

# MUSLIM PUBLIC SERVICE NETWORK

## SUMMER INTERNSHIP PROGRAM



### Program Application

**Sixteenth Annual  
SUMMER INTERNSHIP PROGRAM**

**Washington, D.C.  
June 1 - July 31, 2010**

*A Career Opportunity for  
Undergraduate and Graduate Students*

◆ [www.muslimpublicservice.org](http://www.muslimpublicservice.org) ◆

# Important Dates & Application Checklist

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<b>All Applicants</b>		
<b>December 1, 2009</b>	MPSN Summer 2010 Application Available	<i>Parts I &amp; II may be submitted separately.</i>
<b>May 15, 2010</b>	1 <sup>st</sup> Installment of Program Fee Due	<i>Applicable to accepted interns only.</i>
<b>June 1 – July 31, 2010</b>	MPSN 16 <sup>th</sup> Annual Summer Program	
<b>July 1, 2010</b>	2 <sup>nd</sup> Installment of Program Fee Due	<i>Applicable to accepted interns only.</i>

<b>Early Decision</b>		
Priority consideration will be given to applicants who apply by the Early Decision deadline. Applicants are strongly encouraged to apply for Early Decision.		
<b>December 1, 2009 – March 31, 2010</b>	Early Application Filing Period	
<b>March 31, 2010</b>	Part I Deadline: Early Decision	<i>See Part I of checklist for required documents</i>
<b>April 10, 2010</b>	Part II Deadline: Internship Confirmation & Financial Aid Applications	<i>See Part II of checklist for required documents</i>
<b>April 15, 2010</b>	Notification of Early Application & Financial Aid Decisions	
<b>April 22, 2010</b>	Deadline: Confirmation of Attendance	

<b>Regular Decision</b>		
<b>December 1, 2009 - April 10, 2010</b>	Regular Application Filing Period	
<b>April 10, 2010</b>	Part I Deadline: Regular Decision	<i>See Part I of checklist for required documents</i>
<b>April 25, 2010</b>	Part II Deadline: Internship Confirmation & Financial Aid Applications	<i>See Part II of checklist for required documents</i>
<b>April 15 - 30, 2010</b>	Notification of Regular Application & Financial Aid Decisions	<i>Decisions will be sent out on a rolling basis.</i>
<b>May 7, 2010</b>	Deadline: Confirmation of Attendance	

## Application Checklist

Incomplete applications will not be reviewed. Please review the checklist to ensure that all application materials are submitted. **For an application to be considered complete, an applicant must have secured an internship.**

Three notifications will be sent via email:

- Once your application has been received;
- All documents have been submitted and review of your application has begun;
- Scheduling your interview time and date

PART I	
1. Completed MPSN 2010 Application	<a href="mailto:admissions@muslimpublicservice.org">admissions@muslimpublicservice.org</a>
2. Professional Resume – one page limit	<a href="mailto:admissions@muslimpublicservice.org">admissions@muslimpublicservice.org</a>
3. Personal Statement	<a href="mailto:admissions@muslimpublicservice.org">admissions@muslimpublicservice.org</a>
4. \$15 Application Fee (\$30 after March 31, 2010) <i>Select “Single Donation” on PayPal link, and specify applicant name</i>	<a href="http://www.muslimpublicservice.org">www.muslimpublicservice.org</a>
5. Three sealed reference letters mailed in one envelope. <i>Note: Postmark date not taken into consideration</i>	MPSN Internship Program 438 3rd Street, NE Washington, DC 20002

PART II	
1. Summer Internship Confirmation - via letter/email from employer	<a href="mailto:admissions@muslimpublicservice.org">admissions@muslimpublicservice.org</a>
2. OPTIONAL: Completed Financial Aid Form and Supplemental Documents	<a href="mailto:admissions@muslimpublicservice.org">admissions@muslimpublicservice.org</a>

# About the Application and Program

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## Day Internships

Applicants are encouraged to secure internships in line with his or her career goals as early as possible, as most competitive internships are usually filled in the fall or early spring. It is the applicant's responsibility to secure a day internship. If you would like further guidance on MPSN's internship criteria, please contact MPSN.

**Internship Hours** – Interns are expected to work 32 to 40 hours per week on weekdays. MPSN workshops and classes are held weeknights and weekends, and therefore interns are to clear their schedule by 6pm on weeknights and all day Saturday and Sunday. If exceptions are needed, complete the "Attendance" section of the application. Internship dates must coincide with the duration of the MPSN program.

**Acceptable Internships** – Internships must be public service and civic engagement related. Some examples of acceptable internships are with congressional offices, journalism/media, think tanks, federal agencies, judicial internships, and non-profit advocacy organizations.

