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

Internships in Arab and Muslim American Studies

Department of American Culture | ARABAM 390

These internship opportunities provide students with the opportunity to explore career options related to Arab and Muslim American Studies, particularly in legal, social, cultural, and arts settings; some placements provide students the opportunity to use their Arabic language skills. **Internship opportunities are available at the following organizations:**

- Arab American National Museum (AANM)
- Arab Community Center for Economic and Social Services (ACCESS)
- Institute for Social Policy and Understanding (ISPU)
- Jewish Family Services (JFS)
- Michigan Immigration Rights Center (MIRC)
- Muslim Anti-Racism Collaborative (MuslimARC)

Interested students should contact **Belquis Elhadi** (belhadi@umich.edu), the internship advisor, for more detailed information on the internships and for information on how to set up an interview with the organization of interest.

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

During the fall and winter semesters, students are expected to work at the internship 3 hours per week for one credit (9 hours per week for 3 credits). During the spring and summer terms, students are expected to work 6 hours per week for one credit (18 hours per week for 3 credits). You can select the number of credits/internship hours that work best with your schedule, upon agreement by the internship site. Please note that you will not receive a grade for the internship, but rather CR for credit.

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.

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

Instructions on how to arrange your internship

On the following pages, you will find descriptions of available internships with contact information for each organization. Read through the descriptions and decide on which organization you would like to pursue for an internship. When you have chosen one, you should do the following:

- Email the contact person listed at that organization. In the email —
    - 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 education background and why you are interested in being an intern there
    - Attach your resume
    - Request an interview
- Be sure to copy/cc: Belquis Elhadi (belhadi@umich.edu) on the email
- Attend the interview (in-person or on the phone)
    - 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 hours work best with your schedule.
- Once the internship has been confirmed, send Belquis an email with this form filled out and attached, *along with* a list of the duties you will perform as part of your internship.
    - Once she receives these materials, she will have the American Culture administrator issue an override for you to register for ARABAM 390.
    - You will receive an email asking you to confirm registration and asking you to select the credit hours.

The deadline to set up an internship through an interview with the organization and registering for ARABAM 390 is the add/drop deadline in the third week of the full semester. (This deadline is sooner for Spring/Summer terms.)

Contact **Belquis Elhadi** (belhadi@umich.edu) if you encounter any problems or issues along the way.

Assignment for ARABAM 390

A reflective paper is due at the end of the term as part of the internship. This paper should be 5-7 pages (double spaced, 12 pt. Times New Roman font, with 1" margins). The paper should:

1) Review the tasks you completed in your internship,
2) Detail what new skills you learned or further developed, and
3) Include reflections on what you learned.

You will send this paper to Belquis at the end of the semester after which she will submit your credits for ARABAM 390.

Michigan Immigration Rights Center

Contact: Ruby Robinson, Attorney (rubyr@michiganimmigrant.org)
Downtown Ann Arbor, MI | www.michiganimmigrant.org

The Michigan Immigrant Rights Center (MIRC) is a nonprofit legal services office that represents vulnerable immigrants around the state and advocates to ensure 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. Students that speak another language, especially Spanish or Arabic, are preferred.

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

Contact: Jumana Salamey (JSalamey@accesscommunity.org)
Dearborn, MI | www.arabamericanmuseum.org
One (1) student placement per term

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:

- 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 visitors and guided tours

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Arab Community Center for Economic and Social Services (ACCESS)

Contact: Fatema Alqamoussi (FAlqamoussi@accesscommunity.org),
Meredith Steih (MSteih@accesscommunity.org)
Dearborn, MI | 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: The 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.

Jewish Family Services

Contact: Shadin Atiyeh (shadin@jfsannarbor.org)
Washtenaw County, Ann Arbor, MI | 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 largest US State Department accredited agency in Washtenaw County providing resettlement services to refugees arriving to this community. JFS has been resettling refugees from Syria, Iraq, Afghanistan, Iran, Somalia, Ethiopia, Eritrea, and Ukraine.

