A DH Internship
Focused on Organizational Support

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Overview
In Fall 2019, I completed a for-credit internship with Dr. Clayton McCarl, associate professor of Spanish at UNF.

In this role, I supported two international collectives involving scholars based primarily in the United States, Latin America and Europe:

- **ADRELA:** The Alliance for Digital Research on Early Latin America
- **Grupo de Estudio Internacional “Piratería de la Edad Moderna Temprana.”**

I also provided support to **coloniaLab**, a laboratory for digital editing based at UNF.

Tasks
My work involved:

- the development of content on several WordPress websites,
- the management of social media accounts,
- the administration of a listserv,
- correspondence with the scholars who are members of these groups, and
- hands-on work on various digital projects.

Structure
The internship required 150 hours/semester, or approximately 10 hours per week.

- I worked on my own schedule, tracking my hours on a timesheet.
- Dr. McCarl and I meet once a week to discuss projects and determine tasks.
- I submitted a reflective essay at the end of the semester.

Future Iterations
This internship was designed as a pilot for what could become an ongoing opportunity for students at UNF.

Benefit to Student
This internship offers the student experience with:

- web design,
- social media in a professional context,
- project and time management,
- troubleshooting technical problems, and
- professional communication.

The student can list this experience on their resume and discuss it in job interviews and graduate school applications.

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