**AMCULT 390**
**Internship in Arab American Studies**
**Program in American Culture**
**University of Michigan**
**Fall 2012**

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), the Council on American-Islamic Relations (www.cairmichigan.org), and the Arab Community Center for Economic and Social Services (http://www.accesscommunity.org) this fall and winter terms. 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 (3 hours of work per week), 2 (6 hours/week), 3 credits (9 hours/week), or 4 credits (12 hours/week). Mandatory credit/no credit determined based on a 5-7 page paper submitted to the faculty advisor by the student at the end of the semester 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, cultural issues, and the arts.

## 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, 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 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. You can sign up for 1 (3 hours of work per week), 2 (6 hours/week), 3 credits (9 hours/week), or 4 credits (12 hours/week), depending on your agreement with the organization.
- At the end of the internship, submit a paper to Professor Alsultany relaying what you did

as an intern and reflecting on what you learned.
- Contact Professor Alsultany if you encounter any problems or issues along the way.

**AMERICAN-ARAB ANTI-DISCRIMINATION COMMITTEE, Dearborn, MI**
**Contact Kristyn Taylor: kristyn@adc.org**

Student interns at ADC will work under the supervision of the Program Coordinator (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 Coordinator 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 cases
- Assist the Coordinator(s) in preparing for community events, conferences and other special projects
- Other duties as necessary

**ARAB AMERICAN NATIONAL MUSEUM, Dearborn, MI**
**Contact Janice Freij: jfreij@accesscommunity.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.

**COUNCIL ON AMERICAN-ISLAMIC RELATIONS, Southfield, MI**
**Contact Raheem Hanifa: rhanifa@cair.com**

**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 PALESTINIAN RIGHTS, Dearborn, MI**
**Contact Hasan Newash: palestine1948@sbcglobal.net**

***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.

**ARAB COMMUNITY CENTER FOR ECONOMIC AND SOCIAL SERVICES**
**Contact Sulaima Rosen: srosen@accesscommunity.org**

For the three internships with ACCESS listed below, interns must commit to working a minimum of 12 hours per week (4 credit hours).

**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**
**Contact Dahlia Petrus: dpetrus@umich.edu**

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*, Quilting Point, and FAMA (Forum on Arab and Muslim Affairs).

**The Production of Knowledge Project**

The Production of Knowledge Project (PKP) is a project conducted within the Forum on Arab and Muslim Affairs: the research arm of the Arab Studies Institute. This project examines the various sources and sites of knowledge production on the Middle East, including articles, books, academic institutions, "think tanks" and/or policy circles, mainstream media, and popular culture. This includes the actual final product in the form of op-eds, posts, peer-reviewed articles and books. Each will be analyzed separately and as parts of a whole.

The project will involve creating a database of knowledge production in academic and non-academic circles, starting with books and peer-reviewed articles produced on the region in the last decade, and ending with various sites of popular cultural productions, and significant sites in between. This is mainly a research project that is nonetheless labor-intensive and must proceed at a sophisticated and non-ideological level in order for it to bear fruit for observers who occupy different positions on the political spectrum. Thus, political orientation will be shielded from producing, interpreting, and evaluating the statistics involved.

**Internship Structure**

The internship periods extends four months. This usually occurs between January 15 and May 15 of the Spring academic semester, but is flexible with the intern's concurring academic responsibilities. All interns are expected to complete15-20 hours per week unless otherwise agreed upon by both parties. Each intern will be given a performance/progress review two weeks after the starting date of the internship. The review will determine whether the relationship works for both parties, and if so, the supervisor and the intern will commit to working together for the duration of the internship.

**Internship Duties**

The research assistant assigned to the films platform of the project will be responsible for establishing the foundation for the films database. This facet of the project requires the interns work closely with the project coordinator and colleagues to catalogue sources listing films on the Middle East; determine what variables are important for answering the project's main questions about the production of knowledge on the Middle East, Arabs and Muslims; retrieve information about films; and suggest changes to the research plan based on unforeseen developments. Interns will also aid in the development of a resource for future researchers that will clearly state standardized procedures for continued research after the internship that will lead to insightful and replicable findings. Interns are also expected to write at least one piece to be published on ASI's e-zine, *Jadaliyya*, on a topic of their choosing and are encouraged to write more.