Responsibilities:

- Assisting new refugees during the resettlement process
    - Filling out applications and forms, providing translating and interpretation services, assisting with house and establishing utilities, navigating health resources, getting social security cards, orienting new resident to community resources and geography, etc.
- Interns will be working with adult refugees of various ages, including seniors and families.

Qualifications/Special Skills Needed:

- Openness to, and competency in, working with people from a variety of cultures
- Patience needed when assisting clients with filling out large amounts of paperwork necessary for a refugee/immigrant to start a life in America
- Effective communication skills needed when setting up accounts (as with bank accounts, phone services, etc.)
- Willingness to advocate on behalf of clients, 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 an individual basis. Conversation Partners/Tutors do not need to have classroom teaching experience.

Refugee Employment Program Interns: 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 communication 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

Institute for Social Policy and Understanding

Contact: communications@ispu.org
Dearborn, MI | www.ispu.org

ISPU conducts objective, solution-seeking research that empowers American Muslims to develop their community and fully contribute to democracy and pluralism in the United States. Since 2002, ISPU has been at the forefront of discovering trends and opportunities that impact the American Muslim community. Our research aims to educate the general public and enable community change agents, the media, and policymakers to make evidence-based decisions. In addition to building in-house capacity, ISPU has assembled leading experts across multiple disciplines, building a solid reputation as a trusted source for information for and about American Muslims.

Graphic Design Intern: ISPU is seeking a part-time graphic design intern to assist the Communications Department. This intern will help standardize and redesign a cache of

illustrations and graphs from previous projects to create institutional consistency. When that project is finished, the intern will have the opportunity to work on video editing projects, infographic design, and other creative digital and print elements. Students can work remotely with option of working at ISPU's Dearborn office.

Qualifications:

- An undergraduate student pursuing a Bachelor's degree in a communication- or design-related field
- Exceptional organizational skills and attention to detail
- Familiarity with Dropbox, Google Drive, Adobe Illustrator, and Photoshop a must
- Interest in nonprofit work a plus

To Apply:

- Send your resume and a short cover letter to communications@ispu.org
- No phone calls, please

Muslim Anti-Racism Collaborative

Contact: jobs@muslimarc.org
Detroit, MI | muslimarc.org

Vision	*Education for Liberation*
Mission	MuslimARC provides education and resources to advance racial justice. The three purposes of MuslimARC are to create space, connect people, and cultivate solutions for racial justice.

The primary mission of the Muslim Anti-Racism Collaborative (MuslimARC) is to provide training and education resources to advance racial justice. Our methodology is informed by our belief in "Education for Liberation." Our mission is to *create spaces* to learn and develop racial equity, *connect people* using digital media, dialogue and storytelling, and *cultivate solutions* for racial justice through research and curriculum development.

Diversity, inclusion, and racial equity improve the quality of life for everyone in our society by building bridges to address enduring problems of poverty, environmental degradation, and violence. As a faith-based organization, MuslimARC works with Muslim and allied communities to build capacity for racial justice work, as well as with interfaith and multiracial coalitions to train allied communities about the intersections of systemic racism and Islamophobia. We use both online educational platforms and on-the-ground workshops to encourage the development of an

appreciation of diversity and the creation of multiple exchanges of meaningful dialogue to combat racism, Islamophobia, and xenophobia.

Completing an internship is a great way for someone to consistently contribute to Muslim anti-racism efforts. MuslimARC is committed to providing a work experience that will serve people well after they work with us.

Interns will:

- join a dynamic and engaging team
- gain transferable skills in management and community relations
- have an opportunity to complete trainings and receive other membership perks
- be able to shape the future of the organization

Interns who are not already members of MuslimARC will need to successfully complete our membership process. See below for information about our current openings and information regarding how you can apply. For questions, email jobs@muslimarc.org.

Admin Intern: Successful candidate will report and work directly with the Executive Director of MuslimARC, providing administrative and logistical support.

