DEPARTMENT OF AMERICAN CULTURE
ARAB AND MUSLIM AMERICAN STUDIES
UNIVERSITY OF MICHIGAN

INTERNSHIPS IN ARAB AND MUSLIM AMERICAN STUDIES
DEPARTMENT OF AMERICAN CULTURE
ARABAM 390
2016-2017

These internship opportunities provide students with the opportunity to explore career options related to Arab and Arab American Studies, particularly in legal, social, cultural, and the arts and to provide students the opportunity to use their Arabic, Spanish and other Middle East language skills.

Internship opportunities are available at the following organizations that include Ann Arbor locations:

- Michigan Immigration Rights Center (http://www.michiganimmigrant.org)
- Arab American National Museum (http://www.arabamericanmuseum.org)
- Arab Community Center for Economic and Social Services (https://www.accesscommunity.org)
- Take on Hate (http://www.takeonhate.org/)
- UpFront Al Jazeera English/Washington DC (http://www.aljazeera.com/programmes/upfront/)
- American Arab Ant-Discrimination Committee
- Arab Studies Institute (http://www.arabstudiesinstitute.org)
- Council on American-Islamic (http://www.cair.com)
- Iraqi Refugee Assistance Project (www.refugeerights.org)
- Jewish Family Services (https://jfsannarbor.org)

Interested students should contact Evelyn Alsultany (alsultan@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. The deadline to set up the internship through an interview with the organization and registering for AMCULT 390 is the drop/add deadline in the third week of the full semester.

ARABAM 390 counts as an elective towards the American Culture major or minor, the Arab and Muslim American Studies minor in American Culture, the Islamic Studies minor and may count toward other concentration plans pending departmental approval.

For those interested in these opportunities in the spring or summer terms, LSA offers Internship Scholarships of up to $5,000 to qualified LSA sophomores, juniors, and seniors

who have demonstrated financial need as determined by the Office of Financial Aid. These scholarships are not available in the fall or winter terms. For more information, see http://www.lsa.umich.edu/students/scholarships/currentstudents/lsainternshipscholarship. AMAS can suggest national and international internship sites for consideration.

Internship job announcements are publicized by UM AMAS because of their potential interest to members of the UM AAS/NES community. Inclusion of a listing does not imply UM AMAS endorsement of the particular organization, program, or opportunity described.

INSTRUCTIONS ON HOW TO SET UP THE INTERNSHIP

Below you will find a description of available internships with contact information at each organization.

- Read through the descriptions and decide on which organization you would like to pursue an internship.
- E-mail the contact person at that organization. In the e-mail, indicate that you are contacting them as part of the Internship Program in Arab and Muslim American Studies at UM, provide a few sentences on your educational background and why you are interested in being an intern there, attach your resume, and request an interview. Be sure to copy/CC Dahlia Petrus (dpetrus@umich.edu) on the e-mail.
- Attend the interview. The interview is informal. The purpose is to make sure that you are a good fit for the organization, to discuss the tasks you would be involved in, and to set your weekly hours. You should feel free to tell the organization what works best with your schedule.
- Once the internship has been confirmed, send Dahlia an e-mail with your UMID# and she will have the American Culture administrator issue an override for you to register for ARABAM 390. You will receive an e-mail asking you to confirm registration and asking you to select the credit hours.
- The deadline to set up the internship through an interview with the organization and registering for ARABAM is the drop/add deadline in the third week of the full term semester (sooner for spring/summer half terms).
- Contact Dahlia Petrus (dpetrus@umich.edu) if you encounter any problems or issues along the way.

ASSIGNMENTS

- A reflective paper is due at the end of the term as part of the internship and should be 5-7 pages (double spaced, 12 point Times/New Roman font and 1 inch margins). The paper should review the tasks you completed in your internship, what new skills you learned or further developed and includes a reflection on what you learned.
- List completed weekly hours on a shared google doc with coordinator.
- Attend a possible internship event a month before the end of the term and provide a 5-minute overview of your experience to potentially interested students.
- Fill out an internship/fieldwork evaluation to be submitted to the coordinator at the end of the term.

- Professor Evelyn Alsultany (alsultan@umich.edu) is the Instructor of Record for ARABAM 390, so she will be the one to submit your credits for the semester.

