Summer 2020 Campus Internship Opportunities

The Office of Experiential Professional Development (xPD) in the UGA Graduate School is pleased to offer 13 paid campus internships in the following departments in Summer 2020:

- Carl Vinson Institute of Government
- Center for Teaching and Learning
- Defense & Security Collaborations (Office of Research)
- Digital Humanities
- Division of Academic Enhancement
- Industry Collaborations (Office of Research)
- Innovation Gateway (UGA Startup Program)
- Office of Institutional Diversity (Diversity Dialogues)
- Office of Institutional Diversity (Peach State LSAMP)
- International Student Life
- Research Communications (Office of Research)
- Richard B. Russell Library for Political Research and Studies
- The University of Georgia Press

The following pages contain more detailed descriptions of each department and the associated internship opportunity. Students are encouraged to apply for no more than two internship openings from the above list.

**NOTE: This is a SAMPLE list of previous placement opportunities from Summer 2020. Updated information on campus internship availability will be sent out via email in December or January each academic year.**
Carl Vinson Institute of Government

About this Department:

Since 1927, the Carl Vinson Institute of Government has worked with public officials throughout Georgia and around the world to improve governance and people's lives. Our mission is to enhance the capacity of governments to serve citizens in Georgia and around the world. By improving governance, every day we improve the lives of people worldwide. Every day, more than 150 faculty and staff provide technical assistance, training and technology solutions to Georgia's state and local governments as well as governments around the world. The State Services and Decision Support Division at the Institute is focused on helping Georgia governments and public institutions make better data informed decisions.

Internship Description:

The Carl Vinson Institute of Government is helping our government clients use data to make decisions affecting Georgia’s children and youth. We are interested in developing background research and carrying out qualitative research with local communities across the state, particularly around the 2-generation approach to serving families. The 2-generation approach was developed by the Aspen Institute (for more information, please visit https://ascend.aspeninstitute.org/two-generation/what-is-2gen/). The Institute is interested in having an intern that can assist with the following: literature reviews, environmental scans and analysis of current policies, and carrying out qualitative research, such as focus groups, around state and local government programs that serve and support Georgia’s children. The intern would have the opportunity to learn to methodologically rigorous qualitative research and better understand the policies and programs important to decision-making for Georgia’s child-serving agencies. Of particular interest is researching current and best practices in youth and family-centered cross agency collaboration and documenting what Georgia is doing in the area of 2-generation approaches at the local service level (e.g. county, city, and regional).

Desired Qualifications:

The preferred qualifications for this intern include:

- Research interests in the area of child welfare, public health, social-emotional health, and education and literacy with a focus on children
- Experience with Excel spreadsheets, SPSS, focus groups, individual interviews
- Interest in learning rigorous qualitative research, such as coding and analysis
- Experience or interest in policy analysis
- Interest in local implementation of state public policy
Center for Teaching and Learning

About this Department:

The CTL is devoted to the advancement of instructional excellence at the University of Georgia. The central mission of CTL is to provide campus-wide leadership on matters relating to instruction. By coordinating a wide variety of programs and activities, CTL serves faculty, administrators, and graduate teaching assistants (TAs) in each of the University's schools and colleges. Teaching is promoted as a fundamental enterprise at UGA through numerous campus-wide activities. These include instructional grants, consultation services, faculty and TA development programs, publications, activities planning, teaching resources, the Scholarship of Teaching and Learning, and instructional media services. In addition, seminars, workshops, and conferences that address a wide range of topics are offered throughout the year.

Since its inception, CTL has sought to promote vitality among faculty and administration and to foster an institutional climate that reinforces excellence in teaching and learning in the service of student success.

Internship Description:

The Center for Teaching and Learning is tasked with supporting the teaching-related efforts of faculty and graduate students across campus. We do this through one-on-one consultations, workshops, fellows programs, faculty learning communities, summer institutes, and more. We are also beginning to create a suite of online resources for faculty and graduate students, to complement our existing services and programming. The Center for Teaching and Learning is interested in having an intern that can move us forward in this project. Work could include the transformation of partially completed materials into web-ready content, literature reviews to support creation of new content, development and/or editing of short videos to supplement other materials, and more. The precise nature and focus of the work will be determined based on the combination of the Center’s needs and the intern’s skills and interests. By the end of the internship the intern will have had the opportunity to engage in the literature around teaching in higher education, bring at least one web-based resource to completion, and explore life with higher education professionals off the tenure track.

