of job opportunities.

#### Benefits to the Academic Unit (Department of English)

The Department of English is a leader for digital scholarship, especially with the Digital Library of the Caribbean (dLOC). One of the members of the dLOC Scholarly Advisory Board is in the Department of English and is the Faculty Partner from outside of the Libraries for this Internship. Further, the Department of English and dLOC are listed in the new NEH Proposal with dLOC as the location/node for a new Research Group to be established in the next two years, if the grant is funded or on a similar timeline regardless, with the goal of the Research Group to be engaging and employing humanities scholars on public and digital humanities. This internship will lay part of the foundation for the development of the Research Group.

#### Student Learning Outcomes

- Students will gain an enhanced understanding of the Digital Library of the Caribbean (dLOC) and its relationship to Caribbean Studies, Caribbean Collections, Digital Humanities, digital scholarship, and public scholarship

- Students will gain an enhanced understanding of aspects of day to day activities related to digital scholarship.
- Students will gain an enhanced understanding of collaborative work and writing practices, including writing and researching for grant proposal development.
- Students will gain a clearer understanding of and engage activities involved in building communities of practice for collaborative Research Groups.

#### Metrics for project deliverables

Metrics for project deliverables include:

- Number of permissions requested, received, and status tracking, including on the ingest processing for student projects from the Panama Silver, Asian Gold course. Permissions now received for all spring 2016 students. Processing of all materials from 3 of the students in summer 2016, and 3 additional students in fall 2016. Processing of materials from work for at least 3 prior students for spring 2017.
- Number of items identified in topical bibliographies of works to target for digitization (identified for topical relevance to support classes and digital scholarship projects). Identification of at least 5 items per semester.
- Number of entries added to Wikipedia and dLOC for Caribbean Studies digital scholarship works. Addition or enhancement of at least 5 entries per semester.
- Each semester, attendance and involvement in dLOC events for promotion, facilitation, and/or follow-up. Including the fall colloquium on Postcolonialism, and in spring 2017 in THATCamp-Gainesville.
- Once per academic year, a survey/evaluation component to assess dLOC Scholarly Advisory Board member needs.
- Each semester, at least one presentation recording on an area identified as of need for use in classes that are using or teaching with dLOC.

Benefits to the Intern will be assessed in the semester reports by the student.

Benefits to the Libraries and academic unit (Department of English) will be assessed in the semester reports.

The student learning outcomes will be assessed in consultation with the Internship Director and the Faculty Partner in the Libraries, and will be documented in the semester reports.

#### Roles of the Internship Director and team members

The Internship Director will provide the supervision and direction for this internship, in collaboration with the Faculty Partner from outside the Libraries, and in collaboration with others in the Libraries and across campus, with members of the dLOC Scholarly Advisory Board. The Internship Director will be the primary contact, supervisor, and connector for all aspects of the internship.

**Plan of activities for each semester covered (1 page per semester):**

Each semester, the Intern will:

1. Attend a CV/resume workshop and an orientation to the Libraries (required for Interns)
2. Deliver a presentation reflecting on the academic and professional outcomes of their internship, to be presented as one of the dLOC Meet-ups.

Each semester, the Internship Director will:

1. Attend a workshop on supervising and mentoring (required for Internship Directors)
2. Direct the Intern to appropriate opportunities for their professional growth, which may include attending a presentation on jobs in academic libraries, a Joint Chairs meeting (or other applicable meeting) to orient the Intern to academic libraries, Curator Talks, and others as appropriate for enhancing scholarly inquiry
3. Opportunities for regular assessment and feedback for the Intern

Weekly, the Internship Director and Intern will meet to:

1. Review goals for the week
2. Review activities and accomplishments for the prior week
3. Confirm progress and any scheduling for the longer-term/semester length objectives.

Monthly, the Internship Director, Faculty Member outside of the Libraries, and the Intern will meet to:

1. Review progress, activities, and accomplishments to date
2. Review goals for the full internship deliverables
3. Discuss progress, any scheduling, and longer term goals for how the internship supports professional development and career opportunities

**Brief position description for the internship (1 page)**

Digital Library of the Caribbean (dLOC) Digital Scholarship Intern

Pay Rate: \$15/hour. Number of students needed: 1.

Hours: Monday-Friday, 8am-5pm, up to 10 hours per week (total of 160 hours/semester)

Summary of duties:

The Digital Library of the Caribbean (dLOC) Digital Scholarship Intern will participate in the Libraries' programmatic activities for digital scholarship and public scholarship, including activities related to the Libraries' role in the Digital Library of the Caribbean (dLOC). The intern will participate in collaborative writing, editing, event development, and other activities related to digital scholarship which may include:

- Researching, identifying, describing, and connecting Caribbean digital scholarship project communities
- Writing entries on Wikipedia and dLOC for Caribbean Studies digital scholarship
- Researching and collaboratively writing materials to support a new grant proposal
- Collaboratively, in consultation with the dLOC Scholarly Advisory Board, supporting bibliography development to identify sources for digitization (held or to be located)
- Collaborating to create digital scholarship teaching resources that further develop and extend dLOC
- Collaborating with the Internship Director and Faculty Partner to obtain permissions and ingest student materials from the Panama Silver, Asian Gold courses; and, create new materials for use in future course iterations
- Delivering at least one recorded presentation on an area identified as of need for use in classes that are using or teaching with dLOC.

Responsibilities

The Intern will be responsible for completing the planned activities, collaborating for these and other needs, and participating as a professional team member in the Libraries.

Qualifications

Knowledge about and interest in digital scholarship; a good attitude and professional demeanor; and willingness to work independently and collaboratively. Candidates must be graduate students and will be selected from those recommended through the Department of English.

- Excellent organizational and time management skills
- Reliable and punctual
- Flexible, adaptable, and comfortable with experimentation and self-directed learning
- Able and willing to learn new skills, enthusiasm for working collaboratively
- Excellent oral communication and writing skills