MICHIGAN IMMIGRATION RIGHTS CENTER, Ann Arbor, MI
Contact: Ruby Robinson, Attorney rubyr@michiganimmigrant.org
http://www.michiganimmigrant.org/

- **Short job description:**
  The Michigan Immigrant Rights Center (MIRC) is a nonprofit legal services office that represents vulnerable immigrants around the state and advocates toensure that their rights are respected and enforced. Our Ann Arbor office is looking for a motivated volunteer/law clerk to assist in all aspects of our work, especially with individuals seeking immigration representation. This is an ideal opportunity for students considering a legal career as you will be responsible for and participate in tasks ranging from client intake, drafting pleadings/applications, and legal research to interpreting/translating, participating in citizenship and administrative relief workshops, and more

  Qualifications:
  Third or fourth-year student with an interest in law, human rights, immigration, or civil rights. No prior legal experience is required, as training will be provided. If you speak another language, especially Spanish or Arabic, that is preferable.

  Location:
  Downtown Ann Arbor

  Commitment:
  MIRC is looking for interns who can dedicate twelve hours per week.

  Application:
  Please send a resume and a short cover letter to rubyr@michiganimmigrant.org.

ARAB AMERICAN NATIONAL MUSEUM, Dearborn, MI
Contact Jumana Salamey, E: JSalamey@accesscommunity.org
www.arabamericanmuseum.org

Library & Research Intern: The Library & Research Intern will help produce research tools for the AANM Library & Resource Center (L&RC) and assist in special projects for the L&RC. Essential Duties and Responsibilities include the following (other duties may be assigned as needed):

- Develop bibliographies on specific Arab American Studies subjects that will be hosted on the L&RC website
- Create research guides on specific Arab American subjects that will be hosted on the L&RC website.

- Create informative pages on specific Arab American subjects that will be hosted on the L&RC website.
- Assist librarian with the development and maintenance of national and local Arab American resources for the Community Resources Wiki.
- Assist librarian with collection development for Special Collections.
- Assist the librarian in the development and implementation of special projects, such as the Arab American Book Award.

Education Intern: The Education Intern assists the Education Department staff in developing workshops and Museum tours content and related curriculum, and assists in research about the Arab American community. The ideal intern has excellent communication and research skills. Essential Duties and Responsibilities include the following.

- Research the demographics, history, and culture of the Arab American community to develop materials that assist the Museum's Education staff to disseminate the information accordingly
- Assist in developing the content of and curriculum for educational workshops, seminars, presentations, Museum tours, and phone consultations
- Assist in increasing the Museum's outreach to schools, colleges, and public and private organizations by developing the proper materials that address their needs
- Assist in the condensing and summarizing of Museum exhibits' texts
- Respond to requests for information regarding Museum's cultural and educational events
- Conduct educational tours for adults and students of all ages
- Create and manage database for tracking Museum's visitors and guided tours

ARAB COMMUNITY CENTER FOR ECONOMIC AND SOCIAL SERVICES, Dearborn, MI
Contact Tamiko Crowe-Walker, E: TCrowe-Walker@accesscommunity.org
www.accesscommunity.org

For the internships with ACCESS listed below, interns must commit to working a minimum of 12 hours per week. Other types of internships at ACCESS are also available; contact Tamiko Crowe-Walker for more info.

Advocacy & Civic Engagement Internship: The National Network for Arab American Communities (NNAAC), a project of ACCESS, is a national consortium of independent Arab American community-based organizations. The Network's primary mission is the development of Arab American community-based nonprofit organizations that understand and meet the needs and represent the concerns of Arab Americans at the local level and collectively address these issues on the national level. There are currently 23 member organizations in 12 states and the District of Columbia.