Desired Qualifications:

The preferred qualifications for this intern include:

- Interest in the evidence basis surrounding best practices in teaching in higher education;
- Ability to distill research content for use by faculty who are not experts in education research;
- Strong written and/or web-based communication skills;
- Able to pay attention to details while also thinking in terms of a larger framework of ideas.
Defense & Security Collaborations, Office of Research

About this Department:

The role of Defense and Security Collaborations located in the Office of Research is to facilitate participation with and investments from U.S. Department of Defense agencies, the U.S. Department of Homeland Security, U.S. intelligence agencies, and the National Aeronautics and Space Administration. Defense and Security Collaborations provides outreach to UGA investigators to increase understanding and awareness of Defense and Security funding, acts as liaison between UGA investigators and sponsor agencies, integrates UGA research capabilities to address sponsors’ program needs, and supports proposal development and project execution.

Internship Description:

The internship will perform most of the duties of a Research Development Associate. This position will utilize and develop skills to manage and support funded research projects. Research development is a skill that goes beyond the technical understanding of a research area and requires an understanding of the larger context in which research is conducted and the results applied, the ability to build partnerships with stakeholders, and the knowledge of administration principles. The internship will work with UGA researchers in a given research area to build partnerships with federal agencies and with industry. The person filling this role will also be expected to construct new process and materials to enhance research development within Defense and Security Collaborations and to refine and expand the functions of the position.

This internship will provide valuable experience for individuals who seek careers that involve research or project management of any kind. The person filling this internship will learn how to communicate with federal agencies, how to build research portfolios for funding, and how to produce outreach/educational materials for research development.

Desired Qualifications:

The ideal candidate will have the ability to easily communicate with researchers and others outside the academic setting, to organize and schedule activities and events, to participate in continual process improvement. The intern will have a natural curiosity and engagement in the tasks assigned as well as technical skills in web design/composition and writing in general. The ideal candidate should have an understanding of the scientific process or the scientific enterprise. A background in project management would also be helpful.
Digital Humanities

About this Department:
The Digital Humanities initiative at UGA is centered in the library as a disciplinary agnostic space. The initiative includes the UGA Libraries, the UGA Press and the Willson Center for Humanities and Arts. We are housed in the Digital Humanities Lab, known informally as the DigiLab, which serves as a lab space for instruction and learning, as well as an incubator for digital humanities projects.

Through the lab we also support the DIGI undergraduate certificate; grant writing and project consultations; and training for integrating Digital Humanities methods into the classroom.

Internship Description:
This internship will illustrate an alternate path for students earning a PhD. Pursuing this trajectory allows for movement outside of departmental boundaries to open humanities to the widest aperture. As a research method, DH allows researchers to ask new questions and to define new objects of study. A successful career in DH requires a connection to the ever growing DH community of scholars, an aptitude for trying new methods and experimentation, as well as the ability to meet a wide variety of researchers where they are.

Responsibilities:
- Learn the foundations of DH as a discipline
- Project Management
  - Refine research goals for new faculty projects
  - Identify time and tools required for the project
  - Define sustainability of the project
- Build strategy for outreach
  - Post and advertise current projects
  - Identify avenues for growth with new humanities departments and professors
  - Develop workshop for researchers on a single tool or method

Desired Qualifications:
- Interest in an alt-ac career track
- Broad thinker
- Problem solver
- Willingness to try new software and platforms
- No coding experience necessary
- Pursuing PhD in any field, affinity for the humanities
Division of Academic Enhancement

About this Department:

The Division of Academic Enhancement (dae.uga.edu) empowers all students to achieve success with innovative courses, programs, services, and student-centered initiatives. The DAE supports students as they transition into higher education and sustains their progress through the University’s unique academic environment. We are committed to students, committed to success.

Internship Description:

The Division of Academic Enhancement is looking for a Graduate Intern for summer 2020. The intern will work closely with the Director of the Division and engage in project research from June 1 through July 31. Over the 9-week internship, the Intern will engage in educational research (including peer institution benchmarking) on instructional high-impact practices and peer education in American higher education. Particular emphasis will be placed on peer education models within the social sciences and humanities. The internship is based in Athens, Georgia and will be expected to be in residence as needed with some off-site work available.

