



CAIR / Qunoot Foundation Diversity and Intra-Community Outreach Internship Summer 2007 Application

Internship program details:

This internship will provide a stipend for one (1) intern to work at the Council on American-Islamic Relations (CAIR) during their Summer 2007 internship term. The total stipend amount will not exceed \$2,000 and will be distributed as follows: 50% at the beginning of the internship; and 50% after the submission of a 1,500 word paper which can be submitted after the eighth week of the internship program. The topic of the paper will be about, broadly, what steps can be taken to improve Sunni-Shi'a relations in the United States.

The main focus area of the position at CAIR is to increase appreciation and understanding of American Muslim diversity through research and intra-community outreach. This work follows in line with CAIR's mission to, among other goals, "encourage dialogue" and "build coalitions."

The Diversity and Intra-Community Outreach intern will, in addition to performing normal expectations inherent in the position (filing, errands, etc., at CAIR's discretion) be responsible for exploring issues specific to the Shi'a community in the United States and researching potential avenues to create better relations between America's Sunni and Shi'a communities. The Diversity and Intra-Community Outreach intern will work under CAIR's Research Department and its Director, Dr. Mohamed Nimer.

Who should apply:

The Qunoot Foundation Diversity and Intra-Community Outreach Internship is open to students and recent graduates—regardless of religious persuasion—who have shown a commitment to the promotion of mutual understanding within the American Muslim community. Outreach and research experience, particularly in statistics and ethnographic research, is preferred.

Applicants must submit the following:

In addition to submitting all items required by CAIR's general internship application, which is attached, applicants must submit answers to the following three essay questions. Answers should be typed, double-spaced, and no longer than 250 words each.

1. What is your vision for improving intra-Muslim relations in the United States?
2. Can you please describe your experiences in working to address concerns surrounding the Shi'a community or other intra-Muslim issues?
3. How does this Diversity and Intra-Community Outreach Internship fit into your long-term goals?

Two copies of both the general CAIR internship application as well as the Diversity and Intra-Community Outreach Internship application should be submitted. Both copies should be submitted, in entirety, to:

The Qunoot Foundation
PO Box 15538
Washington, DC 20003

All applications must be received by Friday, April 13, 2007. Please contact Mohamed H. Sabur with The Qunoot Foundation at mohamed@qunoot.org or (763) 442-4045 if you have any questions, concerns, or other issues regarding the internship position or the application process.

NOTE: Deadline has been extended to Monday, April 30th, 2007. All applications should be received at the above address by that date.

=====



Internship Application

Internship program details:

If you're strongly motivated to help the American Muslim community we'd like to hear from you -- no matter how busy your schedule may be. Since the best way to achieve our goals is to train and educate youth, CAIR provides great flexibility for intern schedules.

Summer internship:

- The application deadline for the summer internship program is **April 13, 2007**
- The summer internship program begins on Monday, June 4, 2007 and ends Friday, August 10, 2007
- Summer interns must work full-time
- American citizens, green card holders, or those eligible to work in the United States receive a stipend; others may work as unpaid interns

Year-round part-time internship:

- College students may intern for credit
- Non-students are also encouraged to apply
- Interns must work for a minimum of eight hours a week and at least four consecutive hours at a time
- Applications are accepted year-round

Year-round full-time internship:

- College and high school students may intern for credit
- Applications are accepted year-round
- A stipend is given to interns who work full-time for a minimum of two months and are eligible to work in the U.S. Others may work as unpaid interns

Who should apply:

Candidates must have completed their senior year in high school, although exceptions may be made for highly motivated applicants. To qualify for the stipend, interns must be U.S. citizens, green card holders, or have the appropriate documentation to work in the United States.

Applicants must submit the following:

- Completed application form -- signed and dated
- Resume -- include education, work experience, and extra-curricular involvement
- Skills paragraph
- Research paper
- Essay
- Three recommendations
- Proof of eligibility for employment in U.S.

