



**University of Richmond School of Law  
2017 Summer Public Service Fellowship Program  
Program Description and Guidelines for First Requestors**

**Program Description:**

Through the Summer Public Service Fellowship Program, the School of Law provides summer funding to students working in qualifying public sector positions. Qualifying public sector employment is unpaid, law-related work for a government agency, public interest organization or the judiciary.

The purpose of the Fellowship Program is (1) to make it financially possible for students to gain valuable, but unpaid, law-related summer employment experience in the public sector, (2) to ensure students are prepared to maximize their summer experience for long-term professional gain, and (3) to provide opportunities for students to reflect on their summer experience and apply that knowledge to their academic and career and professional development goals.

Participants in the Fellowship Program must complete the following (steps are required unless otherwise noted):

1. Attend the **Summer Public Service Fellowship Information Session** on Wednesday, January 11, 2017, at 4 p.m. (*optional*).
2. Partner with their career advisor to develop a strategy to **secure summer 2017 employment in the public sector** (*recommended*). Students seeking Virginia area employment eligible for funding should apply via Symplicity by January 17, 2017, to participate in the Commonwealth Law School Consortium Government and Public Interest Interview Program (GPIIP), which will be held at the University of Richmond on February 10, 2017. If selected for an interview at GPIIP, attend **Government & Public Interest Interview Program Overview** on Tuesday, February 7, 2017 at noon.
3. Attend at least one session during the Law Library's **Bridge the Gap Program** series in March/April 2017. Dates and topics to be determined.
4. Attend the CDO's **Think Like a Professional: Summer Success in the Public Sector** program on Friday, April 7, 2017, at noon.
5. Submit your **Fellowship Application** via Symplicity after you have 1.) attended one session of the Law Library's Bridge the Gap Program; 2.) attended Think Like a Professional: Summer Success in the Public Sector; and 3.) secured summer 2017 employment.
  - a. Fellowship applications will be accepted through Symplicity from Monday, April 10 – Friday, May 12, 2017 at 11:59 p.m. Fellowship applications received after May 12 will be considered on a rolling basis subject to available funding.
6. Complete the **Professional Development Plan** within a week of commencing summer employment.
7. Revisit your **Professional Development Plan** during the mid-point of the summer, and make plans with their supervisor to achieve their employment goals.
8. Beginning on July 31, 2017, sign up via Symplicity to participate in a **Fellowship Program Discussion Group**, which will be held between August 14 and September 8, 2017 (a four-week period). In preparation for your Discussion Group, consider the attached discussion questions.
9. Submit a **Summer Employment Evaluation, Interest Questionnaire** and updated **resume** via Symplicity no later than September 8, 2017.

## **Terms and Conditions**

To qualify for a full Fellowship of \$3500, you must work full time (at least 35 hours per week) for at least eight weeks between May and August 2017. If you do not work the full eight-week period, you will receive a pro rata share of the Fellowship. Note that specific employers may require an additional time commitment above the Fellowship requirement; however, any additional work commitment imposed by your employer will not increase the amount of the Fellowship available from the School of Law. You may combine up to two qualifying positions to meet the full-time, eight-week time commitment. Each student who secures qualifying public sector summer employment is guaranteed to receive one Fellowship during their academic career at the School of Law.

- You will be awarded only one Fellowship for summer 2017.
- A Fellowship may not be combined with any other funding available from the University of Richmond.
- You may not receive academic credit and a Fellowship for the same work.
- Once you have submitted an Application signed by your prospective supervisor, your Fellowship is not transferrable to another employer.
- If you do not return to the School of Law in Fall 2017, you will be required to repay the Fellowship.
- Your total funding for Summer 2017 may not exceed \$5000, including the Fellowship, outside fellowships or grants and/or paid law-related employment beyond the eight-week Fellowship commitment. Should you receive grants or payment for law-related employment beyond the eight-week Fellowship commitment, you still may receive a Fellowship provided the other compensation plus the Fellowship do not exceed \$5000. You will receive through the Fellowship program the difference between \$5000 and the amount of other compensation up to a maximum of \$3500. You must notify the CDO regarding any compensation you will earn from your qualifying employer, any outside fellowships or grants you have received for qualifying employment, and any other paid law-related summer employment you have obtained.
- Earnings from non-legal positions will not be deducted from your Fellowship.
- By accepting a Fellowship, you agree that your name, along with the name of your qualifying summer employer, may be released to Richmond Law students and graduates and used to promote the Summer Public Service Fellowship Program.

## **First Fellowship Application Process**

### *Step 1: Bridge the Gap*

Attend at least one session during the Law Library's **Bridge the Gap Program** series in April 2017. Dates and topics to be determined.