NNAAC seeks an intern to support the work of its Advocacy & Civic Engagement program. Successful candidates for this position will possess:

- The ability to work with a variety of different people in various settings
- Excellent written and oral communications skills
- Professionalism, including excellent time management and organization
- An understanding or interest in learning about the Arab American community and immigrant community in Metro Detroit
- An interest in community organizing, advocacy, and public policy
- Reliable transportation

Potential activities for an intern may include:

- Engaging with community partner regarding advocacy & civic engagement initiatives in Metro Detroit and/or national campaigns
- Assisting in carrying out local advocacy initiatives and broader advocacy campaigns.
- Meeting with local and states elected officials to advocacy for the Arab American community
- Helping promote civic engagement through nonpartisan voter engagement initiatives
- Assisting in the planning and implementation of trainings, conferences, and special events, including creating promotional materials
- Volunteer recruitment for special events and service projects
- Working with ACCESS ACTS (Active Community Teen Service), a high school youth group dedicated to building leadership through civic engagement, by planning events, projects, and assisting in coordination.

Development Assistant Internship: Essential duties and responsibilities include but are not limited to the following:

- Working with the Development team to maintain and cultivate relationships with donors. Involves research, writing letters, proposals, fact sheets and other materials, responding to inquiries, and assisting with events (fundraisers).
- Working with the Development team to maintain accurate donor and gift records through data entry and analysis.
- Writing of letters and other materials for use in organizing, fundraising and community outreach. Involves collecting all materials such as pictures, articles and program information in a timely manner as well as making all associated contacts to retrieve related information.
- Assisting with online donor cultivation activities.
- Promoting the mission and message of ACCESS and the Arab American National Museum to businesses, corporations, and individual leadership.
- Assisting the Development team with various clerical duties and other projects as needed.

Qualifications: A successful candidate is working towards completing a bachelor's degree and must be able to perform each essential duty satisfactorily.

Education/Experience: Ideal candidate should have strong verbal and written skills. Demonstrated organizational skills, strong attention to detail, demonstrated proficient skills in computer software/technology and use of office equipment, demonstrated effective interpersonal and organizational skills to promote and sustain positive internal and external relationships, demonstrated ability to prioritize multiple tasks in a deadline sensitive environment and demonstrated ability to interact positively in a culturally diverse environment.

Arab American Anti Discrimination Committee (ADC) Michigan, Dearborn MI
Contact Fatina Abdrabboh E: fatina@adc.org
www.adcmichigan.org

The Michigan Chapter of the **American Arab Anti Discrimination Committee** (ADC) is accepting applications for multiple temporary internship positions. Interns must commit to working a minimum of 12 hours per week, although more working hours are encouraged.

ADC

The ADC is the largest national grassroots organization in the country dedicated to safeguarding the civil rights and liberties of Arab-Americans through empowerment, education, and legal advocacy. With Michigan being home to the highest concentration of Arab-Americans in the US, ADC Michigan is the most active regional office. Our organization receives calls from a diverse group of clients who feel that they may have been subjected to patent or latent forms of national origin and racial discrimination by individuals or institutions. It is our mission to assist those in resolving their problems, and simultaneously, to ensure that such behavior is properly addressed by that entity to prevent future occurrence. This is done through negotiation, litigation, community outreach and education, research and writing, and report drafting.

Positions

1. Legal Internships and Clerkships – conduct legal research and writing, case management, and client contact.
2. Development and fundraising – develop fundraising materials, lectures, programs and more.
3. Administrative Intern - administer and oversee internal office affairs.
4. Outreach and Advocacy Intern - plan and organize outreach efforts and community involvement initiatives.
5. Media Analysis – monitor media outlets and assess news trends while assembling effective responses.

Credit

This is an unpaid position. ADC will cooperate with intern in making arrangements for academic credit or community service hours. It is the student's responsibility to research

the requirements, work with the supervising attorney to tailor the internship to the requirements, and ensure that appropriate forms are timely completed.

Qualifications

- ➢ Excellent research and writing skills.
- ➢ Excellent analytical, communication, and interpersonal skills.
- ➢ The initiative to see projects through to completion.
- ➢ A demonstrated commitment to racial justice issues, civil rights, and civil liberties.

Desired Skills

- ➢ Bilingual proficiency in Arabic considered a plus.

How to Apply

Submit all applications and any questions to adcmich@adc.org attention Fatina Abdrabboh

Students are encouraged to submit applications as early as possible, as decisions are made on a **rolling basis.**

The ADC is an equal opportunity employer. This posting does not represent a contract of employment. The ADC reserves the right to change the posting at any time without advance notice.

