Internship in Arab American Studies
CARF Information
June 2008

Short Description
Internships available at several Arab American organizations, including at the American-Arab Anti-Discrimination Committee (www.adc.org, www.adcmichigan.org) and the Arab American National Museum (www.arabamericanmuseum.org), located in Dearborn, MI. This opportunity is intended to enrich students' academic experience and allow for the exploration of career options related to Arab American Studies.

Advisory Prerequisites: At least one course in Arab American Studies [AMCULT 205 (Muslim Americans, Arab American Literature), 215 (Introduction to Arab American Studies), 235 (Representing the Middle East in Hollywood Cinema), 368 (Women and War in the Middle East), 498 (Perspectives on 9/11)]

Enforced Prerequisites: At least one course in Arab American Studies, American Culture, or AAPTIS. Most internship positions require a car, as internships are located in Dearborn (35 minutes driving from Ann Arbor).

Credit Exclusions: During Fall and Winter semesters, can sign up for 2 credits (6 hours of work per week), 3 credits (9 hours of work per week), or 4 credits (12 hours of work per week). During Spring and Summer terms, can sign up for 1 credit (6 hours of work per week), 2 credits (12 hours of work), 3 credits (18 hours of work), or 4 credits (24 hours of work). Mandatory credit/no credit determined based on comments on the student's performance communicated to the faculty advisor by the sponsoring organization, as well as a short report written by the student and submitted to the faculty advisor.

Supporting Statement: Arab American Studies, an emerging ethnic studies unit within the Program in American Culture, has established an internship program with several Arab American organizations in Dearborn, Michigan. Last year, 4 students participated in the Fall and Winter semesters and 1 student in the spring and summer terms. These students received credit by enrolling in AMCULT 388.035

Long Description
Internships available at several Arab American organizations, including at the American-Arab Anti-Discrimination Committee (www.adc.org, www.adcmichigan.org) and the Arab American National Museum (www.arabamericanmuseum.org), located in Dearborn, MI. Limited spots available. Internship contingent upon an interview with the appropriate supervisor at each organization. Car needed as most positions involve weekly travel to Dearborn. This opportunity is intended to enrich students' academic experience and allow for the exploration of career options related to Arab American Studies. Interested students should contact Professor Alsultany at alsultan@umich.edu.

AMERICAN-ARAB ANTI-DISCRIMINATION COMMITTEE
Two intern opportunities are available with the ADC: the In-Office Intern and the Current Events Intern.

In-Office 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 In-Office 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

Current Events Interns work from campus. This internship involves 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 news briefs should summarize a few top stories by including a headline, link to the article, and a paragraph 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 the director of Policy and Community Affairs each morning at 9am.

ARAB AMERICAN NATIONAL MUSEUM
Two internship opportunities are available at the Arab American National Museum: the Library Intern and the Education Intern.

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.