

MAPJ Internship Program

JOAN B. KROC School of Peace Studies

The MAPJ Internship Program is an opportunity to apply the knowledge and skills developed in your coursework into practice. It is a unique chance to gain additional field experience in an organizational setting, and to connect the theoretical knowledge and skills from your coursework to the messiness and complexities of real world peace and justice work. Being part of an organization will expand your understanding of what it means to be a leader, to manage programs, and to work effectively within organizations creating social change and addressing issues of conflict and violence.

The internship program is designed to enhance self-awareness and capacity for critical reflection. Working with professionals in real life settings, you will acquire insights into your individual strengths and weaknesses. The organizational immersion will help you understand how you can create real contributions, which is a vital step in the career development path.

The three-unit MAPJ Internship Program is organized into three modules:

- 1. The Internship Seminar** is an eight-hour seminar designed to prepare students to maximize personal and professional growth during the internship. In this module, students link their area of interest with potential organizations and projects. Working individually and in teams, students will develop strategies for securing a suitable internship opportunity. At the end of this module, students are expected to have a viable list of two or three organizations that align with their career and learning goals, as well as a rationale for their selections; which includes taking the necessary steps to apply to the organizations. This seminar will support the process for those applying to obtain Kroc School internship funding (maximum of \$3,000).
- 2. The In-Organization Experience.** For students in the full-time MAPJ Internship Program, the in-organization component requires a full-time internship for a minimum of 10 weeks during the summer months. Part-time students may follow the 10-week model or propose flexible internship modalities. The assigned faculty advisor must approve internship proposals for full-time and part-time students.
- 3. The Internship Reflection Seminar.** After completing the in-organization experience (in the field), you must participate in this seminar, which focuses on guided reflective practice. In class, you will discuss your individual experience and will make connections between theories and practices of strategic peacebuilding. You will address issues of how the internship influenced your self-awareness and personal expectations. The critical reflection goes beyond the personal, as you will be expected to share lessons about the cultural and organizational context in which you were immersed.

▲ THE ROLE OF THE FACULTY ADVISOR

When you start the MAPJ program, you will be assigned a faculty advisor who will mentor and support you throughout your experience at the Kroc School. It is important that you have periodic conversations about the internship program upon arrival in the fall and that you don't wait until the internship seminar to begin the selection process of the internship organization; it could be too late.

The faculty advisor will ask questions and share insights that will guide you in understanding how to make the most of the internship program at a personal and professional level. The faculty advisor is not responsible for telling you what to do or where to go, and will not select an organization for you. In order for the faculty advisor to guide and assist you in the internship program, it is necessary for you to provide information, including how you are envisioning your career path: What are your professional goals? Where do you see yourself working after finishing the MAPJ? We will provide you with questions to help guide you through these important conversations with your faculty advisor and with others.

▲ THE ROLE OF ACADEMIC PROGRAMS

The assistant director of graduate student services can guide and support you in the necessary steps for the successful completion of the internship program. The process for a fruitful internship experience begins during orientation when you will be introduced to the goals, resources available and the steps to complete the internship program. Academic Programs will provide materials and coaching to assist you in selecting the most suitable organization for the internship. The team will provide best practices for building a relationship with that organization. Academic Programs will also provide information on, and support for, applications for Kroc School internship funding and logistics associated with internship placement such as travel arrangements.

If you have specific questions about the internship program, please make an appointment with PERSON, assistant director of graduate student services.



KROC SCHOOL INTERNSHIP CONNECTIONS

Our faculty has cultivated close relationships with the organizations listed below. If you are interested in one of these organizations, please contact the faculty member directly to schedule an appointment.