Selection Process:

- CAIR receives more applications than there are positions available
- If your application is selected as a potential intern, you will be contacted for a telephone interview
- Your research paper and volunteer experience will be the primary topics of discussion during the interview
- Decisions are made within four-six weeks of receipt of a completed application

For more information, contact the CAIR Internship Department at 202-488-8787 or email irahman@cair.com.

Introduction

Part A:

Assalamu Alaikum.

Interns work in the areas of Legal and Civil Rights, Public and Media Relations, Research and Leadership Training, and Community Outreach and Chapter Development. For a detailed description of the internship positions, please read Part C, Section III.

All interns will receive a stipend of \$800 per month. Interns must obtain sponsors to provide for their travel, living (housing & food), and transportation arrangements. Please read the Important Information section that follows for details on all arrangements and expectations. Then please review the instructions and selected paper topics, and fill out the application and recommendation forms.

May Allah reward you for your efforts, Insha'Allah.

Wassalamu Alaikum wa Rahmatullahi wa Barakatuh

Important Information

Part B:

- 1) Interns will receive a stipend of \$800 per month.
- 2) Proof of eligibility for employment - A copy must be faxed with the application and the original must be presented on the first day of the internship. Proof may be:
 - Your U.S. Passport, alien registration card, certificate of naturalization, certificate of U.S. citizenship, current foreign passport with employment authorization and
 - Your driver's license PLUS your Social Security card, birth certificate, or current INS employment authorization.
- 3) Interns should have their own medical insurance in case of illness. CAIR will not be held responsible or liable for any health related claims
- 4) Interns are expected to work at least 40 hours a week. Also, interns must be ready to work weekends and evenings as needed.
- 5) Interns are expected to behave in a mature Islamic manner and to adhere to CAIR's internal policies and procedures.
- 6) Interns coming from outside the Washington D.C. area are expected to make their own arrangements for housing, food, and transportation during the internship (You can see the attachment at the end of the form). Please contact CAIR for information on available housing in the area.
- 7) If you need assistance in transportation from the airport, bus, or train station, please contact CAIR at least a week in advance to make arrangements.
- 8) The Washington, D.C. subway system is a fast, safe and clean way of getting around. Professionals, families, and individuals use the subway system. You can go to www.metroopensdoors.com for more information.
- 9) An internship at CAIR is an acceptable method for receiving college credit. Be sure to visit your college/institution and follow the necessary steps and procedures for getting your internship approved by the counselor's office. CAIR will comply with the necessary procedures to assist you in attaining college credit for your internship. Please notify us if you require any further assistance with these procedures for attaining college credit, or if you should require proof of your internship with our organization.

II. Internship Placement Session 2007-2008

→Please indicate which session you are applying for←

Note: If the dates below falls on weekend then the start date shall be the following Monday and end date will be the preceding Friday.

Summer Internship (10 week session): **First Monday of June until the Second Friday of August**

Internship during year: _____ consecutive months beginning on the first day of _____.

(2 months minimum)

Please contact the Internship Department to set up a schedule and other details.

III. Internship Positions

Community Outreach/Development: Responsibilities include organizing events sponsored by CAIR, proposing & creating new material to promote CAIR, preparing an exhibit, web site development, receiving information about events conducted by other organizations or Muslim communities, and helping out with inquiries by members and guests. Responsibilities include acting as a liaison between CAIR and the local Muslim community, organizing outreach programs with mosques and Islamic centers, and developing and implementing strategies to attract individuals to become involved with CAIR.

Public/Media Relations: Responsibilities include informing the media about Islamic activities in the country, monitoring the local and national media, writing editorials, and assisting in issuing the CAIR newsletter. Interns will develop their skills for writing in a journalistic style. They will also learn how the media works and how to develop press releases and media packets.

Legal/Civil Rights: Responsibilities include assisting the civil rights coordinator in every day functions such as contacting individuals with civil rights cases, communicating with offending parties, civil rights research and development, data entry, and filing. An interest in law and civil rights is suggested.

