



ARMENIAN ASSEMBLY OF AMERICA SUMMER INTERNSHIP PROGRAM IN ARMENIA

PROGRAM INFORMATION

The Armenian Assembly of America's (AAA) Summer Internship Program in Armenia (SIP) provides interns the unique opportunity to live and work in one of the most historically and culturally rich countries in the world. Since its inception in 1999, over eighty interns have participated in the program working in various offices in Armenia. This internship provides Armenian-American youth the opportunity interact both professionally and socially with their Armenian counterparts. However, it is very important to keep in mind that the work environment and expectations in Armenia differ from that of the United States. Potential applicants should possess a great deal of responsibility to take the initiative when needed.

Interns are expected to participate in the three components of the internship program:

- 1) Internship
- 2) Meetings with prominent individuals
- 3) Excursions

Interns will be placed in internships that meet their preferences and needs of the offices where they may be placed.

In addition to their daily work schedule, interns will meet with government officials and other prominent individuals in and around Yerevan and Stepanakert. These meetings provide interns the chance to discuss pertinent issues facing Armenians today.

Assembly staff organizes excursions to historic, cultural and other interesting locations in and around Yerevan, and throughout Armenia and Nagorno Karabakh. Some of these excursions are overnight.

Free time is worked into the schedule so that interns have time to explore and discover Armenia on their own.

The duration of the internship is eight weeks. The Armenian Assembly of America will help facilitate housing arrangements for participants to live in apartments that are shared with two or three interns.

Like any internship program of this nature, there are several costs associated with participation. Below is a table indicating the costs covered by the Armenian Assembly and those which are the responsibility of the interns.

Armenian Assembly	Interns
<ul style="list-style-type: none"> • AAA-organized weekend trips (rooming, transportation, meals) 	<ul style="list-style-type: none"> • Travel to/from Armenia
<ul style="list-style-type: none"> • Excursions (museums and tourist attractions) 	<ul style="list-style-type: none"> • Housing in Armenia
<ul style="list-style-type: none"> • Select meals 	<ul style="list-style-type: none"> • Daily meals
	<ul style="list-style-type: none"> • Tourist visa (if required; U.S. citizens can enter & stay in Armenia for 180 days with no visa.)
	<ul style="list-style-type: none"> • Damages reported to the housing accommodations (before and after walk-through of apartments will be conducted)
	<ul style="list-style-type: none"> • SOS Evacuation Insurance
	<ul style="list-style-type: none"> • Immunizations prior to arrival
	<ul style="list-style-type: none"> • Souvenirs and incidental expenses

The Assembly does not allow or condone interns traveling to neighboring countries during the official period of our summer program, with the exception of and under the supervision of AAA staff. While interns may choose to extend their time in Armenia, or arrive before the program officially begins, the Assembly is in no way responsible for their activities or safety outside of the official program dates.

APPLICATION FORM

Name: _____

Current Address: _____

Permanent Address: _____

Cell Phone Number: _____ Alternate/Home Phone Number: _____

Email: _____

College or University: _____

Year of Graduation: _____ Major(s): _____

Passport Number: _____

(Please provide a copy of your passport with your application)

DOB: _____ Citizenship: _____

.Parents' Names _____

Proficiency in Eastern Armenian, on a scale of 1 to 5 (1=none, 5=fluent)

Oral: _____ Written: _____

Proficiency in Western Armenian, on a scale of 1 to 5 (1=none, 5=fluent)

Oral: _____ Written: _____

Do you have any food or diet restrictions and/or allergies? (yes or no): _____

If yes, please specify: _____

**DEADLINE FOR ALL APPLICATION MATERIALS IS JANUARY 10
INTERNSHIP PREFERENCE AREA**

Please indicate your top 5 choices (1 being your top choice.) We will make every effort to accommodate your first choice, but cannot guarantee placement. Factors affecting placement include language aptitude, number of other interns, need, etc. Your potential employer may request an interview, in addition to reviewing your resume.