**Internships with foreign embassies, Muslim organizations, or ethnic organizations with predominantly Muslim populations do not qualify as acceptable internships for MPSN.**

## Program Fees & Financial Aid

The MPSN program fees for participants are as follows:

- Interns – \$1,500 (payable in two installments of \$750)
- Externs – \$700 (payable in two installments of \$350)

The first installment of the program fee is due May 15, 2010 and the second by July 1, 2010

In order to assist interns in need of financial assistance, MPSN has established a financial aid program separate from the admissions process. The financial aid application is available on the MPSN website.

## Medical Information

MPSN requires you to carry your own health insurance. MPSN does not provide any insurance or any other type of coverage. If accepted, you will be asked to provide proof of medical insurance and complete a medical information form.

## Strengthening Your Application

### Apply On Time

- Apply early for internships and MPSN. Apply to internships while you are in the application process of MPSN. Do not wait for an MPSN decision to start your internship search.
- Applications will not be reviewed until all mandatory reference letters are on file. The Admissions Committee is not responsible for following up with your references about their letters; it is your responsibility.

### Be Thorough

- Submit a complete application. All sections of the application are mandatory and incomplete applications will delay the admission process.
- Proofread all segments of your application. Grammatical errors, as well as poorly written essays weaken your application.

### Follow the Outlined Process

- Staff or alumni are welcome to submit recommendations and letters of support; however, any connections to staff/alumni do not by themselves increase your chance of admission.
- Informal communications of support from MPSN alumni/staff to the Admissions Committee will not be considered during the evaluation of the application.

### Share Your Strengths

- The interview is your chance to help the Admissions Committee get to know you better. It is an opportunity to highlight your strengths and unique factors that would be an asset to MPSN and your classmates.
- Take a moment before answering questions to compose your thoughts.

Email [admissions@muslimpublicservice.org](mailto:admissions@muslimpublicservice.org) if you have any questions about the application process.

# Summer Program Application

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## Demographic Information

Full Name Date of Birth

Current Mailing Address

Permanent Mailing Address (if different)

Email Phone

Marital Status Gender

Citizenship\* Ethnic Background

*\* Due to limited capacity, preference is given to US citizens, permanent residents and others with other long-term US legal status.*

## Recruitment\*

How did you hear about the Muslim Public Service Network's Summer Internship Program?

*\* Supplementary recommendation letters from MPSN alumni must be submitted concurrently with all application materials.*

## Attendance and Other Obligations

MPSN internships require full participation and presence in Washington, DC from 6/1/10 – 7/31/10. Please note any need for late arrival or potential absences during the program. **If accepted, you must receive written approval of requested days off from MPSN staff.**

Arrival Date Departure Date

I would like to request an exception for the following day(s)

for the following reason(s)



## References

Three letters of reference are required. Please submit a reference letter from each person in a sealed/unopened envelope. All three letters must be submitted in ONE envelope and received no later than the application deadline.

### 1. Professional Reference

Name Position

Phone Email

How long have you known this person?

I have the letter and will mail it today

### 2. Academic Reference

Name Position

Phone Email

How long have you known this person?

I have the letter and will mail it today

### 3. American-Muslim Community Involvement/Activism Reference

Name Position

Phone Email

How long have you known this person?

I have the letter and will mail it today

## Personal Statement

The personal statement is an opportunity to strengthen your application and to let us know what is important to you. The personal statement should be no more than 600 words.

At a minimum, your personal statement should include:

- Your leadership and activism within and outside the Muslim community.
- Your career goals and how you see your participation in MPSN furthering your pursuit of these goals.

**Please choose ONE of the following two prompts:**

1. MPSN is committed to creating a network reflective of the diversity of the American Muslim community with varied personal, intellectual, professional, ethnic, social and economic backgrounds.
  - What do you hope to gain from this community?
  - How are you equipped to handle the challenges of closely living and studying with such a diverse group?
  - What are the unique factors, if any, in your experiences and background that would contribute to the diversity of the 2010 MPSN Class?
2. Provide any relevant information that is not available elsewhere in your application.

## MPSN Code of Conduct and Ethics

Read [http://www.muslimpublicservice.org/summer\\_program\\_details.html](http://www.muslimpublicservice.org/summer_program_details.html) and initial one statement below:

I have read and accept the MPSN Code of Conduct and Ethics as outlined in the Program Description.

I have read and DO NOT accept the MPSN Code of Conduct and Ethics as outlined in the Program Description.

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**My statements on this form, and any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I undertake to notify any material changes in the information I have given above to MPSN.**

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Signature

Date