Research: Responsibilities include assisting the research director with data entry, filing, internet research and conducting telephone interviews and administering surveys. An interest in political science and research is highly suggested.

Government Relations: Responsibilities include assisting the department in following legislations, activities on the hill pertinent to issues facing Muslims. Assist in programs and activities of the department. Assist in database management. Assist in coalition building with other Muslim and non Muslim organizations.

Training: Responsibilities include assisting the training director in developing programs to help expose participants to the myriad of individuals and institutions that play essential roles in creating and shaping public policy. Aid in developing training programs to improve participants' analytic, communication and problem solving skills. Assist in strengthening training programs to improve the quality and creativity of decision-making in the field of public affairs.

Chapter Development: Responsibilities include assisting the chapter development director with addressing issues and developments pertaining to the local Muslim community and supporting the activities of CAIR nationwide. Interns will be responsible for undertaking any activity reasonably related to and in furtherance of the purposes of CAIR in its scope of jurisdiction through, but not limited to the following means: media relations, local political activism, outreach, inter-faith relations and anti-discrimination work. They will aid in maintaining contact through e-mail and phone calls; providing helpful information and supporting chapter development; communicating chapter needs to the Director of Operations and facilitating any training needed by chapter.

** In addition, to the positions and duties above all interns will have to do their share of administrative work (filing, copying answering phones, typing, running errands, etc.).*

_____ **Legal/Civil Rights**
_____ **Public/Media Relations**
_____ **Community Outreach and Development**
_____ **Research**
_____ **Training**
_____ **Chapter Development**

IV. Housing and Financial Information

- 1) Do you reside in the DC metro area? Yes No
If you answered "no", where are you currently residing? Will you face any challenges relocating to the DC area for the course of the internship session?
-

- 2) Do you have a car that you can drive to get to the CAIR office? Yes No
3) Can you take the subway to get to the CAIR office? Yes No
4) Can you help in transporting other interns to and from CAIR? Yes No

V. Resume and Skills

- 1) Please include a resume with the application.
2) In approximately one paragraph summarize your skills that are pertinent to working with CAIR.

VI. Research Paper

Please submit a research paper based on one of the topics below. This paper should be a minimum of 10 pages typed, double-spaced in either Arial or Times New Roman 12-point font. The paper should follow MLA standards and include at least five primary sources. Magazines, journals, radio, television programs and the Internet may be used, but should be clearly referenced. You should include footnotes along with a comprehensive bibliography of used and consulted materials.

All papers are the property of CAIR along with its various chapters and affiliates. All papers become the property of CAIR and thus may be copied, used and distributed without warning or consent of the author.

Topics:

1. **Terrorism and its effect on Muslims**
2. **Muslims in America – Post 9/11.**
3. **Where is the Muslim leadership failing?**
4. **Prisons:** What rights do our incarcerated Muslim brothers and sisters have? Currently the Muslim civil rights arena has only brushed over the issue of rights for incarcerated individuals. Research in regards to the study of laws, both constitutionally on state and federal levels, needs to be done. A focus on federal regulations that are over encompassing of state laws should be included in addition to an overview of the 48 contiguous states.
5. **Employment:** What rights do Muslims have in the workplace? Research in regards to the study of laws, both constitutionally and on state and federal levels needs, to be done. A focus on federal regulations that are over encompassing of state laws should be included in addition to an overview of the 48 contiguous states.
6. **Public Schools:** What rights do Muslim students have in regards to public school regulations that don't necessarily meet their needs, though they may exist? How can they go about changing those regulations? Research needs to be done for four public school systems. Existing regulations and laws need to be identified and updated to meet the needs of Muslim students, if they are not currently accommodating.
7. **Public Policy:** Muslim organizations have made progress in the field of public policy, but we still have a long way to go. An in-depth study of other minority groups such as the African Americans or Native Americans' should be, done to see the steps taken by those groups to reach the success that they have achieved thus far. This should then, in turn be used to form a "model" that Muslims can follow.

