To: Emily Lawsin
From: Evelyn Alsultany
Re: Internship in Arab American Studies/AMCULT 390
Date: June 13, 2013

Hi Emily,

Thanks so much with your help in keeping the internship program going.

The latest updates:

- There is student who is currently interning at the American-Arab Anti-Discrimination Committee. She recently alerted me that the director of the ADC-Dearborn office is being charged with sexual harassment. I have seen this on the news recently as well. So for the time being, I have removed the ADC as a placement for interns until this is resolved. The allegations are serious and I do not want to send any students there (particularly female students) unless the director is replaced. So we will keep an eye on that.
- Near Eastern Studies would like to place their upper-level Arabic students in these internships, which is a great collaboration for us to help grow the internship program. Rima Hassouneh and Sofia Rosenberg are the NES contact for this. So they should be contacted at the beginning of the semester with the list of current internships.
- Sometimes students approach me asking if they can get credit for internships not listed here. I usually ask them to send me a description of the organization they are working with and their duties and approve it if it is relevant. I have had students work with Iraqi refugees through the Law School in the past and they have received credit under AMCULT 390 for it. I actually think that we should add this as an internship option since it is local and might appeal to pre-law students. Could you contact Betsy Fisher (betsy.l.fisher@gmail.com) at the Law School to ask if she would like to receive occasional undergraduate interns for the Refugee Assistance Project, some of whom might have advanced Arabic language skills? If so, she can send us a description of the intern's duties to add to the list.

To give you a brief sense of the internships, students have spoken very highly of their internships with ACCESS and the Arab American National Museum. They seem to consistently get a lot out of these experiences. Students who work with ADC and the Palestine Office usually complain that it is disorganized (both are very small operations that do not have staff available to train interns and invest in intern development, they just need help). I have not received much feedback on the CAIR internships, but they seem to be going fine. As for the ASI internship, it is great for students interested in research.

To-Do List

- Send an announcement about the AAS Internship to various departments at the beginning of each term requesting that they forward it to their students. You will serve as the first point of contact for the AAS internship. (Emily, the sample e-mail is below. The more people you can send it to, the better.)
- When interested students do contact you for more information about the AAS Internship, instruct them on what to do to set up the internship using a document that Evelyn will provide you.Answer questions about the academic components and requirements. (Emily, the word document is attached and ready for any modifications.)
- Once the student has confirmed the internship, ask Tammy to issue an override for AMCULT 390 (Evelyn will be the instructor).
- Contact each participating organization at least once per year to see if they still need interns and to update their internship description. (Emily, you will see the contact person for each organization listed. Before fall term, contact each one attaching the list and asking them if they want to update or modify their listing (and if they still want to be listed). This way you are also establishing contact with someone at the organization in case you need to be in touch with them.)
- Take Charge of Outreach – spreading the word, increasing enrollments. Continuing and expanding such partnerships. (Emily, NES will be an important partner through which to develop the internship program.)

Sample internship announcement sent at the beginning of each term

To: Arab American Studies Program ArabAmericanStudies@umich.edu
BCC: Juan Cole <jrcole@umich.edu>, ashryock@umich.edu, Dahlia Petrus <dpetrus@umich.edu>, Amber Blomquist akblomqu@umich.edu, Matthew Countryman <mcountry@umich.edu>, Carol Bardenstein <cbardens@umich.edu>, cmenas@umich.edu, Richard Meisler <rmeisler@umich.edu>, Kathryn Babayan <babayan@umich.edu>, Elizabeth James <ecnirp@umich.edu>, Folake Graves <fograves@umich.edu>, Shelley Shock <shocks@umich.edu>, Anthony Mora <apmora@umich.edu>, Tammy Zill <tzill@umich.edu>, Tiya Miles <tiya@umich.edu>, Angela Dillard <adillard@umich.edu>, Donna Ainsworth <donnasa@umich.edu>, Khaled Mattawa <kmattawa@umich.edu>, Shazia Iftkhar <siftkhar@umich.edu>, Osman Khan <osmank@umich.edu>, cjgruber@umich.edu,
Ruth Tsoffar <rtsoffar@umich.edu>, Matthew Stiffler <stiffler.matthew@gmail.com>, Amal Fadlalla <afadlall@umich.edu>, Adrienne Dessel <adessel@umich.edu>, noorali noorali <noorali@umich.edu>

AMERICAN CULTURE 390

Fall Internship opportunities are available at the
following organizations:

- Arab American National Museum (www.arabamericanmuseum.org)

- Michigan Citizens for Palestinian Rights (www.palestineoffice.com)

- Council on American-Islamic Relations (www.cairmichigan.org)

- Arab Community Center for Economic and Social Services (http://www.accesscommunity.org)

- Arab Studies Institute (http://www.arabstudiesinstitute.org)

With the exception of the Arab Studies Institute (which will be done via e-mail, phone, and meeting with the internship coordinator in Ann Arbor), all other internship opportunities are located in Dearborn or Southfield, about 40 minutes away from Ann Arbor, so students need access to a car. Students can sign up for 2 credits (6 hours/week), 3 credits (9 hours/week), or 4 credits (12 hours/week). These are unpaid internships.

Interested students should contact Emily Lawsin (elawsin@umich.edu), the internship faculty advisor, for more detailed information on the internships and for information on how to set up an interview with the organization of interest. This opportunity is intended to provide students with the opportunity to explore career options related to Arab American Studies, particularly in legal, social, cultural issues, and the arts.

Sample e-mail sent to interested students with attachment (description of all available internships)
Hi Kristen,

Great to hear about your interest in the internship opportunities. I am attaching a list of available internships. Please read through them and contact the person associated with your internship of choice to request an interview. Once the internship is confirmed, then send me your UMID# and I will have an override issued for you to register for AMCULT 390.

Do let me know if you have any questions.
Prof. Alsultany

Sample e-mail sent to students 2-3 weeks before the last day of classes
Hi Samia, Ariel, Chandler, and Caroline,

I hope that you are having a good experience as an intern for an Arab American organization this semester. I am writing to remind you that in order to receive credit for the internship, you will need to write a 5-7 page (double-spaced) paper and

e-mail it to Prof. Alsultany (alsultan@umich.edu) by Monday, April 22, 5pm. The paper is informal. It is an opportunity for me to find out what you did as an intern and an opportunity for you to reflect on your experiences. In the paper, please write about what you did as an intern and also what you learned from the experience.

Please let me know if you have any questions.
Emily Lawsin