- | | |
|--|--|
| <input type="checkbox"/> Architecture | <input type="checkbox"/> International Affairs |
| <input type="checkbox"/> Business / Trade Industry | <input type="checkbox"/> Law & Justice |
| <input type="checkbox"/> Church | <input type="checkbox"/> Media |
| <input type="checkbox"/> Culture / Arts | <input type="checkbox"/> Medicine |
| <input type="checkbox"/> Economy | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Education | <input type="checkbox"/> Science |
| <input type="checkbox"/> Elections | <input type="checkbox"/> Social Affairs |
| <input type="checkbox"/> Energy | <input type="checkbox"/> Sport |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Think Tanks |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Transportation / |
| <input type="checkbox"/> Foreign Affairs | Communications |
| <input type="checkbox"/> Health | <input type="checkbox"/> Urban Planning |
| <input type="checkbox"/> Human Rights | <input type="checkbox"/> Youth Affairs |
| <input type="checkbox"/> Information Technologies (IT) | |

Other (please indicate) _____

Assembly interns have been placed in dozens of offices, in a variety of sectors, in Armenia. Some of these offices include:

- | | |
|-----------------------------------|-------------------------------------|
| Armenia Tree Project | NKR Permanent Representation Office |
| Armenia TV | in Armenia |
| Armenian-American Wellness Center | Nork Marash Medical Center |
| Armenian International Policy | Office of the Ombudsman (Human |
| Research Group (AIPRG) | Rights Defender) |
| ArmeniaNow News Agency | Orran Children's Center |
| Bars Media | OSCE (Organization for Security and |
| Constitutional Court | Cooperation in Europe) |
| Habitat for Humanity / Armenia | Regional Studies Center |
| Hayastan All Armenia Fund | ROA Ministries (selected) |
| International Center for Human | United Nations |
| Development | Van Dental Clinic |
| Markaryan Medical Center | |

EMERGENCY CONTACT INFORMATION

Please provide the following information for two (2) emergency contacts:

1. Name: _____

Relation: _____

Address: _____

Cell Phone Number: _____

Alternate Number: _____

2. Name: _____

Relation: _____

Address: _____

Cell Phone Number: _____

Alternate Number: _____

HEALTH QUESTIONNAIRE

Interns must provide proof of insurance, including medical evacuation coverage, before being allowed to participate in the program. This proof of insurance must be provided to both the AAA/USA office AND AAA/ROA office. The Armenian Assembly suggests that participants check to see if they are up-to-date on the recommended immunizations for travel to Eastern Europe at least 4-6 weeks prior to departure. Additional information about immunization can be found at the following websites:

1. <http://wwwnc.cdc.gov/travel>
2. <http://travel.state.gov>

1. Do you take any prescription or non-prescription medication on a regular basis?
(yes or no): _____

If yes, what medication(s)?: _____

NOTE: Be aware that, if accepted, you should have a supply of your medication as you may not be able to refill your prescription in Armenia.

2. Do you have any known allergies to any medication(s)? (yes or no): _____

If yes, what medication(s)?: _____

3. Do you have any medical condition(s) of which we should be made aware?
(yes or no): _____

If yes, what condition(s)?: _____

COMMITMENT TO EXCELLENCE

If accepted into the Armenian Assembly of America Summer Internship Program in Armenia, I _____ (full name), commit to full participation in all program components.

I understand that I will be representing myself, the Diaspora, and the Armenian Assembly of America.

I fully commit to the following:

I will arrive at work everyday on time.

I will do my best to learn (or improve) my Armenian speaking skills.

I will be culturally sensitive.

I will follow the directions of my program and placement supervisors.

If I do not understand something, I will ask.

I will do whatever I can to become the best Armenian I can become.

I will uphold the expectations and reputation of the Armenian Assembly of America.

I am committed to excellence, as such I am responsible for my own behavior and will accept responsibility for all my actions.

Signature _____

Date _____

HOW TO APPLY

Step 1: Complete the enclosed application packet, which includes:

- Application form
 - Emergency contact information
 - Health questionnaire
 - Commitment to Excellence form (signed & dated)
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Step 2: Gather the following materials and submit with your application packet:

- Application forms
 - Resume
 - Cover Letter
 - Transcript
 - One sealed Letter of Recommendation (mail or direct email)
 - Copy of your Passport (if available)
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Step 3: Mail, Email or fax your application and additional materials to the Armenian Assembly

**Armenian Assembly of America
Attn: Internship Program Director
734 15th Street, NW, Suite 500
Washington, DC 20005**

Tel: (202) 393-3434, ext. 336
Email: info@aaainc.org

DEADLINE FOR ALL APPLICATION MATERIALS IS JANUARY 10