ARAB STUDIES INSTITUTE, Washington, DC with Ann Arbor opportunities (remote internships)

Contact Dahlia Petrus: dpetrus@umich.edu

www.arabstudiesinstitute.org

The Arab Studies Institute (ASI, www.arabstudiesinstitute.org) is a non-profit organization that produces knowledge on matters related to the Arab world and its relations. It serves as an institute in its own right and as an umbrella organization for four other subsidiaries: the Arab Studies Journal, Jadaliyya, Forum on Arab and Muslim Affairs, Quilting Point, and Tadween Publishing. The internships offered are in several areas, but we are particularly looking for the following:

Area (A): Research and Administrative Assistant (with Database Management Skills)
Area (B): Video Editors (with knowledge of Final Cut Pro)
Area (C): Graphic Designer/Artist (Mac User with Photoshop skills or equivalent)
Area (D): Media and Social Media Management and Outreach (e.g., knowledge of Excel, Filemaker Pro, and/or Database Management skills)
Area (E): Arab Language Copy-Editors/Proofers (with some experience)
Area (F): English Language Copy-Editors/Proofers (with some experience)

Area (G) Photo Assistant Editor (with interest in Photography)

[Knowledge of, or proficiency in, Arabic is preferable for some positions]

ASI is looking for candidates who are self-motivated, prone to collaborative efforts, and eager to develop their skills in a variety of respects. Despite specialization in particular areas, ASI interns will be trained to develop various sets of skills (including writing, type-setting, editing, networking, managing, and/or administrating), especially if they remain on board for more than one term.

Applicants should apply online through (http://arabstudiesinstitute.org/en/internships). The following will be required application materials:

- Cover letter (clearly indicating your area of interest and previous expertise)
- Resume or CV
- One recommendation letter and two references (contact information only)
- Writing sample or portfolio

Interested applicants should contact Dahlia Petrus (dpetrus@umich.edu) informing her of your interest and application. Internships involve a fifteen- to twenty-hour work week, mostly via cyber-space. Location of applicants need not be in Washington DC in most cases but is necessary in others.

COUNCIL ON AMERICAN-ISLAMIC RELATIONS, Southfield, MI
Contact Nargis Rahman nrahman@cair.com
www.cairmichigan.org

The Council on American-Islamic Relations, Michigan chapter (CAIR-MI) is offering internships to undergraduate and graduate students. CAIR-MI's mission is to enhance the understanding of Islam, encourage dialogue, protect civil liberties, empower American Muslims and build coalitions that promote justice and mutual understanding.

CAIR-MI believes that the best way to secure a better future for all is to empower young Americans with the skills they need to make a difference. Interns develop professional skills, gain insight into the societal impact of public service, and have the opportunity to work with different departments in order to holistically understand the daily operations of a non-profit civil rights organization. CAIR-MI has a wide array of projects and activities that suit your level of expertise and will empower you to make a difference.

CAIR-MI Internships: Links and Application are online:
https://docs.google.com/forms/d/e/1FAIpQLScW3Sro-yxhCRVsuDvBQ43CEE9dt9_zONHRmv7ot4y73L8dYQ/viewform

In addition to filling out the above application, send a cover letter and resume to internships@cairmichigan.org.

1. **Operations/ Administrative Intern** - Assist with office operations and fundraising.
2. **News & Communications** – Write for blogs, assist with newsletters, research.
3. **Legal Internships and Clerkships** - Assist CAIR-MI Legal Director Lena Masri in legal writing, research, client follow-up and more.
4. **Safe Spaces Intern** - Research information and help organize projects.
5. **Media Outreach Intern** - Research and report findings of Islamophobia to community. Assist in projects reaching out to American Muslim community; phone banking, events, etc.
6. **Video Campaigns and Media Intern** - Develop, edit and oversee production of bi-weekly CAIR-MI video updates and other projects. Update CAIR-MI website. Intern should be knowledgeable in video and computer editing software; should have a high quality digital video recorder. For interns with prior knowledge of graphic arts, and preferably IT.
7. **Government Affairs Intern** - Advocate civil rights and liberties issues to state elected officials via calls, mailing letters, arranging appointments and attending elected officials coffee hours, oversee CAIR-MI voter registration drive, alert and organize Michigan Muslim community to advocate or oppose political actions effecting civil rights and liberties issues.
8. **Public Relations and Outreach Intern -** Create and manage events for CAIR-MI, coordinate outreach efforts for different projects or initiatives.

