Externships in Higher Ed for PhD Students
Career Services
University of Pennsylvania
Spring 2018
Center for Teaching and Learning

The Center for Teaching and Learning promotes teaching excellence at the University of Pennsylvania. CTL works to help instructors at Penn excel in their teaching, to enhance the culture of teaching at the university, and, in turn, to increase the quality of education at Penn.

CTL consults individually with instructors considering diverse teaching challenges or ambitions, and offers a wide array of teaching workshops and discussions. To encourage instructors to reflect on their own teaching and engage with each other, CTL brings faculty and other instructors together for collegial, often faculty-led, conversations.

Instructors at all levels of experience and expertise — from senior faculty to new teaching assistants, from those acclaimed to those struggling — participate. Instructors from across Penn are welcome at CTL programs and can consult with CTL about their teaching.

Possible projects for externs include:

- Document stories of innovative or effective teaching. Specifically, visit and take photos of classes, and interview faculty
- Review and summarize research literature related to particular teaching questions
- Provide organizational, logistical and promotional support for particular events promoting teaching
- Perform other tasks as needed

Externs will work primarily with one of the CTL directors or associate directors:
https://www.ctl.upenn.edu/ctl-staff
The Lesbian Gay Bisexual Transgender Center at Penn, one of the oldest and most active programs of its kind in the country, supports Penn lesbian, gay, bisexual, and transgender students, staff, alumni, and faculty and increases the general Penn community's understanding and acceptance of its sexual and gender minority members. Established in 1982, the Center provides a variety of services throughout the year for and concerning Penn's lesbian, gay, bisexual, and transgender community. The primary activities of the Center are outreach and education, supportive services for individuals and campus organizations, including network facilitation, and advocacy for sensitive, inclusive University policies and practices.

Possible projects for externs include:
- Research, plan, and publicize an event
- Develop web content
- Engage in student outreach
- Prepare fliers, brochures, and/or grant applications
- Benchmark research
- Perform other tasks as needed

Externs will work primarily with Erin Cross, Director of the LGBT Center, PhD in Education.
The Penn Women’s Center is one of the nation’s oldest Women’s Centers. PWC works with students, staff, and faculty of all genders to promote gender justice at Penn and beyond. PWC sponsors programs on career development, stress management, parenting, violence prevention, health and wellness alongside events highlighting women and female-identified writers, activists, artists and political and professional leaders. PWC plays an advocacy role regarding a wide range of issues including reproductive justice, sexuality, discrimination, interpersonal violence, and physical and mental health. PWC also provides confidential crisis and options counseling to members of the Penn community.

Possible projects for externs include:

**Programming:**
- Assisting with the logistics and planning of existing signature events such as Women’s Week, the Own It Summit, or International Women’s Day;
- Planning/execution of a new PWC event eg: a sexual harassment speak-out; a program for graduate students related to any aspect of gender equity; an alumni-cultivation program

**Outreach and Communications:**
- Completing database of all gender and sexuality-related organizations at Penn and in Philadelphia;
- Website development, including adding links to above organizations to PWC website;
- Reorganizing existing PWC constituent database;
- Developing visually engaging new promotional items (pins, postcards, laptop stickers etc.) for PWC

**Qualifications:**
- An interest in gender justice
- Graphic design skills are a bonus!

Externs will work primarily with Litty Paxton, Director of the Penn Women’s Center and Lecturer in Annenberg/SAS, PhD in American Civilization.
Science Outreach Initiative

The Science Outreach Initiative (SOI) serves faculty and other researchers in the University of Pennsylvania’s School of Arts and Sciences by helping them develop outreach program ideas and proposals, locating potential partners, and promoting information and resource exchange among all of Penn’s STEM outreach programs.

The SOI was established in 2012 to encourage and support faculty participation in initiatives towards the development of research efforts which will more broadly impact public understanding of science. Advancing the frontiers of science through research is crucial to our Nation’s future, as is the development of a more scientifically literate citizenry. Major external funders like the National Science Foundation now place an emphasis on “Broader Impacts” -- initiatives which work towards this scientific literacy goal. The SOI staff will guide interested researchers through the process of effectively responding to outreach requirements of funding agencies, including the “Broader Impacts” criterion.

