



2016 Summer Internship Program

Washington, D.C.

Program Overview

The NCUSAR Summer Internship in Washington, D.C. is a 10-week program which promotes academic, professional, and personal development. It combines full-time professional work experiences with a parallel academic seminar and site-visit regimen. 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, D.C. 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, D.C.-based organizations and companies to take part in a full-time (35-40 hours/week) work experience in the interns' field of interest.
- Internships are unpaid; a **\$1,000 stipend** is awarded upon completion of the program requirements.
- Special consideration is given to alumni of the Model Arab League program.



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

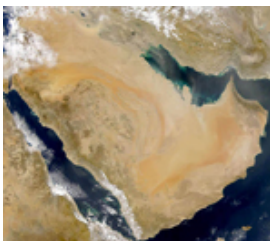
The **National Council on U.S.-Arab Relations** is a non-profit, non-governmental, educational organization headquartered in Washington, D.C. Engaged in the work of educational outreach, people-to-people exchanges, and promoting cross-cultural encounters for more than 31 years, the National Council is 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) Letter of Interest: Describe why you are interested in the program and how it fits into your academic and career goals, background, experience and interest in the Arab world, and any other information you think is important for the selection committee to know. *Please limit the letter of interest to one page single-spaced, or two pages double-spaced.*

2) Writing Sample: Compose a short paper on the topic "U.S.-Arab Relations: Assessing the successes and failures of American policy toward the GCC since 2008." *Papers must be in Times New Roman font, size 12, double spaced, and may be no longer than three pages. Use citations where necessary.*

3) Résumé: *Most students need only one page for a resume, which should be neatly formatted.*

4) Official Transcripts: Submit official transcripts for all university-level work. Candidates may submit an additional 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. *All transcripts must be official. Official transcripts are those sent directly by the institution, or sealed in a separate envelope by the institution and released to the student. Some institutions facilitate electronic submission of official transcripts. Institutions may take several weeks to process transcript requests, so please plan ahead.*

5) Letters of Recommendation: Submit two (2) sealed letters of recommendation, or have the recommender mail them directly, from faculty members or others who knows your academic work well.

6) Application Fee: Submit a check or money order in the amount of \$125.00 (non-refundable) payable to "National Council on U.S.-Arab Relations." This fee must be paid in order to be considered.

7) Application Forms: Complete the following forms. Enter your information electronically and print the document before affixing the required signatures OR print a blank copy of the document and complete it by hand:

A) Applicant General Information	(Page 4)	D) Disclosure of Records	(Page 5)
B) Advertising Source	(Page 4)	E) Program Contract	(Page 6)
C) Emergency Contact Information	(Page 5)	F) Placement Preference	(Page 7)

Applications will be accepted beginning November 2015 and selections may be made on a rolling basis. The final application deadline is February 26th, 2016.

All materials must be postmarked by Friday, February 26, 2016 in order to be considered. Any mailed materials postmarked after this date will not be considered. Incomplete applications will not be considered. **Digital submissions will not be accepted.**



FORM A: GENERAL INFORMATION

MS. MR. FIRST NAME: _____ LAST NAME: _____

CURRENT COLLEGE OR UNIVERSITY: _____

EXPECTED GRADUATION DATE: _____

PROGRAM: Bachelors Masters Doctoral FOCUS OF STUDY: _____

PERMANENT (HOME) ADDRESS:

SCHOOL ADDRESS:

E-MAIL [main]: _____ E-MAIL [alternate]: _____

MOBILE PHONE: _____ HOME PHONE: _____

Have you ever participated in a Model Arab League? YES NO

If so, please list the MAL conference(s) which you attended, their year, and what position you held:

FORM B: ADVERTISING SOURCE

How did you learn about the NCUSAR Summer Internship Program? Please check one or more.

Former Program Participant
Email from NCUSAR
NCUSAR Website
Career/Internship Fair
Other (please explain): _____

Model Arab League
My School's Career Services Office
Other Website (specify): _____
A Professor (name): _____



FORM C: 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 D: 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: _____



FORM E: 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. I understand that failing to meet some or all of these requirements may result in a reduction or cancellation of my stipend.

Academic Records: I authorize all post-secondary academic institutions I have attended to release all requested records and authorize review of my application for the admission process.

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, scheduled program activities, and additional assignments. 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 my placement organization, 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 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 as necessary.

SIGNATURE: _____ DATE: _____



FORM F: INTERNSHIP PLACEMENT PREFERENCES

NCUSAR evaluates selected interns' skills, interests, and academic background in order to best match the needs of work placement organizations. NCUSAR cannot guarantee placement at a requested organization.

The following is a sample list of organizations with which you may be placed. After researching each, please provide the information requested below.

- | | |
|---|--------------------------------------|
| Washington Report on Middle East Affairs | AMIDEAST |
| Middle East Policy Council | MENA Consultants Association |
| Hands Along the Nile Development Services | Mission of the League of Arab States |
| Georgetown Center for Contemporary Arab Studies | PLO Delegation to the United States |
| International Technology and Trade Associates | Syrian Relief and Development |
| Syrian American Medical Society | Education for Employment |
| US-Qatar Business Council | Islamic Relief USA |
| Interfaith Peace Builders | American Near East Refugee Aid |

List the top four organizations with which you would like to work this summer from this list.

1. _____ 3. _____
2. _____ 4. _____

List any languages, other than English, in which you are FLUENT.

1. _____ 3. _____
2. _____ 4. _____

List any specific countries, sub-regions, or topic areas for which you have a particular interest or passion.

- | | | |
|----------------------------|----------------------------|------------------|
| 1. Research/Policy | 5. Fundraising/Development | 9. Other: _____ |
| 2. Business/Trade/Economic | 6. Advocacy | 10. Other: _____ |
| 3. Diplomacy | 7. Education | 11. Other: _____ |
| 4. Journalism/Media | 8. Event Planning | 12. Other: _____ |

Please list any special skills or experience you wish to highlight such as IT, social media, photography or video editing, coding, specific computer programs, etc.

SELF-PLACEMENT OPTION: Applicants may seek internship opportunities with other organizations, companies, or government entities that have independent application processes. Applicants awarded such internships may be accepted into the NCUSAR program, provided the intern's placement is compatible with the NCUSAR program seminar and activities schedule. Please inform NCUSAR of any potential alternate placement arrangements.



APPLICATION MATERIALS MUST BE MAILED VIA POST

~No Electronically Submitted Materials Will Be Accepted~

Applications must be mailed to:

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

FINAL DEADLINE: February 26, 2016

NCUSAR may review and accept applicants on a rolling basis prior to the final application deadline. **All materials must be postmarked by Friday, February 26, 2016 in order to be considered.** Materials may arrive separately, such as official transcripts mailed directly by your college or university, or letters of recommendation. The applicant is responsible for ensuring that all materials are postmarked by the deadline.

Supplementary materials such as published articles, non-academic certificates, or writing samples will not be considered. Late materials will not be considered.

Questions may be directed to:

Ms. Kaylee Boalt, Director of Student Programs

kaylee@ncusar.org

(202) 293-6466