8. **Technology:** The current trends of e-business and commerce have radically changed how business is done. How can an organization such as CAIR best capitalize and expand using this e-technology? Research should be done by first identifying the extent to which CAIR has already expanded into this field and then to further this expansion by fully utilizing the technology that is available. CAIR's web site should be the focal point of this evaluation and recommendations should be made in accordance.
9. **Membership:** Research the best practices of membership and fundraising in non-profit organizations. Different types of solicitations that exist, segmenting members and donors, recommendations for expanding constituent pools and targeting donors should be emphasized.
10. **Leadership:** Research should be done to identify successful faith based leadership programs. These programs should then be integrated with Islamic values and leadership concepts, and thus turned into an Islamically oriented leadership-training program.
11. **Propaganda:** Day in and day out we are constantly bombarded with subliminal messages and different forms of propaganda. Pick a successful propaganda plan (anything from Hitler's "lies" about Aryan's to the U.S. during Vietnam). Research the characteristics of a successful propaganda plan; it's methodologies, plan of action and percentage of success among the masses. Then take these characteristics and compare it to a modern day "plan of propaganda" that has not been identified, but will become evident once we look back into history five years from now.
12. **Volunteerism:** The success of any non-profit organization lies within the quality and quantity of its volunteers. Research the best recruitment methods of grass roots volunteerism. Identify the best incentive for recruiting volunteers and keeping them satisfied and happy and willing to come back again and again.
13. **Polling:** Polling techniques have become a powerful tool for the mass media. Research the effectiveness of polls, what it takes to conduct a scientifically sound poll and then use these methodologies to poll a group of people on any question that you see fit's into CAIR's agenda.
14. **NGO'S:** Non-Governmental Organization. What is the definition of an NGO? What are the characteristics? How successful are NGOs? Are NGOs lobby groups? If so, how effective are they? How many Muslim, if any, NGOs do we have? What would be the benefit of such organizations and what needs could they meet that the existing Muslim organizations are not addressing? Could CAIR be considered an NGO? If so, how successful is CAIR and what can they do to improve?
15. **Dawah:** The topic of proselytizing is one that is much discussed in the United States. As Muslims we practice something similar to proselytizing called dawah. As Muslims in American we have different ideologies and methodologies of how to implement this concept and converge it in our daily lives. Research the different types of dawah, state if the methodologies are effective, passive, aggressive, etc. Compare this dawah with the proselytizing that occurs within other religious groups. Research other minority religions that have successfully proselytized and compare this with what is now happening in the Muslim community.
16. **Lobbying:** Thousands of lobbyists work around the nation's Capital to lobby the government on a wide range of issues. Billions of dollars are spent or given to bring, a specific point of view to the forefront. Often strong lobbying from the rich, results in getting the laws which benefit them passed. Pardons by former President Clinton, highlights this point. This paper should present a detailed insight into the institution of lobbying with its merits and drawbacks. This paper will reinforce the points through cases and examples.
17. **Open Topic:** Select a topic of your choice similar to the ones above that would fit into or may be of interest to what CAIR does. Some examples could be in the area of civil and religious rights, media, communications, discrimination, racism, and the power of Internet.

VII. Essay

Please describe some MSA, MYNA, Cair, Mosque, or political projects, that you have worked on or are working on that will give us additional background information on your particular fields of experience and expertise.

VIII. Recommendations

Please provide the following information for **three** people that have worked with you and/or know you well. These individuals may include the Imam of an Islamic Center, community leader, president of the community center/mosque or another individual (once it has been cleared by the Internship Department) **NOTE:** A Recommendation form is attached, please remember to duplicate the form.

Name _____ Position/Organization _____

Address _____ City _____ State _____ Zip Code _____

Name _____ Position/Organization _____

Address _____ City _____ State _____ Zip Code _____

Name _____ Position/Organization _____

Address _____ City _____ State _____ Zip Code _____

IX. Internship Agreement

I understand that by submitting this application for admission to CAIR, CAIR has the liberty to place me in the position most suited to my qualifications. If I am selected as an intern, I agree to notify CAIR, in writing, of my acceptance as soon as possible. If CAIR does not receive notification from me, then CAIR can assume that I am not participating in the internship program. Finally, I certify that I have read and understood all the information above and all the information I have provided is complete and accurate to the best of my knowledge.