General Information: Interns work a minimum of 10-15 hours per week during a 12-week internship period, although more working hours are encouraged. Internships are offered during all semesters. Interns may receive academic credit and are applicable to CAIR employee rules. All internships are unpaid.

Application Procedure: Candidates may apply by submitting a cover letter, resume, references and an **Application** to internships@cairmichigan.org. Applicants interested in the legal internships should include a legal writing sample. (Click on Application on the website: http://www.cairmichigan.org/page/internship_and_volunteer.html for the application form).

Jewish Family Services of Washtenaw County, Ann Arbor, MI
Contact:
www.jfsannarbor.org

Jewish Family Services is a local non-profit agency established more than 20 years ago providing human services including mental health counseling, clinical and community services, resettlement, employment and training services, immigration, ESL and transportation services. As an agency in Washtenaw County that serves a diverse, international population, the mission of Jewish Family Services is to create solutions, promote dignity and inspire humanity.

Resettlement Program Intern: JFS is the only US State Department accredited agency in Washtenaw County providing resettlement services to refugees arriving to this community. In the last 6 years JFS has been resettling majority of Arabic speaking refugees from the Middle East.

Responsibilities: Assisting new refugees during the resettlement process (i.e. filling out applications and forms, providing translating and interpretation services, assisting with housing/establishing utilities, navigating health resources, getting a social security card, orienting new residents to community resources and geography, etc.).
Interns will be working with adult refugees of various ages, including seniors and families.

Special Skills Needed: Openness to and competency in working with people from a variety of cultures, patience needed when assisting clients with filling out the large amount of paperwork necessary for a refugee/immigrant to start a life in America, effective communication skills needed when setting up vital accounts (i.e. bank account, phone service, etc.), and a willingness to advocate on behalf of client, making sure they have access to crucial services, information and resources.

ESL Instructors/Tutors/Conversational Partners Interns: If you have experience teaching English, we utilize both regularly scheduled volunteer teachers as well as substitute teachers in the ESL program. We also utilize Conversation Partners/Tutors to work on classroom lessons and to help clients practice speaking English on individual basis. Conversation Partners/Tutors do not need to have classroom teaching experience.

Refugee Employment Program Inters: Interns in this program will assist program staff with various tasks in assisting clients with looking for employment, educational, training and community volunteer experience activities. Interns will assist Case Managers and Job Developers with soliciting businesses and HR departments in hiring or providing refugees with employment opportunities. Interns will act as job coaches, helping clients learn about American job market and work ethics.

Requirements:

- Demonstrated ability to interact positively in a culturally diverse environment

- An understanding or an interest in learning about the refugee and immigrant community
- Fluency in Arabic, Somali, Farsi, etc. is helpful
- Excellent written and oral communications skills
- Professionalism, including excellent time management and organization
- Demonstrated organizational skills, strong attention to detail
- Demonstrated proficient skills in computer software/technology and use of office equipment
- Demonstrated ability to prioritize multiple tasks in a deadline sensitive environment
- Reliable transportation

THE IRAQI REFUGEE ASSISTANCE PROJECT, Ann Arbor, MI
Contact:
Adrienne Darrow Boyd at adarboyd@umich.edu
www.refugeerights.org

The Iraqi Refugee Assistance Project (IRAP) provides legal representation to refugees in the Middle East (not just Iraqis). Working with a central national office, we receive assignments handled by Michigan law students and supervising pro bono attorneys to fill out forms and appeal denials of applications for refugee resettlement. We need translators and interpreters to translate documents and to communicate with our clients. Students can be involved on an occasional basis, helping to translate documents in support of refugee resettlement applications, or can be more deeply involved and serve as the primary translator for a case. The latter option will require working proficiency in spoken Arabic (our clients speak Iraqi and Syrian, primarily). There is also a possibility we may need translators who are fluent in Kurdish, Dari, or Pashto.

