

SUMMER FELLOWSHIP 2012

MUSLIM PUBLIC SERVICE NETWORK



THANK YOU FOR YOUR INTEREST IN THE MUSLIM PUBLIC SERVICE NETWORK'S (MPSN) SUMMER FELLOWSHIP PROGRAM!

Before you begin the process of applying, please remember that you should meet ALL of the following criteria:

- At least 18-years-old by June 1;
- Enrolled as a degree-seeking student at a four-year accredited college or university at the undergraduate, graduate, or professional school level; and
- You are a citizen of the United States or a permanent resident of the United States.*

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

APPLICATION CHECKLIST

To help keep track of everything you need to do through the application process, follow the checklist below. Incomplete applications will delay the processing of your documents.

PART I

1. **COMPLETE SUMMER FELLOWSHIP PROGRAM APPLICATION**

You may submit the form by pressing the “Submit” button in the file itself, or by emailing it as an attachment to admissions@muslimpublicservice.org. The application includes a MANDATORY essay to qualify you for a joint scholarship between Islamic Scholarship Fund (ISF) and MPSN.

2. **PAY APPLICATION FEE VIA [Network for Good](#)**

The application fee is \$30 before March 31; \$50 after April 1. Make sure to type in your name and “Application fee” in the designation field.

3. **NOTIFY YOUR REFERENCES THAT THEY WILL RECEIVE AN EMAIL FROM MPSN SOON**

We encourage you to contact your references prior to entering their contact information in the application so they will expect our email. Please complete that part of the application as early as possible so your references will be completed in a timely fashion.

4. **APPLY FOR INTERNSHIPS**

Start applying for internships in DC as soon as possible! You do not have to secure an internship before submitting your application. However, you must secure an acceptable internship in order to participate in the program. Remember, your internship must meet MPSN's acceptable internship guidelines in order to participate in the program. We will help you find internships, with our partners in D.C, but the responsibility of finding internship rests on you!

5. **FINANCIAL AID APPLICATION AND SUPPLEMENTAL DOCUMENTS (OPTIONAL)**

See page 4 for more details.

PART II

1. **PHONE INTERVIEWS**

After you submit all documents for Part I, you will be contacted to schedule two separate phone interviews; please allocate 30-45 minutes for each.

2. **EMAIL SUMMER INTERNSHIP CONFIRMATION TO ADMISSIONS@MUSLIMPUBLICSERVICE.ORG**

Once you've secured a summer internship, forward your employer's written confirmation to MPSN. Your internship must meet MPSN's acceptable internship guidelines in order to participate in the program.

IMPORTANT DATES AND DEADLINES

Be sure to review the steps you must take, and by when, to ensure your application receives proper consideration. If you apply after the deadline, your application will be considered only if spaces are still available.

	Early Decision	Regular Decision
SUMMER FELLOWSHIP APPLICATION AVAILABLE	January 25	
FILING PERIOD <i>Parts I & II may be submitted separately</i>	February 10 – March 31	February 10 – April 15
PART I DEADLINE	March 31	April 15
PART II DEADLINE	April 15	April 25
APPLICATION & FINANCIAL AID DECISIONS SENT OUT	No later than May 1	
DEADLINE: CONFIRMATION OF ATTENDANCE	May 10	
SUMMER FELLOWSHIP PROGRAM	June 1 -July 31	

PROGRAM FEES

Accepted fellows are responsible for their own travel expenses to and from DC, unless they additionally qualify for travel assistance. Fellows are provided room, board, and other program related services. All incidental costs such as personal clothing, laundry, medicine, and entertainment must be covered by the fellows themselves.

	Fellows	Non-Residential Fellows
TOTAL PROGRAM FEE (PAID VIA Network for Good)	\$4,000	\$1,500
<i>First Installment Due (50%)*</i>	May 10	
<i>Second Installment Due (50%)</i>	June 1	

* The first installment of the program fee is due May 10 (or one week within your acceptance – whatever is earlier).

FINANCIAL AID

In order to assist fellows in need of financial assistance, MPSN has established a financial aid application separate from the admissions process. You may request a financial aid application **before submitting your program application** by email at admissions@muslimpublicservice.org.

ABOUT THE PROGRAM & APPLICATION

Before you begin filling out the application, read the information below.

PARTICIPATION

Participants are required to be in Washington, DC from June 1 – July 31 and to fulfill programmatic obligations. You may request exemption dates in this section for late arrival or potential absences during the program. **Accepted participants** will be informed whether exemptions can be accommodated.

MEDICAL INFORMATION

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

NON-RESIDENTIAL FELLOWS

While the residential component is an integral part of the summer experience, MPSN recognizes the special circumstances for those who have secured their own housing in Washington, DC. For qualified applicants with these circumstances, a limited number of non-residential fellows may be accepted to the program.