Signature _____ Date _____

Please fax or email completed materials to CAIR
Please contact Internship Coordinator at CAIR if you have any questions:

CAIR
Council on American-Islamic Relations
453 New Jersey Ave, SE
Washington, DC 20003
Phone: 202.488.8787 Fax: 202.488.0833
E-mail: irahman@cair.com

Washington DC

Washington DC Student Housing

The following locations offer short-term housing options for interns and students in Washington DC in dormitories and other shared living arrangements.

- [American University Summer House for Interns](#) - Dormitory housing, all utilities included
- [The Catholic University of America](#) - Summer housing is available for interns
- [George Mason University](#) - Dormitories, apartments and townhouses available for summer interns
- [Georgetown University - Summer Housing](#) - Fully furnished apartment dormitories
- [Georgetown University Law Center](#) - Housing is available for summer interns
- [The George Washington University- Summer Housing Opportunities](#) - A variety of options for on-campus housing arrangements
- [International Student House of Washington DC](#) - Dormitory-style housing
- [Thompson-Markward Hall](#) - Dormitory-style housing for women
- [The Washington Center for Internships and Academic Seminars](#) - Housing may be available for non-program participants. Furnished apartments with fully equipped kitchens
- [Washington Intern Student Housing \(WISH\)](#) - Shared housing; fully furnished, linens, household supplies, all utilities included; in various convenient locations in Washington DC

Housing Information Sources for Washington DC

Use the following sources to access a variety of housing listings for the Washington DC area. Please evaluate your housing options carefully as not all may be suitable for student living.

- [Apartments.com](#) - Washington DC classified listings
- [Apartment Solutions](#) - Classifieds for the Washington DC, Baltimore & Philadelphia
- [Capital Action, Nonprofit Social Group in DC](#) - Subscribe to housing list
- [Catholic University's Off-Campus Housing Resource Center](#) - Lists housing sources
- [City Sublets](#) - Sublet listings for numerous metropolitan areas
- [Craig's List DC](#) - Classified listings
- [DC Pages.com](#) - Washington DC rental listings
- [DC Registry](#) - Online classifieds including summer housing
- [The Georgetown University Off-Campus Housing Referral Service](#) - Can obtain guest user id and password for access to this service
- [The Hill Classifieds](#) - Interns housing listings and rentals
- [Hillzoo.com classifieds](#) - Rental listings and ads for rental seekers
- [Homestay](#) - Provides housing assistance to visiting students

- [Homestore.com](#) - Rentals, Roommates, Student Center, tips, articles, and classifieds
- [Housing 101](#) - Nationwide online housing classifieds
- [The Housing Forum](#) - Online short-term housing classifieds
- [Internhousing.com](#) - Subscribe for online housing assistance and classifieds
- [The Politix Group- Washington Short-Term Housing](#) - Lists a variety of sources for short-term housing
- [Roll Call Classifieds](#) - Capital Hill classifieds
- [Washington City Paper](#) - Classified section
- [Washington Office of the College of William and Mary- Washington Summer Housing Information](#) - Lists a variety of sources for student summer housing
- [The Washington Post](#) - Classified section
- [The Washington Times](#) - Classified section
- [Yahoo Directory](#) - Rentals and roommate listings

Related Information for Washington DC

- [DC Pages](#) - Good source of information on life in Washington DC - arts, weather, museums, shopping & sports
 - [DC Registry](#) - Internet Guide to Washington DC
 - [Washington DC Metro Bus and Train website](#)
 - [Washington DC Metrorail Map](#)
 - [Washington DC Neighborhood Guide](#)
 - [Yahoo Washington DC](#) - Directions for Washington DC area
-