Department of American Culture
Director of Arab American Studies
Draft May 2013

The Director of Arab American Studies is appointed by the Director of the Program in American Culture for a term of two years to provide oversight and leadership to the Arab American Studies program and its activities. Director of Arab American Studies duties will include:

- Serve as an ex-officio member of the executive committee
- Chair the Arab American Studies committee (hold meetings)
- Oversee the awarding of the Arab American Studies certificate (and in the future, the minor)
- Oversee Arab American Studies course offerings and scheduling
- Work with DUS on course planning to determine faculty Arab American Studies courses for fall/winter terms; oversee curriculum to ensure consistency and comprehensiveness in course offerings
- Communicate with DGS on graduate student admissions related to Arab American Studies
- Promote Arab American Studies (through outreach, events, etc)
- Respond to inquiries from current and prospective students
- Attend graduate student recruitment breakfast to represent Arab American Studies
- Attend graduation reception at end of academic year
- Oversee and develop internship program with Arab American community organizations, AMCULT 390
- Oversee AAS budget and funding of relevant student events

The Director of Arab American Studies will receive one course release and $2,000 in research funding for each year of their term.

If a course release is not possible, then the Director of Arab American Studies will teach AMCULT 390, Internship in Arab American Studies, in place of one course and teach it for both fall and winter terms.

If counting AMCULT 390 as a course during one term is not possible, then we request that a staff person be hired for 10 hours per week to assist the director.

Note: Regarding the internship, our objective is to enhance this opportunity by attaching a course that meets once a month to the internship. The objective of the course will be to read works on the purpose of community organizations and to provide a sense of community among the various interns. An imagined structure for the course would be to meet four times throughout the semester: 1. Introductions; 2. Read about community organizations; 3. Read about Arab American community organizations; 4. Read about activism and social change. Each meeting will also provide an opportunity for students to debrief about their internship experiences. At the end of the semester, each student would write a 10-12 page paper that discusses their internship experience in relation to the readings on the role of community organizations.