Kroc School Faculty

Dr. Ami Carpenter:

- Bethany Project (Zimbabwe)
- Gang Commission (San Diego)
- Institute for Economics and Peace
- Mediators without Borders
- National Conflict Resolution Center (San Diego)
- USAID Office of Conflict Prevention and Mitigation (Washington, D.C.)
- Washington Office on Latin America (WOLA)
- Variety of NGOs and government agencies in Southern California dealing with gang violence and human trafficking
- InterPeace
- United States Institute of Peace (USIP)

Dr. William Headley:

- Africa Faith and Justice Network
- Catholic Relief Service (Baltimore and San Diego)

Dr. Cynthia Irmer:

- Chemonics
- Creative Associates International
- Federal agencies in D.C. with a conflict resolution center
- The Northern Virginia Mediation Service (Fairfax, VA)
- U.S. EPA's Conflict Prevention and Resolution Center (Washington, D.C.)
- U.S. Department of Justice Community Relations Service (Washington, D.C.)

Dr. Topher McDougal:

- The Centre on Conflict, Development and Peacebuilding (Geneva, Switzerland)
- Institute of Social Work and Social Science (Port-au-Prince, Haiti – requires French)
- Navsarjan Trust (Dalit rights – India)
- Mercy Corps
- Igarape Institute (Rio)
- Small Arms Survey (Geneva)

Dr. Dustin Sharp:

- Fambul Tok (Sierra Leone)
- Institute for Justice and Reconciliation (Cape Town, South Africa)
- Programme on Women's Economic, Social and Cultural Rights (India)
- The Same Rights for All (prisoners rights, Guinea – requires French)
- Variety of NGOs in Cote d'Ivoire, Guinea, Liberia and Sierra Leone – mostly human rights, but not exclusively

Dr. Necla Tschirgi:

- Alliance for Peacebuilding (Washington, D.C.)
- The Hague Institute for Global Justice
- International Peace Institute (New York)
- Interpeace (Geneva)
- Kofi Annan Peacekeeping Training Centre (Ghana)
- State Department, Bureau of Conflict and Stabilization Operations (Washington, D.C.)
- The Stimson Center (Washington, D.C.)
- UN Office, the International Institute for Democracy and Electoral Assistance (New York)

KROC SCHOOL INSTITUTES

At the Kroc School there are two distinct institutes: the Joan B. Kroc Institute for Peace and Justice (IPJ) and the Trans-Border Institute (TBI). In addition to the institutes, the Kroc School is home to the Center for Peace and Commerce (CPC), created in partnership with the USD School of Business.

The IPJ works with local partner organizations in conflict-affected countries, bringing together civil society, governments, the security sector and human rights advocates to address the inequalities that fuel conflict and to find paths to sustainable peace. For over two decades, TBI has been an essential voice on the most critical issues affecting people on both sides of the U.S.-Mexican border through a combination of research, international dialogue, publications, education, public outreach and cultural programs. TBI has helped to reshape how we think about the border and its myriad social, economic and cultural manifestations. The CPC seeks to promote and support social innovation and social entrepreneurship as a path for changemaking. In 2011 the CPC launched the Social Innovation Challenge, which provides seed funding for the most unique student proposals addressing the four Ps: peace, people, profit and planet.

These institutes offer internship opportunities. We encourage you to meet the directors and program officers to find out more.

ADDITIONAL RESOURCES:

Kroc School Advisory Board Members
Kroc School Peace Scholars and Affiliated Faculty

▲ THE RELATIONSHIP WITH THE ORGANIZATION

In selecting an organization, it is necessary to match your areas of interest and career plans with what the organization can offer. Even if an organization articulates a mission aligned with your interests, a particular internship they offer may not be well-suited to meet your professional goals and expectations. To find a good match, it is important to have clear information about the purpose of the internship offered by the organization.

To obtain approval for your proposed internship and qualify for funding, you must be able to explain the following:

1. The purpose of the internship and how it relates to the organization's goals.
2. The specific ways in which the organization is committed to supporting the internship experience and the fulfillment of your learning goals.
3. The name and position of the primary internship supervisor who will provide on-site feedback and supervision. At the end of the internship, the supervisor will be asked to do an evaluation report on your progress and performance, which will be submitted to Academic Programs.

