



2012 Summer Internship Program **May 28-August 3, 2012** **Washington, D.C.**

Application Materials

- Intensive 10-week program promotes academic, professional, and personal development in the nation's capital
- 30 interns are selected from American and international colleges and universities
- Internship placement in one of more than twenty Washington, D.C.-based organizations
- Meet with Arab world diplomats, journalists, business professionals, religious leaders, and regional specialists
- Weekly field trips and site visits to government, business, and academic institutions
- Required academic seminar meeting two evenings per week
- Internships are unpaid
- \$1,000 fellowship stipend awarded upon completion of the program
- Ideal candidates have excelled inside the classroom and demonstrated leadership on campus
- Preference given to continuing university students and Model Arab League participants



Introduction to the National Council on U.S.-Arab Relations

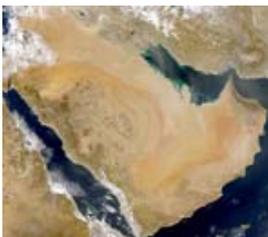
The **National Council on U.S.-Arab Relations** is a non-profit, non-governmental, educational organization headquartered in Washington, D.C. Engaged in the work of educational outreach, people-to-people exchanges, and promoting cross-cultural encounters for more than 28 years, the National Council is a 501(c)(3) public charity with tax-exempt status.

The Council's vision is a relationship between the United States and its Arab strategic partners, friends, and allies that rests on as solid and enduring a foundation as possible. Such a vision, viewed from both ends of the spectrum, is one that would be characterized by strengthened and expanded strategic, economic, political, commercial, and defense cooperation; by increased partnership; by growing mutual benefit; by reciprocal respect for each other's heritage and values; and by overall acceptance of each other's legitimate needs, concerns, interests, and objectives. This vision also encourages heightened contacts and exchanges of present and emerging leaders between Americans and Arabs alike.

The National Council's mission is to educate Americans about the Arab countries, the Mideast, and the Islamic world through leadership development, people-to-people programs, lectures, an annual Arab-U.S. policymaker's conference, the participation of American students and faculty in Arab world study experiences, specialized publications, and national, state, and local grassroots outreach to media, think tanks, select community, civic, educational, religious, business and professional associations. In these ways the National Council seeks to strengthen and expand the overall Arab-U.S. relationship in the areas of strategy, economics and finance, public policy, commerce, defense cooperation, education, and people-to-people relations.

More information about the National Council on U.S.-Arab Relations is available at:

www.ncusar.org





The National Council Fellowships: 2012 Washington, D.C. Internship Program

A completed Internship Program Application will include the following items:

- 1) A letter of interest addressed to the National Council that provides basic information about yourself, your interests, previous course work related to politics, economics, foreign policy, and the Middle East, previous travel and internship experiences, and some indication of the type of internship that would most interest you. Please recognize that this is a competitive program and that your letter of interest plays a very important part in the selection process.
- 2) A double-spaced essay (no more than 2-pages in length) on the topic:
U.S. Foreign Policy in the Arab World: Successes, Failures, and Future Prospects
- 3) A résumé or curriculum vitae.
- 4) Transcripts of all university-level work.
- 5) Two letters of recommendation, at least one of them from a faculty member who knows your work well.
- 6) The following completed forms from this application (either enter your information electronically and print the document before affixing the required signatures OR print a blank copy of the document and complete by hand):
 - a) *Applicant Contact Information* (Page 4)
 - b) *Emergency Contact Information* (Page 5)
 - c) *Internship Program Contract* (Page 6-7)
- 7) \$125 non-refundable program fee - check made payable to "National Council on U.S.-Arab Relations."

All materials should be submitted to the National Council office by Monday, March 12, 2012. Application materials may be submitted digitally but hard copies of all documents with original signatures should also be submitted by mail.

COMPLETED SUMMER INTERNSHIP PROGRAM APPLICATIONS SHOULD BE MAILED TO THE NATIONAL COUNCIL'S OFFICE AT:

National Council on U.S.-Arab Relations
ATTN: Summer Internship Program
1730 M St. NW, Suite 503
Washington, DC 20036

If you have any questions please call the National Council on U.S.-Arab Relations at (202) 293-6466.



The National Council Fellowships: 2012 Washington, D.C. Internship Program Program Application

The NCUSAR Summer Internship in Washington, D.C. Program combines full-time (35-40 hours/week) professional work experiences with a parallel two-month academic seminar meeting on Tuesday and Thursday evenings as well as embassy and professional visits conducted one afternoon per week. The Internship Program's seminar is structured to introduce students to dozens of professionals whose careers are devoted to improving various facets of the Arab-U.S. relationship. Lectures will focus on the Arab Gulf states. Interns have the opportunity to meet with a broad range of foreign policy specialists, including serving Foreign Service officers, former U.S. ambassadors and Arab world diplomats, journalists and other media personnel, civic and political activists, and international educational exchange program officers. As a complement to the program, interns will also be exposed to D.C. in a less formal manner via films, cultural events, group dinners and exploring the sights of D.C. This will allow the students not only to experience working in the city but also the opportunity to appreciate Washington, D.C. for all the cultural and social dimensions that it encompasses.