### *Step 2: Think Like a Professional: Summer Success in the Public Sector*

Attend the CDO's **Think Like a Professional: Summer Success in the Public Sector** program on Friday, April 7, 2017, at noon.

### *Step 3: Submit Fellowship Application*

Only after you have 1.) attended the Law Library's Bridge the Gap Program; 2.) attended Think Like a Professional: Summer Success in the Public Sector; and 3.) secured summer 2017 employment, complete and submit a Fellowship Application. The following documents should be uploaded into Symplicity under the posting **2017 Summer Public Service Fellowship Application**:

- (1) your resume;
- (2) a career statement of approximately 300 words or less explaining how your summer position will inform or assist you in achieving your long-term goals; and
- (3) Summer Fellowship Employment Form.
  - a. Your supervisor must sign your employment form or provide a letter confirming your employment. Any confirmation letter must specify the amount of compensation you are receiving directly from the employer or certify that you are not receiving any. *Please note that a typed/electronic signature will not be accepted. An original signature or scanned copy is required.*

*You should also verify that you are enrolled for direct deposit and that your banking information is up to date. To check this information, log into Bannerweb and select “Manage and Set Up Direct Deposit.”*

The application period will open on Monday, April 10, 2017, and close at 11:59 p.m. on Friday, May 12, 2017. Applications received after May 12, 2017 will be considered on a rolling basis.

### *Step 3: Post-Summer Documentation*

At the conclusion of your summer work for a qualifying employer, you must upload the following into Symplicity under the ***Post-Summer Fellowship Documentation***

- (1) an evaluation for your fellowship employment;
- (2) interest questionnaire; and
- (3) your updated resume.

These documents must be received in Symplicity by 11:59 p.m. on Friday, September 8, 2017. All documentation must be submitted on time. ***Failure to submit materials on time will disqualify you from receiving a second Fellowship the following academic year.***

### **Fellowship Disbursement**

After your completed Fellowship Application is submitted to the CDO, it will be reviewed for completeness and forwarded to University Payment Services.

Fellowship payments will be processed on a rolling basis beginning on April 21, 2017. Applicants submitting their Fellowship Application by April 21 will receive payment by May 12, and applicants submitting their Fellowship Application by May 12 will receive payment by June 9. Payment Services requires at least 12 business days to process a Fellowship, so please allow 14 – 16 total business days for processing.

## Professional Development Plan

You should evaluate your Professional Development Plan at two points during the Fellowship process. First, within a week of beginning your summer internship, and then once more at the mid-point of your internship.

Answer the following questions related to your professional development throughout the summer.

1. What is the value you bring to your summer employer? Why did the employer hire you?
2. What is your plan to develop a clear understanding of the work product your employer is expecting?
3. How will you foster effective communication with your supervising attorney? What elements of effective communication can be addressed in advance by developing a communication plan with your employer?
4. How will you obtain feedback from your employer over the course of the summer about your work?
5. Identify three work-related experiences you would like to have or skills you would like to further develop over the summer through your work?
6. Identify three attorneys within your organization, or other attorneys with whom you will have the opportunity to interact with over the summer, with whom you would like to conduct an informational interview and begin developing a continuing relationship beginning over the summer.
7. What types of professional development or networking activities (internal training sessions, shadowing opportunities, Connect Over Coffee meetings, ride-alongs, court observations, etc.) do you plan to participate in this summer?
8. What do you expect to be the most challenging aspect of your summer internship? The most rewarding?
9. How do you expect to feel about the practice area and setting in which you are working (and your interest in continuing on that path for the longer term) by the end of the summer?

## **Fellowship Discussion Group Questions**

Please be prepared to discuss the following questions in your Fellowship Discussion Group, to be held between August 14 and September 8, 2017, at the School of Law.

1. What was your most meaningful learning experience this summer and why? What did you learn from the experience?
2. What did you learn about the profession that you did not realize before? How will you use this knowledge to enhance your law school experience? How will you use this knowledge when you become a lawyer?
3. What did you learn about access to justice? Do you think there are reforms that need to be made? If so, what and why?
4. What did you learn about professionalism? In responding to this question, please include particular experiences that informed your understanding of professionalism and how they will impact the type of lawyer you hope to be.
5. What did you learn about yourself this summer and how will those insights inform the type of practice you hope to pursue?
6. If you discovered through your internship that the area or type of practice you thought you wanted to pursue is not for you, what led you to this conclusion? What insights did you gain about yourself and the type of work environment you want that will help you reformulate your career goals? What next steps will you take? How are you feeling about this change in course? What are the positives and negatives?