Desired Qualifications:

- Master’s degree in a humanities or social science-based discipline, Higher Education, or similar field of study
- Skilled at writing for higher education audiences
- Research experience regarding summaries of articles, best practices, etc.
- Basic knowledge of American higher education issues and trends
- Excited to work in a fast-paced, high-energy environment
Industry Collaborations, Office of Research

About this Department:

The Office of Industry Collaborations partners with faculty across the University to connect them with industry for strategic research partnerships. We work with faculty, center directors and administrators from all Colleges to identify research strengths and then seek out appropriate industry sponsors. Our office regularly interacts with local and regional industries to understand their technical needs - allowing us to reach across boundaries of the institution to connect resources from a variety of schools, departments, and centers to help address these needs.

Additionally, the Director of Industry Collaborations works frequently within the broader innovation ecosystem of the University, making connections to our entrepreneurial efforts such as our technology transfer team, bio-business incubator, and UGA’s NSF-Funded I-Corps site. In all of these efforts, the Office of Industry Collaborations serves as a bridge between faculty, students and industry - all with the purpose of building strong and lasting strategic partnerships that benefit all parties involved.

Internship Description:

This position will serve to support several priority programs to expand and enhance UGA’s industry engagement efforts. The candidate will work with the Director of Industry Collaborations to: produce baseline one-pagers of our capabilities and interconnectivity to other offices on campus, build out a communications strategy for both internal and external points of contact, engage in industry visits, assist in developing metrics and analytics of what we do (developing baseline scoreboards and dashboards), and assist in developing more effective tracking tools for our industry-sponsored research at UGA and subsequently assist in developing plans for growth based on this data. This position will have the opportunity to interact broadly with other key parts of the Research enterprise (technology licensing, start-ups and entrepreneurship efforts, sponsored projects) as well as key departments, centers, and faculty. Additionally, this position will interact with current and potential industry partners in a variety of settings, both formal and informal.

Desired Qualifications:

This position requires strong organizational and analytical skills, including the ability to develop summary reports and recommendations. Experience in conducting on-line research is preferred. Strong written and oral communication skills are a must. Experience interacting and communicating with a variety of audiences, technical and non-technical, is preferred. Experience in technical writing, developing communication materials (print and electronic, including social media) would be beneficial.
Innovation Gateway, UGA Startup Program

About this Department:

The UGA Startup Program provides UGA faculty and students support to launch and grow UGA startup companies. These startups are typically built around intellectual property arising from UGA research and student projects. The Startup Program is designed as a flexible and tailored approach to each entrepreneurial project to provide actionable steps that have proven to result in successful companies and experiences.

Internship Description:

The internship will focus on a number of components of the Startup Program. We would like the intern to join an I-Corps team as it provides the best experiential learning experience in our office by pairing the intern with a startup project for customer discovery. Also, we would like for the intern to assist in developing our Mentor Program which brings together alumni, community members and faculty to provide guidance and connections for our startup companies. This internship will work closely with our team of 7 people over at the CAGT Startup Incubator and across campus through the Innovation District.

Desired Qualifications:

Ideally, an intern for the startup program has a real passion and drive for working with innovation and entrepreneurship. A STEM background is preferred but not necessary as we have team members with a broad background. An intern with the Startup Program should be someone who can work independently, speak up when they have questions and have a drive to get work done.
Office of Institutional Diversity, Diversity Dialogues

About this Department:
The Office of Institutional Diversity (OID) provides institutional leadership to the focused effort to enhance and maintain a diverse and inclusive environment for learning, teaching, research and service at the University of Georgia. The Office does this by enhancing diversity awareness and education through training and learning opportunities for faculty, students and staff throughout the university; promoting awareness of UGA’s diversity efforts by supporting diversity related events across the UGA campuses; establishing and defining strategic partnerships; and identifying and obtaining resources that will enhance and support institutional diversity endeavors.

Internship Description:
The Office of Institutional Diversity seeks to develop a dialogue model to engage faculty, students and staff in productive conversation regarding diversity and inclusion. The internship will involve conducting research on current dialogue models. Soliciting feedback from campus stakeholders regarding the need for diversity dialogue at UGA and developing the outline, along with OID leadership, of a dialogue model that can be implemented at the University of Georgia. An implementation plan would be an expected deliverable as well.