Possible projects for externs include:

- Review and produce content for SOI’s website and social media platforms
- Assist with communication and outreach efforts
- Collect data and create databases
- Promote SOI events
- Assist with grant proposals
- Assist with program implementation (either at Penn or in collaboration with the National Alliance of Broader Impacts)
- Compile information for a newsletter promoting science opportunities for high school students
- Assist with SOI programs that place high school students in Penn labs
- Assist with the planning of Penn’s many activities associated with the Philadelphia Science Festival (staged in late April)

Qualifications
Candidates should have a background in the natural sciences and should have some level of experience with volunteer work and/or public outreach. Much of SOI’s work is structured around relationship building and partnerships, so candidates should have an interest in those areas.

Externs will work primarily with Kristen Coakley, Assistant Director of SOI, PhD in Biomedical Sciences.
Price Lab for Digital Humanities

As the centerpiece of the School of Arts and Sciences strategic initiative Humanities in the Digital Age, the Price Lab supports innovative uses of technology in the study of history, art, and culture. We work in close partnership with the Penn Libraries and Penn Museum of Archeology and Anthropology to help train faculty and students in the latest digital tools and methods, encourage development of new computing-intensive humanities courses, and promote collaborative faculty-student experiments and research projects.

Established in 2015 with a gift from Michael and Vikki Price, as well as additional support from the Mellon Foundation, the Lab is located alongside the Wolf Humanities Center on the 6th floor of Williams Hall. The Price Lab serves as a central node of communication and exchange across Penn's many departments, centers, and schools with expertise and interest in the digital humanities.

Through seminars, workshops, lectures, and symposia, we provide forums for presentation and discussion of work by leading scholars from on campus and around the country. We are also pleased to host fellowships for undergraduates, graduates, postdocs as well as teaching faculty and research staff. Through our curricular initiatives, we oversee development of courses in digital methods specifically aimed at humanities majors and graduate students. These courses are designed to enhance students' ability to use computational tools, improve their collaborative learning and research skills, and better position them for 21st-century careers.

Possible projects for externs include:
- Assist the Managing Director with an environmental scan of DH centers at peer institutions.
- Plan a speaking or training event with Price Lab staff.
- Coordinate an outreach effort to promote Lab initiatives such as the DH Minor or the Graduate Student Working Group.
- Contribute to a team of people from the Price Lab and the Library to develop helpful project management techniques.

Externs will work primarily with Stewart Varner, Managing Director of the Price Lab, PhD in American Studies and Masters of Library and Information Science.
Graduate Student Center

The Graduate Student Center was created in 2001 as an initiative to support the 10,000+ graduate students attending the University of Pennsylvania. From the beginning the Grad Center’s focus has been to build graduate community, showcase Penn or Philadelphia resources, and to encourage the development of Penn's graduate and professional student community through academic and social initiatives.

Established when the Grad Center opened, our mission is to:

- Empower graduate and professional students to create and participate in a graduate community at Penn
- Create intellectual, social, and professional development programs to bring together the wide range of graduate and professional students at Penn for cross-disciplinary, cross-cultural exchanges.
- Provide resources and services to support graduate and professional students at Penn and in Philadelphia.
- Provide graduate and professional students with a centrally-located home that includes a lounge, computer lab, and meeting and event space.

In the pursuit of these four goals the Grad Center employs four full-time staff members and 10 graduate student fellows, each of whom are responsible for a programmatic area. These areas include topics such as academic support, personal wellness, and intercultural communication, among others.

Possible projects for externships include:

- Assisting with the logistics and planning of existing Grad Center events in partnership with a fellow (as needed)
- Plan catering, logistics, and all other details of the annual Grad Center “Graduation Celebration” on graduation day
- Planning/execution of a new Grad Center event identified in conjunction with a Grad Center staff member, eg: an alt-ac information program, an intercultural movie night, etc.

Externs will work primarily with Logan Thurnauer, Associate Director of the Graduate Student Center.
Penn Libraries – Health Sciences

Research Support and Knowledge Management Externship

The University of Pennsylvania’s Health Sciences Libraries provide outreach services to Penn’s biomedical research community, with over 2,000 full-time health sciences faculty, consistently a leader in research funding and discovery.

The extern will be based at the Biomedical Library, but there are opportunities to work closely with partners throughout the Penn Libraries, including the Dental and Veterinary librarians, science librarians (Engineering, Chemistry, Math/Physics), IT professionals, and the Scholarly Communications Team. The extern will be directly mentored by the Research and Knowledge Management Liaison Librarian, and supported by the Biomedical Library Information Services team.

