



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.

DEADLINE: Completed applications for the summer internship program must be received by March 15. Deadline for Legal Department applications is January 15. There is no deadline for 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

Academic Year Starting: _____ Ending: _____

INTERNSHIP PLACEMENT

Program: College Credit Work Study Volunteer

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

Chief Administrator: Assist and learn about non-profit management through analytic projects—finances, human resources, strategic planning.

Educational Programs: Mobilize activists in ADC’s “Reaching the Teachers” campaign; conduct research; respond to teachers/activists; contact with school systems; produce lesson plans; work with peace groups on Middle East issues.

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 Preferred) 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.

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; research and writing; Congressional tracking, maintain and update federal and organizational contacts.

Publications: 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.

US State Department: ADC can submit intern applications to the State Department for placement in Washington and overseas. These applications must go through the State Department application process. ADC cannot guarantee placement. ADC must receive applications at least two weeks ahead of the State Department deadlines: November 1 for summer internships; March 1 for fall; July 1 for spring.

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 RECOMMENDATION

1. _____
2. _____

INTERNSHIP AGREEMENT

I agree to perform work assignments which will be determined both by my qualifications and the needs of the organization.

Signature

Date

Send materials to: ADC Research Institute, 4201 Connecticut Ave., NW, Suite 300, Washington, DC 20008
Attn: Internship Coordinator. For questions, call (202) 244-2990 or E-mail: marvinw@adc.org