It is hard work to ensure proper matching of students' expectations and the realities of an internship. In general, the gap between expectations and reality is a positive space where students can meet the learning goals of the internship program. However, this may not always be the case — for example, if the tasks assigned to the intern do not correspond to what was agreed in the selection and application process. In those cases, an initial step is for the student to have a conversation about the situation with the supervisor. If the situation is not resolved, the next step is for the student to meet with the faculty advisor and the assistant director of graduate student services.

▲ RESPONSIBILITY OF THE STUDENT

A successful internship program experience relies on your agency to be on top of all the necessary steps. Here is a basic checklist of tasks to be completed:

1. Review and update your résumé.
2. Check out the list of organizations where past students have done their internships. If any organization interests you, reach out to alumni and request their feedback.
3. Make an appointment with the assistant director for graduate student services to make sure you understand all of the resources available to you. This is an opportunity to ask questions.
4. Early on, engage in discussions with your faculty advisor.
5. Participate in the career development workshops offered by the USD Career Development Center.
6. Submit necessary documents such as an up-to-date résumé, internship application form and the internship plan via the online Studio Abroad portal.

Guide Questions for Selecting an Internship

1. **The work.** Describe your primary areas of interest in the field of peace and justice. How do those match with the mission of the organization and the focus of specific programs and projects in which your internship will be engaged? What would your ideal job involve (for instance, in terms of relative emphasis on fieldwork, policy advocacy and/or research)? How can your internship experience help position you to land (or create) employment after completing the master's program?
2. **Learning outcomes.** What are your expectations for the internship program? What do you hope to accomplish? What skills and knowledge do you seek to learn? How do you expect to evolve personally and professionally as a result of participating in the internship program?
3. **Location.** Is there a specific location where you want to conduct your work? How does a particular location relate to your current interests and career path expectations?
4. **Language.** If your area of interest is in a non-English speaking region, what language skills do you possess that would set you up for success in that region?
5. **Networks.** Your internship is a chance to build your professional network and potentially gain a foothold in an organization and/or a particular subfield. Are these goals best served by selecting an internationally respected organization, a small grassroots organization with less international recognition but deeper connections in a particular location, or a local organization?

2016-2017 Internship Timeline for MAPJ Full-Time Students *(Subject to Change)*

FALL 2016

SEPTEMBER 14

12:15-1:30 p.m. Kroc School Résumé/Cover Letter Workshop

OCTOBER 24

2-4 p.m. Internship Presentations #1 (mandatory)

NOVEMBER 14

2-4 p.m. Internship Presentations #2 (mandatory)

SEPTEMBER-DECEMBER

Discuss internship possibilities with your faculty advisor, alumni (if applicable) and the assistant director of graduate student services.

NOVEMBER-JANUARY

Make initial contacts with three to six internship organizations via email or phone to explore internship opportunities. If they offer internship opportunities, learn about the application process.

SPRING 2017

FEBRUARY 6

2-4 p.m. Internship Seminar with Dr. Necla Tschirgi (mandatory)

FEBRUARY 8

12:15-1:30 p.m. Kroc School LinkedIn + Networking Workshop

FEBRUARY 13

2-5 p.m. Internship Seminar with Dr. Necla Tschirgi (mandatory)

FEBRUARY 20

2-5 p.m. Internship Seminar with Dr. Necla Tschirgi (mandatory)

MARCH 8

12:15-1:30 p.m. Kroc School Interview Preparation Workshop

MARCH 31

Submit the Internship Application with the Internship Budget Form via Studio Abroad

MARCH-APRIL

Begin internship preparation including but not limited to: flight reservations, visa appointments, immunization appointments, funding application and Internship Plan.