Possible projects for externs include:

• Developing, delivering, and assessing workshops on tools or workflows supporting research in an area of expertise of the extern
• Participate in other initiatives in areas such as:
  o biomedical informatics,
  o research data and knowledge management,
  o bibliometrics/scientometrics,
  o Data visualization in large displays, or in VR/AR environments,
  o scholarly communication

The target audiences for externship projects include faculty, graduate and undergraduate students, researchers, staff, and clinicians.

The extern will work primarily with Manuel de la Cruz Gutierrez, Research and Knowledge Management Liaison Librarian, PhD in Optics.
The Kislak Center for Special Collections, Rare Books and Manuscripts is a vibrant center of research, teaching, and learning at Penn. It houses hundreds of thousands of books, manuscripts, ephemera, and digital facsimiles from across the world and from time periods ancient to modern. This externship is designed to introduce students to some of the many facets of working in a special collections library.

The extern will have the opportunity to meet curatorial staff and to be introduced to current and ongoing projects in the Kislak Center. A portion of their time will be devoted to observing the research process and patron services in the Reading Room, and to examining collections relevant to the extern’s own scholarship. Other kinds of work may include:

- assisting with pedagogy (classes and tours)
- sorting gift collections
- observing exhibition preparation
- learning about digital humanities projects
- attending lectures and workshops as time allows

Projects and scheduling arrangements will be negotiable.

Externs will work primarily with John Pollack, Curator of Research Services, PhD in English, and Betsy Bates, Director of Operations, but may also work with other staff.
Penn Libraries – Area Studies

The Penn Libraries serve the students and faculty of Penn’s 12 schools and have many physical locations around campus, as well as extensive online resources. A strength of the collections lies in the extensive non-Western-language materials collected at the libraries in subjects largely focused on humanities and social sciences, such as literature, history, art history and architecture, religion, anthropology, gender studies, and more. Collectively referred to as “area studies” collections, these are overseen by specialist librarians who typically have advanced degrees (often a PhD) in their areas of expertise. Area studies librarians’ duties range from collection development and budget management to supervision of catalogers and student workers, reference and liaison work with their respective communities, developing research guides, mentoring students, and instruction and teaching. They work closely both with library colleagues at a variety of positions and departments, and with faculty, graduate students, and undergraduates from a range of departments that include area studies components.

The Penn Libraries’ area studies positions currently comprise China/Inner Asia, Japan/Korea, Africa, the Middle East, South Asia, Latin America, and Slavic regions.

Qualifications Desired:

- Expertise in a non-Western geographic and language area, with reading knowledge of at least one non-Western language (e.g., the Middle East, South Asia, Southeast Asia, East Asia, Central Asia)
- Research background in a humanities or social science discipline
- Interest in non-Western research collections
- Commitment to service to their scholarly community at Penn
- Desire to learn about the various aspects of librarianship specific to area studies

Possible projects include:

- Collection analysis and writing brief copy for a collection’s website
- Assisting with revising and expanding online research guides
- Writing a Unique at Penn blog post about unique materials in a collection
- A short report comparing a trend in area studies at Penn and other institutions
- Background research for a collection development initiative

The extern will work primarily with Molly Des Jardin, Japanese Studies Librarian, PhD in Asian Languages and Cultures and MSI in Library and Information Science. The extern could however engage in a project in any target language, or alternately work on an area studies collection project in English.
Penn Center for Innovation – PCI Licensing Group

Description coming soon! Check back on the Career Services website for updates to this document.

Check out PCI’s website in the meantime: http://www.pci.upenn.edu/
Penn Center for Innovation: PCI Ventures

PCI Ventures within the Penn Center for Innovation provides a path for faculty, staff and students that have an interest in being entrepreneurial but don’t have the resources to pursue that interest on their own. Since 2009, we have built several programs designed to meet the varying needs of different projects with varying amounts of service from our team. Our suite of services and hands-on support promote entrepreneurship activities and incubate early-stage technology-based businesses as they make their way towards commercial success. PCI Ventures has created several company formation programs and accelerators for the Penn community to tap into, including UPSTART, UPADVISORS, AppitUP, and DevelUPmed. See our website at https://www.pci.upenn.edu/pciventures/ for details on these programs.

Possible shadowing opportunities and hands-on projects for externs include:

• Participate in weekly round table discussion of ongoing activities at portfolio companies
• Participate in board meetings for portfolio companies
• Advise companies on developing their deck and practicing their pitch
• Network with investors, organize and attend investor meetings, collect and manage data on investor networks

Qualifications
Candidates need only have passion for and commitment to entrepreneurship, and be available on some Fridays from 9-12.

Externs will work primarily with Mike Dishowitz, Director of UPStart, PhD in Bioengineering.