Intern Duties

In some cases, interns will be asked only to translate documents from written Arabic into written English. In other cases, interns are needed to translate all communication between the client's legal team and the client. This will involve translating emails and phone calls (all done online over Skype, Google Video or phone group chats). Because most intern duties will involve information from or communication with clients, interns in most instances will be asked to sign confidentiality agreements. Most (but not all) of our clients are victims of severe trauma, including some who are victims of gender-based violence. Before taking on a case, potential interns will be asked if they are comfortable with the circumstances of the particular case. Our cases are extremely time-sensitive; we expect individuals serving as translators to acknowledge communication from the legal team promptly and professionally.

Qualifications

- Ability to translate written Arabic into English accurately, and/or ability to interpret accurately in colloquial Arabic on behalf of a legal team. For the latter, our clients

are primarily Iraqi and Syrian - while interns need not speak Iraqi or Syrian Arabic, they must be able to understand and be understood in those dialects. Those fluent in Kurdish, Dari, or Pashto are also encouraged to apply.
- Multicultural competence, and sensitivity to victims of trauma and gender-based violence.
- Reliability and ability to maintain confidentiality.
- Access to reliable internet connection.

Al Jazeera English (AJE)
Washington, DC
Contact Dania Yousef: daniayousef@gmail.com
http://www.aljazeera.com/ (Spring/Summer terms only)

***American Culture majors and minors, please contact Dahlia Petrus,** dpetrus@umich.edu**, Internship Coordinator, for course credit policies.**

Al Jazeera English is seeking focused, self-motivated individuals with demonstrated knowledge of journalistic practice, social media, and geo-political issues. Successful candidates come from various academic backgrounds including:

- Journalism, Documentary film, Media studies, Communications
- International affairs, political science, public policy and history
- Various area-studies programs

Successful candidates possess the following characteristics (these may vary slightly between AJE programs):

- Pursuant of a Bachelor's or Master's Degree in a related discipline
- Demonstrated proficiency in journalistic research and reporting
- Demonstrated knowledge of international affairs
- Demonstrated interest in investigative journalism
- Excellent written and verbal communication skills
- Ability to work independently and on deadline
- Proficiency in social media and ability to write for the web

Additional skills are highly valued, but not necessary (again, may vary):

- Familiarity with documentary filmmaking techniques and technology
- Foreign language proficiency
- Specialized knowledge of a particular region or country
- Experience with non-linear editing programs (Final Cut Pro, Adobe Premiere)
- Graphic Design experience (Adobe Creative Suite)

Programming Internships are restricted to students who are US citizens or foreign nationals that hold a US Social Security Number (SSN) or students with a demonstrated right to work in the US. AJN does not provide sponsorship or visa support.

The Programs
Interns will be assigned to one the following programming strands based on their qualifications. Internships take place in Washington DC.

Documentary Programs

UpFront (DC)

http://www.aljazeera.com/programmes/upfront/
This new series will use Mehdi Hasan's probing and robust interview techniques to ask the questions that often get left behind by others, allowing enough time to explore the chosen topic in-depth. A panel discussion will then either expand on, or chase another of the week's issues, offering nuance or shades of grey and showcasing journalism at its best. With the thrust and parry of rigorous debate, Mehdi Hasan cuts through the headlines to get to the heart of the matter.

The internship periods correlate with academic semesters, last **3 months** and require **35 hours per week**. Application deadlines and start / end dates are listed below (*NB:* start and end dates are flexible up to 2 weeks).

Please inquire about course credit and possibility of a modest travel stipend.

Spring, Summer and Fall/17 Internship dates forthcoming

The Programming Internship is **restricted** to students that are US citizens or foreign nationals that hold a US Social Security Number (SSN) or students with a demonstrated right to work in the US. AJN will not provide any sponsorship or visa support.

The internship periods correlate with academic semesters, last **3 months** and require **35 hours per week**. Application deadlines and start / end dates are listed below (*NB:* start and end dates are flexible up to 2 weeks). *This internship can be done for course credit / or for pay (min wage).*

Applications include a letter of interest, resume/CV, and brief writing sample(s). References may be requested. Submit Applications to: AJE-DCprogram-internship@aljazeera.net

Updated September 2016