To: Dahlia Petrus, American Culture GSI Internship Coordinator
From: Evelyn Alsultany, American Culture Acting Associate Chair
Re: Internship Coordinator Orientation
Date: August 11, 2014

Hi Dahlia,

I am excited that we will be working together in the 2014-15 academic year on American Culture's internship program. At the moment, Arab and Muslim American Studies and Native American Studies have internship programs that you will now oversee.

The Job Description
Duties will include responding to inquiries from students and agencies; helping place students at relevant agencies; serving as the course assistant for the faculty of record for AMCULT 388 and AMCULT/ARABAM 390; managing class meetings/readings every other week, monitoring and responding to the student interns' written progress in biweekly blog reports and a final reflection essay; evaluating participation and final report from agency for grade/course credit, briefing the Acting Associate Chair on student progress; conducting site visits of agencies once per semester (mileage will be reimbursed); and organizing and hosting recruiting events for each semester.

Immediate Tasks
- Updating the the internship list and announcement
    - We need to indicate that there will be a class component to the internship.
    - Contact Fatina Abdrabboh fatina@adc.org at the ADC for their internship description. You may recall that I had to suspend them from internships during the sexual harassment scandal last year. Fatina is the new director. I met with her last week and a student is currently interning there. We are ready to partner with them again. We just need a description of internship duties to add to our list.
    - Once everything is updated, contact Hannah Yung to revise the AMAS internships website.

- Contact Elizabeth Pariano for two things:
    - First, once you have received the ADC description, send Elizabeth our revised list of internship placements. You might recall that internships are now listed in the LSA Internship portal but that many of our partners (including you as the ASI placement coordinator) were unable to renew their listing on the LSA website. Elizabeth said that she would help us resolve this issue. We also will need to communicate with each internship organization to explain to them that we will continue to advertise but that

LSA advertising could lead to more interns and will require that they renew their listing each term.
    - Second, Elizabeth can help us advertise the internship. She said that she has access to undergraduate lists (e.g. minors in Middle East Studies, International Studies, etc.), so she will be a crucial resource in advertising. I suggest that you meet with her in person at some point during the semester.

- Contact Scott Lyons the director of Native American Studies to get up to speed on the Native American Studies internship. If you are able to come to campus on Wednesday 8/27, we could aim to all meet on that day (both Scott and I were invited to attend a meeting that morning, but I do not know if he will be attending). Or we could find another time. It would be good for the three of us to meet.

- Create a syllabus. Let's be in touch as you create one. In a bullet point below, there are some suggestions and we will discuss this further.

Tasks Beyond the Immediate

- Send an announcement about internship opportunities to various departments at the beginning of each term requesting that they forward it to their students. Elizabeth Pariano can be particularly helpful here.

- When interested students contact you for more information about the AMAS Internship, instruct them on what to do to set up the internship using the prepared document (with any needed modifications and updates).

- Answer questions about the academic components and requirements and ensure that students understand requirements.

- Once the student has confirmed the internship, fill out an independent study form. This will require that the student provide you with a list of duties and hours as agreed upon with their internship supervisor and also providing you contact information for their internship supervisor. Get needed signatures and request an override from Tammy for the student to register for AMCULT 390.

- For the fall term, you will need to create a doodle poll to find a time that works for everyone. For the winter term, we might be able to figure out a time in advance.

- Hold meetings every other week to provide structure and deeper thinking about internship experiences for students. It is up to you to create a syllabus, but here are a few ideas for you to consider: Each students conducts research

on the organization where they are interning and presents on it; Students read and discuss an readings on the significance of institution building in ethnic communities or of community organizations; Exploration of an issue that their internship addresses (e.g. Domestic Violence, refugee status, hunger in Ann Arbor, etc.). Let's work together on the syllabus.

- Create a blog for student to reflect on their internship experiences every week or every other week. Make sure students do their assignments. Read their posts and respond to them so that they know that their posts are being read. This is also a place for students to interact with each other.

- Contact each participating organization at least once per year to see if they still need interns and to update their internship description. Sometimes this will entail adding new organizations or deleting existing organizations from the list.

- Conduct a site visit with each organization with an Intern that term.

- Outreach: Advertising these internships is a high priority for us given that few students take advantage of these great opportunities. As you know, I organized backpacking events last year to promote internships, but I am not sure if these are worth repeating. But we need to figure out a strategy together for promoting the internships. One idea is for you to visit key courses during backpacking to make a 5-minute presentation on internships (e.g. Carol Bardenstein, Kathryn Babayan, Matthew Stiffler, Shazia Iftkhar, Andrew Shryock, Juan Cole, Muge Gocek's courses).

- Be in touch with the internship organization if any problems arise.

- Meet with me or e-mail me every two weeks with an update on how things are going.

- In know that you have ideas for how to develop our internship program. Time permitting given that this is a .25 GSI appointment, I am very much interested in working with you on these ideas

Finally, a few student have contacted me interested in the internship. Here is a list of those whom I am aware of so far.

- Tahany Alsabahy – Interned at ADC over the summer
- Jessica Lakind – Interested in doing a field study that involves a Detroit School this Fall.
- Fadel Nabilsi – Will likely intern at Jewish Family Services this Fall

I look forward to working with you this academic year. We will be in touch regularly, but please do not hesitate to get in touch anytime with questions.

Best,
Evelyn