Desired Qualifications:
The successful candidate will have a demonstrated interest in diversity and inclusion in higher education. In addition, experience in classroom teaching, student affairs, and/ or developing initiatives and implementing programming is desirable.
Office of Institutional Diversity, Peach State LSAMP Transfer Bridge Program

About this Department:
The Peach State Louis Stokes Alliance for Minority Participation (Peach State LSAMP) program is managed in the Office of Institutional Diversity (OID), which provides institutional leadership to the focused effort to enhance and maintain a diverse and inclusive environment for learning, teaching, research and service at the University of Georgia. The Peach State LSAMP is funded by the National Science Foundation with the mission to significantly increase the number of underrepresented minority (URM) students pursuing and completing baccalaureate and graduate degrees in Science, Technology, Engineering, and Mathematics (STEM) disciplines. It is a collaborative effort sustained by a coalition of six public colleges and universities in Georgia that provides services that assist URM students with the transition from high school to college; integrates them socially and academically into the university environment; engages them in research and summer internship opportunities; and prepares them for success in graduate school and thriving STEM careers.

Internship Description:
The Peach State LSAMP is conducting a research study on its promising Transfer Bridge program designed to promote the transfer of students from two-year to four-year institutions. We are interested in having an intern that can support the study by (a) assisting with the cleaning, preparation, and analysis of the University System of Georgia data required for the study and (b) conducting a literature review to help us contextualize and enhance our understanding and interpretation of the results of our data analyses. Topics in the literature review would include characteristics and best practices of other bridge programs designed to improve participation of underrepresented groups in STEM, challenges that undermine the success (retention and graduation in STEM) of students who complete bridge programs, the role research experiences play in successful bridge programs, and strategies for scaling up/expanding Peach State LSAMPs Transfer Bridge program. The intern would have the opportunity to work with analytical tools and data sets and to learn how to create contextual frameworks for interpreting data to improve its usability and value for decision making.

Desired Qualifications:
The preferred qualifications for this intern include:

- Interest in education research and program evaluation.
- Experience conducting literature reviews for research projects.
- Experience with Excel spreadsheets and SPSS.
- Excellent writing skills.
- A self-starter with the ability to work independently.
International Student Life

About this Department:

The Department of International Student Life enhances the student learning environment through programs and services that internationalize the campus experience. This work is accomplished through focused and intentional efforts in three core areas:

- Transition & Support: Services and programs aimed at supporting international students to assist with their ongoing transition to the University of Georgia and life in the United States.

- Programming & Outreach: Opportunities and events designed for the UGA and Athens communities to share, explore, and learn about cultures in an effort to build an inclusive and internationalized campus.

- Leadership & Engagement: Volunteer and leadership opportunities that promote global citizenship through individual growth and cross cultural learning and development.

ISL works directly with many international graduate students through the international student orientation program as well as through engagement opportunities throughout the year. This internship seeks to further expand upon the work of ISL with the graduate international student population.

Internship Description:

As ISL continues to grow and refine its programmatic offerings for all students, we are seeking an intern with an interest in further exploring and serving the international graduate student population. With nearly 75% of UGA’s international students being graduate students, this development of programmatic and service-based offerings is particularly important, as the needs of international graduate students are unique. This position will have a two-fold focus, both working directly to influence the graduate international student experience on campus. The intern will work to develop content specific to graduate students for the annual international student orientation program as well as conduct research and a literature review surrounding best practices for international graduate student engagement on American campuses. This work will culminate in a final project of providing recommendations on how to best engage international graduate students from orientation through graduation.

Desired Qualifications:

Experience with research, literature review, and benchmarking; self-starter; ability to communicate effectively in speaking and writing; demonstrated interest in working with those of various cultural backgrounds.

Experience with international students is always ideal, but not required. Similarly, international travel experience is valued, but not necessary for this opportunity.
Research Communications, Office of Research

About this Department:

We communicate UGA research through words, images and video, disseminating these stories through an array of digital channels and in collaboration with colleagues across campus and beyond. The knowledge and applications developed at UGA change lives, and our job is to bring this impact to life for audiences around the world, including news media, industry and business leaders, elected and other public officials, granting agencies, alumni, UGA faculty, staff and students, and the taxpayers who support us.

We also help investigators and labs do their work more effectively and efficiently by supporting the activities of other Office of Research units, including the Sponsored Projects Administration, Research Integrity and Safety, Innovation Gateway, and other units.

