



ADC Research Institute

Student Internship Application



QUALIFICATIONS: Candidate must be currently enrolled in college or graduate school and have completed a minimum of one year of undergraduate study by the start of the internship. Legal interns must preferably have completed one year of law school. Recent graduates also welcome.

DEADLINE: Completed applications for the summer internship program must be received by March 15. Deadlines for Legal Department applications are December 1 in the summer program, September 30 for the fall, and December 30 for the spring. There is no deadline for other internships during the academic year.

- APPLICATIONS MUST INCLUDE:**
- Completed application form
 - Resume
 - Academic transcript
 - Two letters of recommendation
 - A two-page essay statement

PERSONAL DATA

NAME: _____

CURRENT ADDRESS: _____

PHONE: () _____

PERMANENT ADDRESS: _____

PHONE: () _____

E-MAIL ADDRESS: _____

SOCIAL SECURITY #: _____

NAME OF PERSON TO BE NOTIFIED IN CASE OF EMERGENCY: _____

RELATIONSHIP: _____ **PHONE:** () _____

DO YOU HAVE A DISABILITY OR MEDICAL CONDITION THAT ADC SHOULD BE AWARE OF? IF SO, PLEASE ELABORATE:

SUMMER HOUSING

I would like ADCRI to help me find housing
(ADCRI is not responsible for intern's housing fees)

I would like ADCRI to help me find housemates

MEMBERSHIP INFORMATION

Yes, I am an ADC member.
My membership # is: _____

No, I am not an ADC member. (Interns are required to be or to become members.)

INTERNSHIP PERIOD

Summer Starting: _____ Ending: _____
(We are asking interns to start as early as possible in May after the semester ends)

Academic Year Starting: _____ Ending: _____

INTERNSHIP PLACEMENT

Program: College Credit Stipend

Preference: (Rank preference with "1" indicating the most interest and "5" indicating the least)

Government Relations: Work with Congress and Administration; legislative tracking and hearings; attending hearings; responding to inquiries from Congress and the public.

Information Systems: Assist the Webmaster with work involving the administration and maintenance of the ADC website. Assist in updating and expanding the website. Projects include working with advertisers & other organizations to promote ADC's website and activities.

Legal: (Law Students required) Assist with discrimination claims, civil rights and immigration matters.

Media: Assist in media and press communications (drafting press releases, updates, and action alerts); research topical issues; monitor news coverage of Arab and Arab-Americans issues; write letters to the editor; and maintain ADC book and video library. Assist in the production of the *ADC Times*, ADC's 32-page-bimonthly magazine; act as editor of *Intern Perspectives*, a summer newsletter; and help produce any other ADC publications.

Organizing: Conduct research on selected campaigns; learn about day to day grassroots organizing; maintain contact with ADC chapters; and help organize campaigns or chapter events.

President's Office: Assist ADC president; foundation research and grant writing; Congressional tracking, development of marketing strategies.

Congressional Offices: ADC may be able to place interns with the Washington offices of members of Congress. Applicants must be approved by both ADC and the congressional office. (These positions are unpaid.)

ESSAY

Submit a two-page statement about your goals as an ADCRI intern, and how your academic, professional, or extracurricular activities, or career goals are related to the position you requested.

SEND TWO LETTERS OF RECOMMENDATIONS

1. _____
2. _____

INTERNSHIP AGREEMENT

I agree to perform work assignments, which will be determined both by my qualifications and the needs of the organization. I agree to complete the full intern program. Time off for family or other obligations must be arranged before you are accepted into the program.

Signature

Date

Send materials to: ADC Research Institute, 1732 Wisconsin Ave., NW, Washington, DC 20007
Attn: Internship Coordinator. For questions, call (202) 244-2990 or E-mail: lbashir@adc.org