**AMCULT 390**
**Internship Opportunities**
**Arab American Studies**
**Program in American Culture**
**University of Michigan**

Internship opportunities available at the American-Arab Anti-Discrimination Committee (www.adcmichigan.org), the Arab American National Museum (www.arabamericanmuseum.org), and Michigan Citizens for Palestinian Rights (www.palestineoffice.com), and the Council on American-Islamic Relations (www.cairmichigan.org) this spring and summer term. Internship opportunities are located in Dearborn and Southfield, about 40 minutes away from Ann Arbor, so students need access to a car.

Students start by contacting Prof. Alsultany (alsultan@umich.edu), the internship faculty advisor, for information on setting up an interview with the organization of interest. Students can sign up for 1 (6 hours of work per week), 2 (12 hours/week), 3 credits (18 hours/week), or 4 credits (24 hours/week). Mandatory credit/no credit determined based on two short papers (one at mid-term and the second at the end of the term) submitted to the faculty advisor by the student and comments on the student's performance submitted to the faculty advisor by the sponsoring organization. This opportunity is intended to provide students with the opportunity to explore career options related to Arab American Studies, particularly in legal, social, and cultural issues and the arts.

## AMERICAN-ARAB ANTI-DISCRIMINATION COMMITTEE, Dearborn, MI

Student interns at ADC will work under the supervision of the Director of Policy and Community Affairs (and other staff as required). Student interns will be trained to handle legal complaints reported by Arab Americans to the ADC, including how to answer the complaint hotline, how to address such complaints through letter writing, and how to keep track of the open cases. More specifically, the student intern will:

- Monitor, update, and assist the Director 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 training and a brief familiarization with legal cases
- Assist the Director(s) in preparing for community events, conferences and other special projects
- Other duties as necessary

**ARAB AMERICAN NATIONAL MUSEUM, Dearborn, MI**

**Library Intern:** The Library Intern staffs the library at the Arab American National Museum and provides public access for researchers, students, media, and the general public. Essential Duties and Responsibilities include the following (other duties may be assigned as needed):

- Welcome visitors upon entering the library in a friendly and helpful manner, providing information about library services, resources, museum exhibits and programs, and providing assistance with the use of computers, printing, and the library's card catalog.
- Assist visitors and library staff by locating research materials, maintaining the collections in a neat and orderly manner, checking materials in and out, assisting with the development and maintenance of periodical and other collections, and assisting with library programs.
- Assist librarian with the development and maintenance of national and local Arab American resources for the Community Resources Database.
- Assist librarian with processing materials, including classification of some materials, collection development and preparing materials for library use.
- Assist the librarian in the development and implementation of special projects, such as digitization of library resources, organization of archival materials and assessment of periodicals.

**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.

## COUNCIL ON AMERICAN-ISLAMIC RELATIONS, Southfield, MI

**Media Outreach Intern**

- Work closely with the Media Outreach Team to raise awareness, promote peace and understanding and actively speak out about issues concerning Muslims
- Monitor internet, television, print and other media for civil rights infringements against Muslims, smear campaigns, and propaganda against Islam or Muslims
- Write op-ed pieces and "letters to the editor" to newspapers and magazines
- Make action-alert calls to reporters and/or politicians
- Maintain and operate the "The Muslim Watch" and "The Muslims in Motion" blog

**Legal Intern**

- Work closely with the Staff Attorney to produce and adopt policies that positively affect the Muslim community as well as the greater non-Muslim community through education, dialogue and cooperation.
- Conduct internet research to explore and identify different issues and entities in which to seek a public policy change
- Contact and facilitate meetings with agencies, corporations, schools, airports

**Information Technology Intern**

- Develop and maintain website to ensure timeliness, accuracy and consistency
- Writing efficient web applications and maintaining and redesign existing web applications
- Design, develop and maintain databases.
- Creating and linking databases to the user interface.
- Create designs, concepts, layouts for website, publications, advertisements and other printed and graphic materials.
- Prepare comprehensive layouts of the design using techniques such as photography, illustration and computer-generated imagery
- Assisting in collaboration and design of marketing tools

**Operations Intern**

- Assist in maintaining the daily functioning of the office such as answering phones, sorting mail and providing administrative support to staff
- Provide assistance with a variety of periodical tasks, including donation processing, file organization, and compiling information
- Mailing list maintenance
- Preparing and mailing receipt letters

**MICHIGAN CITIZENS FOR PALSTINIAN RIGHTS, Dearborn, MI**

***Palestine Office Michigan Mission Statement***

The Palestine Office, founded in 2004, is a non-profit (501c(3) organization that provides support for and promotes greater awareness and understanding of issues concerning Palestinian human rights. The Office is a voice for Palestinian aspirations to end the Israeli Occupation and to defend the rights of return, freedom, and national independence within the framework of international law and United Nations resolutions.

The Palestine Office Michigan promotes a greater understanding and awareness of Palestinian culture and heritage among Michigan citizens. The office reaches out to elected officials and media professionals to provide educational resources that impart information and critical analyses regarding the Israeli Occupation of Palestine. A critical focus of the Office's mission is reaching out to human rights, faith-based, labor, and minority organizations in an effort to build a united constituency for peace with justice in Palestine

***Role of Intern***

Student intern at the Palestine Office will participate and gain experience in any or all of the following:

1. develop networking skills among faith based, labor, minority and human rights organizations working for peace and justice;
2. coordinate events and activities involving a broad spectrum of diverse individuals and organizations working for peace and justice organizations;
3. develop and publish advertising fliers for a variety of events such as lectures, debates, poetry readings, film screenings and artistic performances;
4. speak at and write publicly and authoritatively for events and in media about Palestinian issues;
5. assist in development of resource materials for free distribution at public events and as part of informational packets for elected officials; and,
6. provide logistical and administrative support to recruit and train activists and other Michigan citizens to serve on delegations to visit public officials and provide accurate information regarding Palestinian issues.

***Qualified applicants for the position will have:***

1. Agreement with and passion for the mission of the Palestine Office
2. Good computer skills
3. Good interpersonal skills
4. Emotional and intellectual maturity to work under deadline pressures
5. High energy level and openness to personal growth
6. Willing to do everything in the office from making coffee and emptying waste baskets to leading a delegation and meeting with a US Senator.