Internship Description:

The Office of Research Communications is seeking a graduate intern for Summer 2020 who is interested in honing their skills in science communication. The intern will work closely with editorial and creative professionals to generate content that describes or captures activities related to UGA research, including press releases about UGA research results, magazine-style stories about UGA research, photographs and photo essays, videography, social media graphics, and other related content. Precise responsibilities can be tailored according to individual interests and experience, and extra attention will be given to candidates who come to the position with a demonstrated passion for storytelling and/or ideas for potential research stories/content.

We would be greatly interested in a student to assist in producing research-related content for the Office of Research Communications, which could range from research stories of varying lengths, to photos and photo essays, to videos about UGA research activities, to social media content. The internship could be tailored to a student's particular interests and background, however the selected student should have demonstrated strength in at least one of those areas (journalistic writing for publication, photography, videography). Experience in science writing is a bonus but not required.

Desired Qualifications:

Candidates for this position must have demonstrated experience in **at least one** of the following skills: journalistic writing for publication, photography, videography, graphic design. Preferred experience includes science writing for publication, familiarity with Associated Press style, and experience with related software packages such as Adobe InDesign, Illustrator and Photoshop and/or video editing software.
Richard B. Russell Library for Political Research and Studies

About this Department:


As part of a larger vision and strategy to engage this local community in meaningful and sustainable ways, the Initiative’s model embraces shared-agency and shared-authority with the community, and invests oral history support and funding in it through collaborations and partnerships with individuals and organizations. The Initiative trains-to-competency, compensates, and empowers collaborators to develop strategies to promote, document, and illuminate their modern history through audio oral history interviews, events, and other public history. The Russell Library serves as the initial archive for the recordings.

Internship Description:

- Assists the Head of Oral History and Media and the Oral History Coordinator in project management, organization, collaboration with community partners, and documentation of the Initiative’s early activities and progress (Feb. 2019-July 2020).

- Responsible for managing the Initiative’s social media strategy.

- Writes a white-paper documenting the Initiative’s early and current activities, funding, processes, and strategies to inform the Initiative’s future engagement, and to provide an informational resource for other higher education institutions considering community-engaged public humanities and history initiatives.

- Engages and works directly with collaborators off-campus/in-community, in places of business, organizations, community centers, and churches.

- Learns oral history best practices and methodologies; trains and provides resource support to community partners to do oral history.

- Participates in the Initiative’s community-based public history forums and events, training workshops with community collaborators, including the Russell Library’s vendor table at the 2020 Hot Corner Celebration and Soul Food Festival, and its collaboration with the Morton Theatre Corporation programming event for the Hot Corner Festival.
**Desired Qualifications:**

- Experience engaging and working with African American communities and organizations; experience working collaboratively with non-University, historically-marginalized groups.

- Demonstrated knowledge or awareness of the historic, national, and local issues impacting the modern history, politics, music, art, and foodways of Athens’ African American communities.

- Experience with community-centered humanities, oral or public history work.

- Strong writing and analytical skills; ability to communicate effectively; strong listening skills.

- Ability to use digital audio recorders and microphones.

- Experience with audio post-production/editing in Adobe Audition or similar audio editing software.
The University of Georgia Press, Editorial Department

About this Department:

The primary mission of the University of Georgia Press is to support and enhance the University’s place as a major research institution by publishing outstanding works of scholarship and literature by scholars and writers throughout the world. As the oldest and largest book publisher in the state, with about 1,500 books in print, it currently publishes 60-70 new books per year and has a long history of publishing significant scholarship, creative and literary works, and books about the state and the region for general readers. On the scholarly side, it has well-established lists in Atlantic World and American history, American literature, African American studies, southern studies, and environmental studies, as well as a growing presence in the fields of geography, urban studies, international affairs, and security studies.

Internship Description:

The intern in manuscript editorial learns the basics about the editorial process as texts accepted for publication move from manuscript to bound book, including how project editors coordinate the work of freelance copy editors and authors to provide a final manuscript to production, basic rules of The Chicago Manual of Style and how editors use it, what design elements are, and how editors track art, permissions, and other materials on a given project. Tasks will vary, but the intern will aid the department with such things as the following: editing indexes, preparing art inventories, preparing disks for copyediting, coding manuscripts for design, proofreading texts, and filing.

Desired Qualifications:

Candidates need a working knowledge of Microsoft Word; a thorough understanding of grammar, spelling, and punctuation; an ability to attend to detail; and an interest in publishing.