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
2017-2018

These internship opportunities provide students with the opportunity to explore career options related to Arab and Arab American Studies, particularly in legal, social, cultural, and the arts and some placements provide students the opportunity to use their Arabic language skills.

Internship opportunities are available at the following organizations that include Ann Arbor locations:

- Michigan Immigration Rights Center (http://www.michiganimmigrant.org)
- Arab American National Museum (http://www.arabamericanmuseum.org)
- Arab Community Center for Economic and Social Services (https://www.accesscommunity.org)
- Council on American-Islamic (http://www.cair.com)
- Jewish Family Services (https://jfsannarbor.org)

Interested students should contact Evelyn Alsultany (alsultan@umich.edu), the internship faculty advisor, for more detailed information on the internships and for information on how to set up an interview with the organization of interest. The deadline to set up the internship through an interview with the organization and registering for AMCULT 390 is the drop/add deadline in the third week of the full semester.

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

During the fall and winter semesters, students are expected to work 3 hours per week at the internship for one credit (9 hours per week for 3 credits). During the spring and summer terms, student are expected to work 6 hours per week for 1 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. For more information, see http://www.lsa.umich.edu/students/scholarships/currentstudents/lsainternshipscholarship. AMAS can suggest national and international internship sites for consideration.

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

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 and Muslim American Studies at UM, 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 Evelyn Alsultany (alsultan@umich.edu) on the e-mail.
- 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 works best with your schedule.
- Once the internship has been confirmed, send Prof. Alsultany an e-mail with this form filled out and a list of the duties you will perform as part of your internship. She will then have the American Culture administrator issue an override for you to register for ARABAM 390. You will receive an e-mail asking you to confirm registration and asking you to select the credit hours.
- The deadline to set up the internship through an interview with the organization and registering for ARABAM is the drop/add deadline in the third week of the full term semester (sooner for spring/summer half terms).
- Contact Prof. Alsultany (alsultan@umich.edu) if you encounter any problems or issues along the way.

ASSIGNMENTS

- A reflective paper is due at the end of the term as part of the internship and should be 5-7 pages (double spaced, 12 point Times/New Roman font and 1 inch margins). The paper should review the tasks you completed in your internship, what new skills you learned or further developed and includes a reflection on what you learned. Professor Evelyn Alsultany (alsultan@umich.edu) is the Instructor of Record for ARABAM 390, and will be the one to submit your credits for the semester.

MICHIGAN IMMIGRATION RIGHTS CENTER, Ann Arbor, MI
Contact: Ruby Robinson, Attorney rubyr@michiganimmigrant.org
http://www.michiganimmigrant.org/http://mirc.mplp.org/
http://mirc.mplp.org/

http://mirc.mplp.org/

- **Short job description:**
  The Michigan Immigrant Rights Center (MIRC) is a nonprofit legal services office that represents vulnerable immigrants around the state and advocates toensure 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. If you speak another language, especially Spanish or Arabic, that is preferable.

  Location:
  Downtown Ann Arbor

  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, Dearborn, MI
Contact Jumana Salamey, E:
JSalamey@accesscommunity.orgmailto:JSalamey@accesscommunity.org
www.arabamericanmuseum.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

ARAB COMMUNITY CENTER FOR ECONOMIC AND SOCIAL SERVICES, Dearborn, MI
Contact Tamiko Crowe-Walker, E: TCrowe-Walker@accesscommunity.org
www.accesscommunity.orghttp://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: 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.

COUNCIL ON AMERICAN-ISLAMIC RELATIONS, Southfield, MI
Contact Nargis Rahman nrahman@cair.commailto:nrahman@cair.com
www.cairmichigan.org

The Council on American-Islamic Relations, Michigan chapter (CAIR-MI) is offering internships to undergraduate and graduate students. CAIR-MI's mission is to enhance the understanding of Islam, encourage dialogue, protect civil liberties, empower American Muslims and build coalitions that promote justice and mutual understanding.

CAIR-MI believes that the best way to secure a better future for all is to empower young Americans with the skills they need to make a difference. Interns develop professional skills, gain insight into the societal impact of public service, and have the opportunity to work with different departments in order to holistically understand the daily operations of a non-profit civil rights organization. CAIR-MI has a wide array of projects and activities that suit your level of expertise and will empower you to make a difference.

CAIR-MI Internships: Links and Application are online:
https://docs.google.com/forms/d/e/1FAIpQLScW3Sro-yxhCRVsuDvBQ43CEE9dt9_zONHRmv7ot4y73L8dYQ/viewform

In addition to filling out the above application, send a cover letter and resume to internships@cairmichigan.org.

http://www.cairmichigan.org/page/internship_and_volunteer.html

1. **Operations/ Administrative Intern** - Assist with office operations and fundraising.
2. **News & Communications** – Write for blogs, assist with newsletters, research.

3. **Legal Internships and Clerkships** - Assist CAIR-MI Legal Director Lena Masri in legal writing, research, client follow-up and more.
4. **Safe Spaces Intern** - Research information and help organize projects.
5. **Media Outreach Intern** - Research and report findings of Islamophobia to community. Assist in projects reaching out to American Muslim community; phone banking, events, etc.
6. **Video Campaigns and Media Intern** - Develop, edit and oversee production of bi-weekly CAIR-MI video updates and other projects. Update CAIR-MI website. Intern should be knowledgeable in video and computer editing software; should have a high quality digital video recorder. For interns with prior knowledge of graphic arts, and preferably IT.
7. **Government Affairs Intern** - Advocate civil rights and liberties issues to state elected officials via calls, mailing letters, arranging appointments and attending elected officials coffee hours, oversee CAIR-MI voter registration drive, alert and organize Michigan Muslim community to advocate or oppose political actions effecting civil rights and liberties issues.
8. **Public Relations and Outreach Intern -** Create and manage events for CAIR-MI, coordinate outreach efforts for different projects or initiatives.

General Information: Interns work a minimum of 10-15 hours per week during a 12-week internship period, although more working hours are encouraged. Internships are offered during all semesters. Interns may receive academic credit and are applicable to CAIR employee rules. All internships are unpaid.

Application Procedure: Candidates may apply by submitting a cover letter, resume, references and an **Application** to internships@cairmichigan.org. Applicants interested in the legal internships should include a legal writing sample. (Click on Application on the website: http://www.cairmichigan.org/page/internship_and_volunteer.html for the application form).

Jewish Family Services of Washtenaw County, Ann Arbor, MI
Contact: mailto:ghufran@jfsannarbor.org
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 only US State Department accredited agency in Washtenaw County providing resettlement services to refugees arriving to this community. In the last 6 years JFS has been resettling majority of Arabic speaking refugees from the Middle East.

Responsibilities: Assisting new refugees during the resettlement process (i.e. filling out applications and forms, providing translating and interpretation services, assisting with housing/establishing utilities, navigating health resources, getting a social security card, orienting new residents to community resources and geography, etc.).
Interns will be working with adult refugees of various ages, including seniors and families.

Special Skills Needed: Openness to and competency in working with people from a variety of cultures, patience needed when assisting clients with filling out the large amount of paperwork necessary for a refugee/immigrant to start a life in America, effective communication skills needed when setting up vital accounts (i.e. bank account, phone service, etc.), and a willingness to advocate on behalf of client, 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 individual basis. Conversation Partners/Tutors do not need to have classroom teaching experience.

Refugee Employment Program Inters: 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 communications 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

Updated June 2017