Non-residential fellows are expected to fully participate in programmatic activities (including seminars, etc.), in addition to ensuring their commute is not an obstacle to participation. They may be excused from no more than **one evening session per week**. You must indicate if you would like to be considered for a non-residential fellowship in this section.

OTHER PROGRAM OBLIGATIONS

Attendance at evening sessions is essential to maximize the MPSN summer program experience. However, participants with obligations with other D.C. based programs (i.e. Washington Leadership Program, The Washington Center, etc.) may be excused from no more than **one evening session per week**. MPSN will work with participants and partner organizations to attempt to fulfill attendance requirements for both.

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.

Fellows are expected to work 32 to 40 hours per week on weekdays. MPSN workshops and classes are held weeknights and weekends, and participants are expected to clear their schedule by 6pm on weeknights and all day Saturday and Sunday.

ACCEPTABLE INTERNSHIP CRITERIA

Participants must secure internships that are 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 the summer fellowship.

REFERENCES

You will need three references to apply to MPSN. These references are an integral part of your application package and MPSN does not consider an application complete until we receive all references.

In the MPSN application, you will be asked to list the names and email addresses of your three references – professional, academic and an American-Muslim community involvement. Please ask your references if they are willing to serve in this capacity *before* you enter their contact information in your application.

THE FOLLOWING ARE ACCEPTABLE TO USE AS REFERENCES:

- Someone who supervised you when you held either a paid or volunteer position, such as any type of full-time or part-time job, a summer internship or internship during the school year, teaching assistant position, etc.
- Someone who served in a leadership role such as short-term service trip leader or a professional who served as a student group advisor.

THE FOLLOWING ARE NOT ACCEPTABLE TO USE AS REFERENCES:

- Family members or close family friends
- Peers

PERSONAL STATEMENT

The personal statement is an opportunity for MPSN admissions committee to learn more about who you are, and what is important to you. What you tell us in your personal statement gives us the context to better understand the rest of the information you've provided in your application.

At a minimum, your 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; and
- Any relevant information not listed elsewhere in your application.

RÉSUMÉ

Please copy and paste your résumé in the field provided. Please be sure to include your education, work experience, foreign language skills, awards, honors, and extracurricular activities. Your résumé should be no more than one page.

To correct any formatting errors inside your résumé, you must first save the original file in a .txt format. To do this, go to the "Save As" option and then choose to save it as a "Plain Text (*.txt)" file. Open the new file and ensure the text appears in an acceptable format and then copy and paste into the application.

ISF-MPSN JOINT SCHOLARSHIP

Every MPSN applicant will have to also write a short (400 words) essay to be sent to the Islamic Scholarship Fund to qualify for their merit-based scholarship. This scholarship will be for 2 admitted MPSN fellows for \$1000 each. For the qualifications and other information about the scholarship, please see page 15.

STRENGTHENING YOUR APPLICATION

APPLY ON TIME

- Apply early for internships and MPSN. Remember to apply for internships while you are in the application process of MPSN. Do not wait for a decision from MPSN to begin your internship search. We will assist you with your internship search, but it is important for you to apply to those internships that are most relevant to your career, on your own!

BE THOROUGH

- All sections of the application are mandatory, and incomplete applications will delay the admission process.
- Proofread 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.

SHARE YOUR STRENGTHS

- The interviews will help the Admissions Committee get to know you better.
- 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.

SUMMER FELLOWSHIP APPLICATION

DEMOGRAPHIC INFORMATION

First Name	Last Name	
Current Address		
City	State	Zip
Permanent Address		
City	State	Zip
Email	Phone	
Gender	Date of Birth	
Marital Status	Ethnicity	
Citizenship*		

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

EDUCATION

UNDERGRADUATE

University	City, State
Degree/Program	Cumulative GPA
Major(s)	Minor(s)
Began Attending	Graduation Date (expected)

GRADUATE

University	City, State
Degree/Program	Cumulative GPA
Major(s)	Minor(s)
Began Attending	Graduation Date (expected)

RECRUITMENT

How did you hear about MPSN's Summer Fellowship?

MPSN alumni	Facebook, Twitter
MPSN website	University department
Internet search	Email list serve
MSA	Other

PARTICIPATION REQUIREMENTS

ATTENDANCE

Participants are required be in Washington, DC from June 1 – July 31 and to fulfill programmatic obligations. You may request exemption dates below for late arrival or potential absences during the program. **Accepted participants** will be informed whether exemptions can be accommodated.

Arrival date

Departure Date

Requested exemption date(s)

Reason

NON-RESIDENTIAL FELLOWS

- Would you like to be considered for a non-residential fellowship?
- Have you secured independent housing arrangements for the summer?

