American Culture 388.035
Field Research in Arab American Studies
Internship at the American-Arab Anti-Discrimination Committee, Michigan Office
September 4-December 11, 2007

Faculty Advisor: Evelyn Alsultany (alsultan@umich.edu)
Faculty Advisor Office Hours: Wednesdays 12-2pm, 3527A Haven Hall
ADC Liaison: Nicole Rohrkemper (nicrohr@yahoo.com)
ADC Websites: www.adc.org and www.adcmichigan.org
Student Participants: Ryah Aqel (aqelryah@umich.edu), Ben Jerue (bajerue@umich.edu), Fiona Ruddy (fruddy@umich.edu), and Eliot Truesdell (etrues@umich.edu)

Eliot and Fiona will spend 6-hours each week as in-office interns. An in-office orientation will be scheduled with Nicole Rohrkemper. The internship will entail working at the ADC-Dearborn office under the supervision of the intern director (Nicole Rohrkemper) and the Director of Policy and Community Affairs (Nadia Fadel) and other staff as required. You will be trained to handle discrimination complaints reported by Arab Americans to the ADC, including how to handle complaint intake, how to address such complaints through letter writing, etc., and how to keep track of the open cases. More specifically, the student intern will:

- Monitor, update, and assist the Director of Policy in advancing the progress of discrimination complaints, as well as legal cases as practical
- Work as a liaison between ADC and the public, including working with new callers to record key complaint information, and updating clients on the status of their cases
- Learn to manage case files in a timely and thorough manner
- Complete ADC's confidentiality and diversity training and a brief familiarization with discrimination and legal cases
- Assist the director in preparing for community events, conferences and other special projects
- Other duties as necessary

Ryah and Ben will spend 6-hours each week as Current Events Interns (1 hour per day Monday through Friday and 1 hour on weekend news). This will involve browsing the Internet and compiling daily news briefs for the use of the Policy Department at the ADC (not for a public audience). The objective is to find, filter, and digest current events that are of interest to the Arab-American population and ADC Michigan (at the local, national and international news levels). The focus should therefore be on Arab-American issues (rather than Muslim American issues). The news briefs should summarize a few top stories by including a headline, link to the article, and a paragraph or two of summary (or excerpt from the news story) that includes the who, what, where, when, and why of the story. The news briefs should be e-mailed to Nadia Fadel and cc-ed to Nicole Rohrkemper and Evelyn Alsultany.

You are encouraged, but not required to be involved in forming ADC's response to each event by including a few lines (or a paragraph or two), suggesting a position or response ADC could make to each news story. Nadia Fadel would then review your summaries and provide you with feedback on your position statements.

One person should focus on local/state news and also review local and state government news (for example, by checking http://www.legislature.mi.gov and clicking on "calendars" to see which new bills are under review in the state legislature). Then, one person should focus on National and International news. You are welcome to work together to minimize overlap.

After getting into the routine of doing this, you will have identified a list of sources that you refer to daily. To facilitate this, please submit (to Nadia, Nicole, and Evelyn) a proposed list of online news/resources that you plan to check daily for feedback by Friday, September 14.

Getting credit for the internship

Towards the end of the semester, Nicole Rohrkemper or Nadia Fadel will send written comments to Evelyn Alsultany on each student's performance. Each student will submit to Evelyn Alsultany a short report (3-5 pages) summarizing what they did and what they learned during their internship. The report is due by December 14 at 4pm via e-mail.