Duties include, but are not limited to:

- Managing MuslimARC calendar for meetings and upcoming events
- Schedule travel, appointments and meetings.
- Coordinate special projects and assisting with volunteer management
- Collect and compile reports weekly and monthly
- Some copy-editing or drafting written material
- Drafting, editing, and developing internal and external communications
- Managing minor email-related tasks

An ideal candidate will:

- Have excellent organizational skills
- Pay great attention to detail
- Possess strong writing skills
- Conduct themselves professionally
- Be trustworthy
- Have experience with programs like Microsoft Word, Excel, and PowerPoint
- Have familiarity with Customer Management System or Constituent Management Systems
- Prior experience in anti-racism work, research, or education/training is a benefit

TO APPLY: email your resume and a cover letter detailing why you are interested in and how you are qualified for this position.

Research Assistant: Position as a research assistant is particularly appropriate for a college student or recent planning to move on to graduate studies, or for college students wishing to develop a deeper understanding of qualitative and quantitative research methods. In addition to assisting with research, interns have the opportunity to network with experts in the field of Islam and Race, Critical American Muslim Studies, Anti-Racism Education, and Racial Justice.

Duties include, but are not limited to:

- Collaboration with staff members on research design, survey development, and documentation
- Curating existing anti-racist resources for MuslimARC staff and members
- Participate in curriculum meetings
- Data entry and analysis
- Perform other miscellaneous duties as assigned

Skills/Qualifications:

- Senior, grad student or recent college graduate
- Background in qualitative and quantitative analysis
- Computer skills and ability to learn specialized software
- Have experience with programs like Microsoft Word, Excel, and PowerPoint
- Have familiarity with Customer Management System or Constituent Management Systems
- Prior experience in anti-racism work, research, or education/training is a benefit

TO APPLY: email your resume, a writing sample that demonstrates analytical skills, and a cover letter detailing why you are interested in and how you are qualified for this position.

Social Media Intern: Supervised by the Communications Director, this position focuses on taking content from MuslimARC Twitter, Facebook, Instagram, and website and re-developing it for other platforms, including YouTube, Instagram, and Tumblr. Also responsible for letting supervisors know of issues that need to be addressed and conversations MuslimARC should know about.

Duties include, but are not limited to:

- Fully support MuslimARC's communications and marketing strategy and execute them in different phases
- Developing content calendars on a weekly and monthly basis for MuslimARC brand
- Create and curate engaging social media content aligned with MuslimARC's mission

- Track media hits
- Participate in communications meetings

Skills/Qualifications:

- Candidate should be detailed oriented, focused, and enthusiastic.
- Graphic Design Software, Photoshop, or Canva
- Applicant should be active on social media and able to proficiently use all platforms.
- Computer skills and ability to learn specialized software
- Have experience with programs like Microsoft Word, Excel, and PowerPoint
- Prior familiarity with Constituent Management Systems is a plus
- Prior experience in anti-racism work, research, or education/training is a benefit

TO APPLY: email your resume and a cover letter detailing why you are interested in and how you are qualified for this position.

Web Design Intern: Supervised by the Executive Director, this position will engage in website coding and web design to complete the migration of the organization's website from Wordpress into NationBuilder.

Duties include, but are not limited to:

- Collaboration with staff members on interaction design, brand development, and documentation
- Contribute to straightforward design related, front-end development tasks (html, css nationbuilder)
- Website Design and Development
- Participate in communications meetings
- Broadcast Email Design and Development

Skills/Qualifications:

- Applicant should be familiar with HTML/CSS, Wordpress.
- Candidate should be detailed oriented, focused, and enthusiastic.
- Candidate will gain skills in NationBuilder and customer relations management systems.

TO APPLY: email your resume and a cover letter detailing why you are interested in and how you are qualified for this position.

Students that find internships outside of these organizations that pertain to Arab and/or Muslim American Studies should contact Belquis Elhadi to discuss the possibility of pursuing that internship for ARABAM 390 to earn credit.

Professional resources for students

University of Michigan offers a lot of resources to students for professional development and career counseling. The following links offer resources for your resume, cover letter, interviewing, writing, and more.

- University Career Center
    - Resume Resources
    - Cover Letter Resources
    - Interviewing Resources
    - Other resources
- Sweetland Center for Writing