APRIL

Predeparture Internship Orientation (mandatory for students completing international internships)

SUMMER 2017

LATE MAY-AUGUST

In-Organization Internship

FALL 2017

SEPTEMBER-DECEMBER

Internship Reflection Seminar

Domestic Internship Placements 2013-2016

BARTIMAEUS COOPERATIVE MINISTRIES <i>California (Oakview)</i>	www.bcm-net.org
CATALYST PROJECT <i>California (San Francisco)</i>	www.collectiveliberation.org
CENTER FOR AMERICAN PROGRESS <i>District of Columbia (Washington)</i>	www.americanprogress.org
USAID OFFICE OF TRANSITION INITIATIVES (OTI) <i>District of Columbia (Washington)</i>	www.usaid.gov/political-transition-initiatives
WOODROW WILSON CENTER FOR SCHOLARS: MIDDLE EAST PROGRAM <i>District of Columbia (Washington)</i>	www.wilsoncenter.org/program/middle-east-program
ALBERT EINSTEIN INSTITUTION <i>Massachusetts (Boston)</i>	www.aeinstein.org
MEDIA 4 HUMANITY <i>New York (New York)</i>	N/A
PAKISTAN MISSION TO THE UNITED NATIONS <i>New York (New York)</i>	www.pakun.org
TANENBAUM CENTER FOR INTERRELIGIOUS UNDERSTANDING <i>New York (New York)</i>	https://tanenbaum.org
RE-MEMBER <i>South Dakota (Pine Ridge)</i>	www.re-member.org

Local Internship Placements 2013-2016

BAYSIDE COMMUNITY CENTER <i>California (San Diego)</i>	www.baysidecc.org
CASA CORNELIA LAW CENTER [^] <i>California (San Diego)</i>	www.casacornelia.org
CATHOLIC RELIEF SERVICES – WEST REGION (CRS) <i>California (San Diego)</i>	www.crs.org
FEEDING AMERICA SAN DIEGO: CALFRESH OUTREACH PROGRAM <i>California (San Diego)</i>	www.feedingamericasd.org
INSTITUTE FOR PEACE AND JUSTICE (IPJ) <i>California (San Diego)</i>	www.sandiego.edu/peacestudies/institutes/ipj
INTERFAITH CENTER FOR WORKER JUSTICE <i>California (San Diego)</i>	www.icwj.org
INTERNATIONAL RESCUE COMMITTEE (IRC) <i>California (San Diego)</i>	www.rescue.org/united-states/san-diego-ca
JEWISH FAMILY SERVICES SAN DIEGO <i>California (San Diego)</i>	www.jfssd.org
LINDA VISTA TEEN CENTER <i>California (San Diego)</i>	www.sdyouth.org/LindaVistaTeen
NATIONAL CONFLICT RESOLUTION CENTER (NCRC) <i>California (San Diego)</i>	www.ncrconline.com
PROJECT CONCERN INTERNATIONAL (PCI) <i>California (San Diego)</i>	www.pciglobal.org
REALITY CHANGERS* <i>California (San Diego)</i>	https://realitychangers.org
RONALD MCDONALD HOUSE CHARITIES <i>California (San Diego)</i>	www.rmhcsd.org
SALVATION ARMY CENTER CITY CORPS / SALVATION ARMY DIVISIONAL HEADQUARTERS - SIERRA DEL MAR <i>California (San Diego)</i>	www.sandiego.salvationarmy.org
SAN DIEGO DIPLOMACY COUNCIL (SDDC) <i>California (San Diego)</i>	www.sandiegodiplomacy.org
SAN DIEGO INTERFAITH DISASTER COUNCIL: RED CROSS SPIRITUAL CARE INTERNSHIP <i>California (San Diego)</i>	N/A
TRACK WHAT COUNTS <i>California (San Diego)</i>	N/A
YOUTH AND LEADERS LIVING ACTIVELY (YALLA) <i>California (San Diego)</i>	www.yallasd.org

