

## Smathers Graduate Student Internship Program Guidelines (Updated November 2023)

### **Purpose:**

The *Smathers Graduate Student Internship Program* provides semester-based graduate student internships in the George A. Smathers Libraries in collaboration with academic units.<sup>1</sup> 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<sup>2</sup>. 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. The Committee collaborates with Internship Directors (when applicable by request of the Internship Director) to have internships complete in less than 16 weeks (e.g., 8 weeks in summer), or other modifications, as needed based on intern availability.

### **Awards:**

The funding provided by the Program is exclusively for the graduate student intern's wages. The hourly rate of pay will be \$22/hour<sup>3</sup> 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 \$3,600 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.

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<sup>1</sup> All University of Florida academic programs and external library/information science programs (e.g., USF and FSU) accredited by the American Library Association are eligible. Upper Division undergraduate UF students may be eligible on a case-by-case basis, in consultation with the Internship Program Committee.

<sup>2</sup> Smathers staff employees may also be eligible to serve as an Internship Director and should contact the Internship Program Committee for more information.

<sup>3</sup> The current pay rate is tied to living wage calculators (e.g., [MIT](#)) for Gainesville, Florida. The Libraries continue to monitor this to ensure pay remains appropriate.

**Contacts:**

The Committee is available for assistance and questions:

[LibraryGraduateInternshipProgram@uflib.ufl.edu](mailto:LibraryGraduateInternshipProgram@uflib.ufl.edu)

**Evaluation Criteria:**

Each proposal will be evaluated by the Committee according to the following criteria, and recommended to the Deans in priority order based on the highest scoring proposals. Please note that an Internship Director may only hold one internship at any time.

<b>Evaluative Area</b>	<b>Points</b>
Conformance to proposal requirements and quality of presentation	10
Quality of content and likelihood for successful completion 10 pts	10
Value of the benefits to the Libraries (e.g., Strategic Directions)	15
Value of the benefits to the Academic Unit and faculty partner	15
Value of the benefits to the intern	25
Supports work and activities in relation to diversity and inclusion	5
Opportunities that are time-sensitive (e.g., closely aligned with a current major event/initiative or external funding)	10
First-time applicants	10
Prior internships have been successfully completed	y/n

**Evaluation Process:**

All proposal submissions will be reviewed and rated by the Committee. To create a strong proposal, applicants should closely follow the requirements stated here and should familiarize themselves with the evaluation criteria. Applicants may also wish to review examples of prior internships: <https://committees.uflib.ufl.edu/committees/graduate-internship-program/>.

The Committee may seek clarification after submission and prior to award. For clarifications, the Committee will send an email list of questions, with a request for responses in the form of updated proposals using Track Changes. The Committee is able to support one round of review for proposals for each internship deadline; proposals needing more extensive revisions will be recommended for the next application cycle.

Proposals endorsed by the Committee will be reviewed by the Dean of Libraries, who will ultimately determine if the internship assignment is approved.

Proposals for all awarded internships will be loaded for Open Access to the IR@UF with a Creative Commons Attribution NonCommercial License. By submitting, the Internship Director is confirming approval by the full project team.

Also, please note that awarded internships are recommended to be cited/listed as internally funded awards.

**List of Required Documents for Application:**

1. [Cover sheet with signatures](#)
2. [Application, following the template](#)

### **Application Submission Procedure:**

Email electronic copies of all documents to the Internship Program Committee, including a scanned copy of the coversheet with signatures.

### **Deadlines and Schedules:**

1. For the following Spring, Summer and/or Fall, the application deadline is October 1; for the following Summer, Fall and/or Spring, the application deadline is March 1.
2. Applications must be submitted electronically to [LibraryGraduateInternshipProgram@uflib.ufl.edu](mailto:LibraryGraduateInternshipProgram@uflib.ufl.edu) by **5pm on the deadline date**.
3. The Internship Program Committee will review proposals during the month of submission (March; October).
4. Notification of awards will be made by the following month (April; November).
  - a. The Internship Committee sends notification to the Internship Director, shares at Joint Chairs, sends an All-Staff announcement, and all awarded proposals are posted to the IR@UF (with a Creative Commons Attribution NonCommercial License) and linked from the Internship Program website.
5. The Libraries HR should be contacted to initiate the intern hiring process at least 3 weeks prior to the semester start.
6. Reports at the end of the internship project period, including:
  - a. Confidential evaluation for the intern.
  - b. Non-confidential survey response assessing the internship in relation to the metrics and deliverables from the application.

### **Changes to Awarded Internships**

Internship Directors should adhere to the overall timeline provided in their proposal. In the event that substantial adjustments need to be made, the Internship Director must request approval as soon as possible. For extensions or semester changes, the Internship Director should email the internship committee with:

- Intern name
- Link to proposal in the UF Digital Collections
- Description of the circumstances causing the change
- Planned changes to the approved goals, objectives, or outcomes
- Planned changes to the timing of approved activities

The Chair of the Committee will review, and as they deem appropriate bring the changes to the full Committee for consideration. Approved changes will be addressed with Human Resources and Business Services offices, by the Chair.

### **Post-Award Reporting**

The internships are to be reported as a funding award, and the time for the internship supervision will generally appear in reports as work within the primary job responsibility. For any internship where that is not the case, there should be acknowledgement that some or all of the time will be reported under another criterion and an explanation of the allocation.

**Resources:**

- Guidelines and other materials are available on the Committee webpage: <https://committees.uflib.ufl.edu/committees/graduate-internship-program/>
- Because the Program encourages Internship Directors to stay in communication with interns, including recommending possible collaborative work (e.g., conference presentations and publications), these additional resources for mentoring are recommended for Internship Directors:
  - Managing at UF Supervisory Challenge Courses: <https://learn-and-grow.hr.ufl.edu/courses-registration/managing-at-uf-the-supervisory-challenge/>
  - CTSI Mentor Academy: <https://www.ctsi.ufl.edu/education/medical-fellows/mentor-academy/>
  - Chief Diversity Officer Mentoring Resources: <https://cdo.ufl.edu/strategic-initiatives/mentoring/>



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