Contact Information

[This information will be updated once you are in D.C.]

NAME: _____

SCHOOL: _____

YEAR IN SCHOOL: _____

FOCUS OF STUDY: _____

PERMANENT (HOME) ADDRESS: _____

SCHOOL ADDRESS: _____

E-MAIL [school]: _____ FAX: _____

E-MAIL [alternate]: _____

MOBILE PHONE: _____ HOME PHONE: _____



EMERGENCY CONTACT INFORMATION

NAME(S) AND RELATIONSHIP: _____

PERMANENT ADDRESS: _____

OFFICE OR PROFESSIONAL PHONE: _____

HOME PHONE: _____

MOBILE PHONE: _____

DOCTOR'S NAME: _____

DOCTOR'S TELEPHONE: _____

Please list any medical conditions the National Council and sponsoring organizations should be aware of. Note: This information may be submitted in a sealed envelope with your name on it and the indication, "To be opened only in case of emergency."

Please list any special instructions you may have in case of an emergency:



2012 INTERNSHIP PROGRAM CONTRACT

Required Agreements for all applicants

All applicants are required to 'x' these statements and sign below indicating they have read and understand the following agreements. Applicants must also answer all the questions found in this section:

_____ **Financial Responsibility** - I understand it is my responsibility to be aware of all financial arrangements for my enrollment in the National Council's Summer Internship Program.

_____ **Housing and Incidental Expenses** - I have read and understand that I will be responsible for the cost of my own housing, meals, transportation and incidental expenses while I am in Washington, D.C.

_____ **Internship Status** - I understand that all internships provided under the auspices of the program are unpaid. However, NCUSAR will provide a \$1,000 stipend upon successful completion of the program's internship and academic requirements.

_____ **Work Status and Expectations** - I understand that this internship experience requires me to work full time [35-40 hours/week] in my internship placement AND to participate fully in all seminar sessions and scheduled program activities.

_____ **Personal Conduct** - I understand that I am a representative of the NCUSAR, of the organization providing my internship, and of my home academic institution at all times and in all public places. I agree to abide by the laws of the United States, the District of Columbia, and any state where I may be domiciled or present. I agree to accept and abide by the rules and standards of my assigned workplace and to conduct myself professionally and to the standards of internationally accepted personal behavior at all times. I further understand that my failure to meet these laws, rules, and standards may result in me being dropped from the NCUSAR internship program.

1. Have you ever been found responsible for a disciplinary violation at any post-secondary school you have attended, whether related to academic misconduct or behavioral misconduct that resulted in your probation, suspension, removal, dismissal or expulsion from the institution? _____ YES _____ NO
2. Have you ever been convicted of a felony? _____ YES _____ NO

If you answered yes to either or both questions, please attach a separate document that gives the approximate date of each incident and explains the circumstances.

_____ I authorize all post-secondary schools I've attended to release all requested records and authorize review of my application for the admission process.

SIGNATURE: _____ DATE: _____



Optional Disclosure of Records Agreement: *(Your signature below indicates your consent to the following)*

I hereby indicate my consent allowing the National Council (NCUSAR) to disclose information from my education records to my parents or guardians, internship sponsors, and my home academic institution (including information from my academic, placement, administrative, financial, and health records created by NCUSAR or forwarded to NCUSAR by my college or university) for the purpose of facilitating my placement and keeping parties informed of my internship progress. Such information may be disclosed to these individuals or institutions from the time that I apply to the NCUSAR Summer Internship Program and for a two year period following completion of my internship.

SIGNATURE: _____ DATE: _____

How did you learn about the National Council's Summer Internship Program?
(please check one or more)

- | | |
|---|--|
| _____ Former Program Participant | _____ Model Arab League (<i>specify:</i> _____) |
| _____ Email from NCUSAR | _____ My School's Career Services Office |
| _____ NCUSAR Website | _____ Other Website (<i>specify:</i> _____) |
| _____ Career/Internship Fair | _____ A Professor (<i>name:</i> _____) |
| _____ Other (<i>please explain:</i> _____) | |



All materials should be submitted by mail to the National Council office by **Monday, March 12, 2012**. Application materials may be submitted as e-mail attachments, but hard copies of all documents with original signatures should also be submitted by mail.

Late submissions will be accepted only on a space available basis.

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