*Kroc School Alumnus/Alumna Organization +Women PeaceMakers Program Alumnae Organization #IPJ Local Partner Organization ^TBI Partner Organization

International Internship Placements 2013-2016

HEAL AFRICA <i>Democratic Republic of the Congo (Goma)</i>	www.healafrika.org
SERPAJ-E (SERVICIO PAZ Y JUSTICIA DEL ECUADOR) <i>Ecuador (Quito)</i>	www.serpaj.org.ec
GURAGE LEMAT MAHEBER <i>Ethiopia (Addis Ababa)</i>	N/A
NAVSARJAN TRUST <i>India (Ahmedabad)</i>	https://navsarjantrust.org
UNBOUND <i>India (Bangalore)</i>	N/A
PROGRAMME ON WOMEN'S ECONOMIC, SOCIAL AND CULTURAL RIGHTS (PWESCR) <i>India (Delhi)</i>	www.pwescr.org
TIBETAN CENTRE FOR CONFLICT RESOLUTION <i>India (Dhramsala)</i>	www.tccr.org
B'TSELEM – THE ISRAELI INFORMATION CENTER FOR HUMAN RIGHTS <i>Israel (Jerusalem)</i>	www.btselem.org
CARITAS# <i>Kenya (Nairobi)</i>	www.caritasnairobi.org
CHEMICHEMI YA UKWELI <i>Kenya (Nairobi)</i>	www.chemichemi.org
UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME <i>Kenya (Nairobi)</i>	www.unhabitat.org
U.S. DEPARTMENT OF STATE - U.S. EMBASSY OF VIENTIANE, LAOS <i>Laos (Vientiane)</i>	http://laos.usembassy.gov
COMISIÓN ESTATAL DE LOS DERECHOS HUMANOS DE BAJA CALIFORNIA^ <i>Mexico (Tijuana)</i>	www.derechoshumanosbc.org
RCTV MEMORIA+ <i>Moldova (Chisinau)</i>	www.memoria.md/en/about
HIGH ATLAS FOUNDATION <i>Morocco (Marrakech)</i>	www.hihatlasfoundation.org
SMALL ARMS SURVEY – NEPAL ARMED VIOLENCE ASSESSMENT <i>Nepal (Kathmandu)</i>	www.smallarmssurvey.org/?country-focus-nepal
UNDP NEPAL <i>Nepal (Kathmandu)</i>	www.np.undp.org
WOMEN FOR PEACE AND DEMOCRACY (WPD)*# <i>Nepal (Kathmandu)</i>	www.wpdnepal.org.np/.md/en/about
SEARCH FOR COMMON GROUND <i>Nigeria (Port Harcourt)</i>	www.sfcg.org
HEALING THROUGH REMEMBERING <i>Northern Ireland (Belfast)</i>	www.healingthroughremembering.org
NORTHERN IRELAND ALTERNATIVES <i>Northern Ireland (Belfast)</i>	www.alternativesrj.org
PAZ Y ESPERANZA <i>Peru (Ayacucho and Moyobamba)</i>	www.pazyesperanza.org
PEACE AND JUSTICE COMMISSION IN RWANDA - CARITAS BUTARE <i>Rwanda (Butare)</i>	N/A
OFFICE OF THE HIGH COMMISSIONER FOR HUMAN RIGHTS (OHCHR) <i>Switzerland (Geneva)</i>	www.ohchr.org
GENDER AND DEVELOPMENT RESEARCH INSTITUTE <i>Thailand (Bangkok)</i>	www.apsw-thailand.org/gdri.html
JUSTICE AND RECONCILIATION PROJECT (JRP)* <i>Uganda (Gulu)</i>	N/A
HORODENKA RAYON SOCIAL SERVICE CENTER FOR FAMILY, CHILDREN AND YOUTH <i>Ukraine (Horodenka)</i>	N/A

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