OTHER PROGRAM OBLIGATIONS

- Will you have any material, academic, voluntary or professional commitments (other than your internship) between June 1 through July 31?
- Are you (or have you applied to be) involved with another DC-based program directly or indirectly involved with your internship placement?

No (skip section C)

Yes (go to section C)

- Please indicate the name of the organization and your contact below.

Organization Name

Contact Person

Email

INTERNSHIP STATUS

MPSN does not place or provide applicants with internships. Applicants are responsible for securing internships with organizations that fit within the acceptable internship guidelines. Using the space below, please list all summer internship applications you have submitted.

Organization Name

Title of position

Internship Status

Notification Date

REFERENCES

MPSN will send an email requesting references on your behalf to the individuals you indicate in your application. We encourage you to contact your references prior to entering their information in the application so they will expect our email.

PROFESSIONAL REFERENCE

Name

Title

Email

Phone

How long have you known this person?

ACADEMIC REFERENCE

Name

Title

Email

Phone

How long have you known this person?

AMERICAN-MUSLIM COMMUNITY REFERENCE

Name

Title

Email

Phone

How long have you known this person?

CODE OF CONDUCT AND ETHICS

MPSN represents a full spectrum of the schools of thoughts in Islamic jurisprudence as well as ethnic and cultural backgrounds. This diversity is a fundamental strength of the program, and the MPSN environment is built on mutual respect, understanding and a willingness to learn from each other.

To create an atmosphere where this diversity can flourish, MPSN has adopted the following guidelines. Accordingly, participation in the MPSN Summer Fellowship Program is based on the condition that each fellow willingly accepts and agrees to these guidelines. **Any gross violation of this provision may result in termination of your participation in the Summer Fellowship Program.**

GENERAL

- Fully agree with the aims and objectives of the MPSN Summer Fellowship Program, and work with integrity, competence and diligence for its success during and after their stay;
- Not participate in activities that are directly or indirectly against the generally accepted basic norm of Islamic teachings and behavior, state, or federal laws;

IN-HOUSE ACTIVITIES

- Treat program fellows, Resident Assistant(s), staff, and all visitors with respect and understanding;
- Fully participate in by engaging in class discussions and completing assignments in a timely manner;
- Salat is an integral part of a Muslim's faith, and fellows are encouraged to perform their prayers in congregation (Jama'at) whenever they are in a MPSN house;
- Willingness to work with peers and develop solutions for the greater good of the group and the Summer Program;
- Follow the instructions of program staff and Resident Assistant(s), and fulfill the responsibilities as housemates;
- Follow the daily schedule for house activities (cooking, cleaning, prayers, pre-planned group outings, etc.) and agreed upon curfews (except with prior permission by the Resident Assistants);

INTERNSHIP ASSIGNMENTS

- As representatives of the American-Muslim community and MPSN, perform, to the best of his/her ability, the internship assignments;
- Complete his/her internship requirements, including employer evaluation and interview by a MPSN program representative.

CHECK ONE STATEMENT BELOW

I have read and **accept** the Code of Conduct and Ethics as outlined above.

I have read and **do not accept** the Code of Conduct and Ethics as outlined above.

PERSONAL STATEMENT

The personal statement is an opportunity for MPSN to learn more about who you are, and what is important to you. At a minimum, your 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; and
- Any relevant information not listed elsewhere in your application.

PROMPT

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 summer class? (Word limit: 500)

RESUME

Please copy and paste your résumé below.

ISF MPSN SCHOLARSHIP

The Islamic Scholarship Fund, ISF is 501(c)(3) non-profit organization with the mission to address Muslims' underrepresentation in the fields of studies and occupations that make public policy and influence public opinion. ISF aims to bring about long term change by providing academic scholarships and internships for students in the fields of humanities, social sciences, liberal arts and law in order to encourage and support the future Muslim lawyers, politicians, writers, journalists, film makers and academicians of the society.

In addition to offering scholarships and facilitating internships, ISF sponsors fellowship programs in its supported fields and majors. ISF is honored to work with the MPSN and to provide financial assistance to students who are trying to bridge the gaps between the academy and the professional world through internships.

The ISF-MPSN Scholarship is open to students who meet the following requirements:

- A Citizen or Permanent Resident of the US;
- Muslim /active involvement in the Muslim community;
- Currently attending an accredited four-year university in the United States of junior standing or above (including graduate level);
- Majoring in the humanities, social sciences, liberal arts, or law; and
- Maintaining a minimum 3.4 Grade Point Average.

In 400 words, describe your personal goals and where you envision yourself in the next 8-10 years in the space below. Please be as concrete as possible.

CERTIFICATION

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 the Muslim Public Service Network (MPSN).

Name

Signature