Internship in Arab American Studies
How-To
July 2013

- Send an announcement about the AAS Internship to various departments at the beginning of each term requesting that they forward it to their students.

- When interested students contact you for more information about the AAS Internship, instruct them on what to do to set up the internship using the prepared document (with any needed modifications and updates).

- Answer questions about the academic components and requirements.

- Once the student has confirmed the internship, ask the AC administrator to issue an override for AMCULT 390.

- Contact each participating organization at least once per year to see if they still need interns and to update their internship description.

- E-mail students 2-3 weeks before the last day of classes to remind them that their paper is due and provide a deadline.