



2014 Summer Internship Program

June 2 - August 8, 2014

Washington, D.C.

Application Materials

Program Overview

*The National Council on U.S.-Arab Relations' Washington, DC Summer Internship Program provides 10-weeks of academic, professional, and personal development. It combines full-time work experiences with a parallel two-month academic seminar and site-visit schedule. The Internship Program's seminar is structured to introduce students to dozens of professionals whose careers are related to improving various facets of the Arab-U.S. relationship. **Lectures will focus on the Arab Gulf states** though other key regions and issues may be addressed. Interns have the opportunity to meet with a broad range of foreign policy specialists, American and Arab-world diplomatic staff and ambassadors, journalists and other media personnel, civic and political activists, political and career professionals in the U.S. government, and international education specialists. Interns are also given the chance to explore Washington, DC via films, cultural events, group dinners, and exploration of the nation's capital. Participants are able to not only experience working in international affairs, but also living in a dynamic city of immense cultural, political, and social significance.*

- 25 interns are selected from American and international colleges and universities
- Undergraduates, recent graduates, and those working toward advanced degrees may apply
- Interns are placed in one of more than twenty Washington, DC-based organizations to take part in a full-time (35-40 hours/week) work experience in the interns' field of interest
- Internships are unpaid; a stipend of up to \$1,000 is awarded upon fulfillment of the program requirements
- Special consideration is given to alumni of the National Council's Model Arab League program



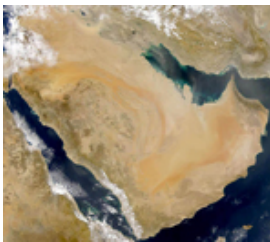
Introduction to the National Council on U.S.-Arab Relations

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 30 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; increased partnership; growing mutual benefit; reciprocal respect for each other's heritage and values; and 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 world, the Mideast, and the Islamic world through leadership development, people-to-people programs, lectures, the Annual Arab-U.S. Policymakers 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, and 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:
ncusar.org





Required Application Materials

1) A letter of interest addressed to the National Council that describes why you are interested in the program and how it fits into your academic and career goals, your background, experience and interest in the Middle East/Arab world, and any other information you think is important for the selection committee to know. The letter should also indicate the type of internship that would most interest you and why. *Please limit the letter of interest to two pages.*

2) Short Essay (maximum 2-pages in length, double spaced, with appropriate citations) on the topic:

U.S.-Arab Relations: Assessing the successes and failures of the Obama Administration's policies toward the Arab world

3) Résumé or curriculum vitae

4) Official transcripts of all university-level work. Candidates may submit a letter explaining special circumstances that may have contributed to low (under 2.5) or inconsistent GPA, or an excessive number of dropped or failed classes. Only official transcripts will be accepted.

5) Two letters of recommendation, at least one of them from a faculty member who knows your academic work well. Use no more than one language professor as a reference, if possible. Recommendations may be mailed separately or with other application materials.

6) \$125 non-refundable program fee - check payable to "National Council on U.S.-Arab Relations"

7) The following forms found in the application materials (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 4)

c) *Internship Program Contract* (Page 5)

d) *Disclosure of Records* (Page 6)

e) *Advertising Source* (Page 6)

f) *Placement Preference* (Page 7)

The priority application deadline is February 10th. Complete applications received by this date will be reviewed sooner than the general pool of candidates. **The final application deadline is February 28th.** All materials must be postmarked by **Friday, February 28, 2014**. Please do not submit supplementary materials such as published articles, non-academic certificates, or writing samples; these will not be considered during the application evaluation.

ALL SUMMER INTERNSHIP APPLICATION MATERIALS MUST BE MAILED TO:

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

NAME: _____

SCHOOL: _____

YEAR IN SCHOOL: _____

FOCUS OF STUDY: _____

PERMANENT (HOME) ADDRESS: _____

SCHOOL ADDRESS: _____

E-MAIL [school]: _____ FAX: _____

E-MAIL [alternate]: _____

MOBILE PHONE: _____ HOME PHONE: _____

FORM B: 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 of which the National Council and sponsoring organizations should be aware. 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:



FORM C: 2014 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. I further understand that I must follow the policies and procedures of my placement organization, and may sometimes be asked to work outside of the normal hours of the workday.

_____ **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 my expulsion 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: _____



FORM D: DISCLOSURE OF RECORDS AGREEMENT (optional)

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: _____

FORM E: ADVERTISING SOURCE

How did you learn about the National Council's Summer Internship Program? Please check one or more.

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



FORM F: INTERNSHIP PLACEMENT PREFERENCE

NCUSAR evaluates selected interns' skills, interests, and academic background in order to best accommodate their placement preference while meeting the needs of host organizations. NCUSAR cannot guarantee your placement in any particular requested organization as host organizations are seeking particular abilities and qualities in their interns. Answer the following items so that the NCUSAR staff may seek the most appropriate placement should you be selected for the program. ***NCUSAR considers applicants who have acquired an internship independently of this process and will work with those internship supervisors to ensure the two programs are compatible.***

Please rank the following types of organizations with which we partner for the internship placement aspect of the program in order of preference:

- | | | |
|----------------|-------------------------------|-------------------------|
| Academia _____ | Business/Trade/Economic _____ | Non-profit/NGO _____ |
| Advocacy _____ | Diplomacy _____ | Think Tank/Policy _____ |
| Other _____ | Journalism/Media _____ | |

The following is a *sample* list of possible placement organizations. After researching each, please provide the information requested below.

- | | |
|--|--------------------------------------|
| Washington Report on Middle East Affairs | AMIDEAST |
| Middle East Policy Council | Just Vision |
| World Affairs Council of DC | Mission of the League of Arab States |
| Georgetown University Center for Contemporary Arab Studies | PLO Delegation to the United States |
| International Technology and Trade Associates | Middle East Broadcasting Corporation |
| American Friends of UNRWA | American Task Force on Palestine |

Please list any specific organizations or issues you are interested in for your prospective internship.

1. _____
2. _____
3. _____

Please indicate whether there are any specific organizations or issues with which you opposed to working, and why.

1. _____
2. _____
3. _____

Please note any special skills you possess such as IT, language fluency, social and traditional media (shooting/editing videos), etc.

1. _____
2. _____
3. _____



PRIORITY DEADLINE: February 10, 2014

FINAL DEADLINE: February 28, 2014

Complete applications received by the priority deadline will be reviewed by NCUSAR and internship placements sooner than the general pool of candidates. All materials must be **postmarked by Friday, February 28, 2014.**

Transcripts and letters of recommendation may be submitted separately or with other application materials.

Please do not submit supplementary materials such as published articles, non-academic certificates, or writing samples; these will not be considered during the application evaluation.

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*Questions may be directed to the Director of Student Programs,
Ms. Megan Geissler
(202) 293-6466
megan@ncusar.org*