Internship in Arab and Muslim American Studies/Arabic
American Culture 390
Spring, Summer, Fall 2014

These internship opportunities are a partnership between American Culture's Arab and Muslim American Studies Program and Near Eastern Studies' (NES) Arabic Language concentrators. The objective is to provide students with the opportunity to explore career options related to Arab and Arab American Studies, particularly in legal, social, cultural issues, and the arts and to provide students the opportunity to use their Arabic language skills.

Internship opportunities are available at the following organizations:

- Arab American National Museum (www.arabamericanmuseum.org)
- Arab Community Center for Economic and Social Services (www.accesscommunity.org)
- Arab Studies Institute (www.arabstudiesinstitute.org)
- The Back Door Food Pantry (www.backdoorfoodpantry.org)
- Council on American-Islamic Relations (www.cairmichigan.org)
- Iraqi Refugee Assistance Project (www.refugeerights.org)
- Jewish Family Services (www.jfsannarbor.org)

NES students whose language of concentration is Arabic can seek an internship using the Arabic language with the Arab Community Center for Economic and Social Services (ACCESS), Arab Studies Institute, The Back Door Food Pantry (BDFP), the Iraqi Refugee Assistance Project (IRAP), or Jewish Family Services.

Internship opportunities located in Dearborn or Southfield are about 40 minutes away from Ann Arbor and therefore interested students need access to a car. Occasionally, carpooling can be arranged, so please inquire if you are interested and without transportation.

During the fall and winter terms, students can sign up for 2 credits (6 hours/week), 3 credits (9 hours/week), or 4 credits (12 hours/week). During the spring and summer terms, students can sign up for 1 credit (6 hours/week), 2 credits (12 hours/week), 3 credits (18 credits/week), or 4 credits (24 hours/week). These are unpaid internships. Participating students will be required to submit a short blog post once per week reflecting on their internship experience, write a longer blog post at the conclusion of their internship, and provide a 5 minute overview of their experience at a public forum during the semester.

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 semester.

AMCULT/NES 390 counts as an elective towards the American Culture major or minor, towards the minor in Arab and Muslim American Studies within American Culture, and towards the Near Eastern Studies major.

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.

Internship job announcements are publicized by UM AAS/NES because of their potential interest to members of the UM AAS/NES community. Inclusion of a listing does not imply UM AAS/NES 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 American Studies/Near Eastern 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 Professor Alsultany (alsultan@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 Professor Alsultany an e-mail with your UMID# and she will have the American Culture administrator issue an override for you to register for AMCULT 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 AMCULT 390 is the drop/add deadline in the third week of the semester.
- Contact Professor Alsultany (alsultan@umich.edu) if you encounter any problems or issues along the way.

ASSIGNMENTS

- Submit a 200-300 word blog post each week after your internship. Blog posts are informal and a place for you to talk about what you did or any insights you had about the organization, the work it seeks to do, the challenges it faces, or its constituents.
- For your final blog post, submit a 1000-1500 word reflection on what you did and what you learned as an intern.
- NES students should translate their final blog post into Arabic and submit it to Rima Hassouneh (rhassoun@umich.edu).
- Attend the internship event a month before the end of the term and provide a 5-minute overview of your experience to potentially interested students.
- Professor Evelyn Alsultany (alsultan@umich.edu) is the Instructor of Record for AMCULT/NES 390, so she will be the one to submit your credits for the semester.

ARAB AMERICAN NATIONAL MUSEUM, Dearborn, MI
Contact Jumana Salamey, 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, TCrowe-Walker@accesscommunity.org
www.accesscommunity.org

For the three 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.

Domestic Violence Project Support 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.

Many of these organizations to work to prevent domestic violence and to provide services to victims. NNAAC is developing a project to support the refinement and expansion of their work, and seeks an intern to assist in this. Successful candidates for this opportunity will possess:

- A strong interest in working on the issue of domestic violence, especially against women
- Ability to make at least a six-month commitment
- A sensitivity to working with immigrant communities
- A strong self-starter approach to working independently
- Attention to detail in the development of project related communications
- A feel for design and development in a collaborative environment
- Understanding of grant research and writing
- Understanding of community research design and implementation

Potential activities for an intern may include:

- Refinement of project design
- Community research design, predominantly related to the prevalence of domestic violence in Arab American communities
- The design of community education materials for the Arab American community
- The design of cultural sensitivity education for domestic violence service providers
- Evaluation research design
- Planning for dissemination of materials and evaluation results
- Researching potential grant opportunities and drafting proposals

ARAB STUDIES INSTITUTE, Washington, DC with Ann Arbor opportunities
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.

THE BACK DOOR FOOD PANTRY, Ann Arbor, MI
Contact Kathy Daly, kthdaly@gmail.com
www.backdoorfoodpantry.org

Welcome Center Intern

The Back Door Food Pantry is a collaborative effort of St. Clare of Assisi Episcopal Church, Temple Beth Emeth, and the Muslim Community. Housed on the campus of the church/temple at 2309 Packard Rd, the pantry distributes groceries to patrons every Thursday afternoon. The Welcome Center for the pantry, where all patrons register, provides a setting for dialogue with our patrons, information-sharing about health resources and benefits entitlement, and related food and produce opportunities.

Potential Activities for an intern may include:

- Translate BDFP materials into Arabic
- Dialogue with all, but especially with our Arabic-speaking patrons to extend hospitality, to explain our services and assure understanding of our system of distribution.
- Possible survey/research project to determine needs and preferences of this segment of our user population, as well as developing strategies for reaching more members of this demographic.
- Assist in networking with community agencies to provide information for our patrons.
- Open to other projects of mutual interest as well.

Requirements

* 6 hours per week will include every Thursday from at least 2:30-7, and additional 1.5 hours by mutual agreement.
* Excellent Arabic and English skills
* Excellent interpersonal skills
* Commitment to assisting the food insecure in our community
* Respect for our mission "to provide hunger relief with dignity."

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:
http://www.cairmichigan.org/page/internship_and_volunteer.html

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 Staff Attorney 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.)

Iraqi Refugee Assistance Project, Ann Arbor, MI
Contact Betsy Fisher betsy.l.fisher@gmail.com
and Mary Soo Anderson marysoo@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).

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 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.
- Multicultural competence, and sensitivity to victims of trauma and gender-based violence.
- Reliability and ability to maintain confidentiality.
- Access to reliable internet connection.

Jewish Family Services of Washtenaw County, Ann Arbor, MI
Contact Ghufran Al-Sheemary: ghufran@jfsannarbor.org
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

Updated April 2, 2014