University of Richmond School of Law
2017 Summer Public Service Fellowship Program
Program Description and Guidelines for Second 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.

Each student who secures qualifying public sector summer employment is guaranteed to receive one Fellowship during their academic career at the School of Law. Second fellowships will be granted on a case-by-case basis to students working unpaid in the public sector for a second summer who plan to pursue a post-graduate career in public service. Participants requesting a second fellowship during their academic career must complete the following (unless otherwise noted):

1. Attend the Summer Public Service Fellowship Second Request Information Session on Monday, November 14, 2017, at 12 p.m. (optional).

2. Complete a Second Request Fellowship Application and submit it via Symplicity by December 2, 2016.

3. 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.

4. Meet with their Career Advisor prior to May 1, 2017, to review their Professional Development Plan.

5. Submit all required Fellowship Documentation via Symplicity no later than May 12, 2017.

6. Revisit their Professional Development Plan during the mid-point of the summer, and make plans with their supervisor to achieve their employment goals.

7. 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. Meet with their Career Advisor no later than September 30, 2017 to discuss their internship experience, career goals, and search strategy for post-graduate employment.
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.

- 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 all Fellowship Documentation, as outlined below, 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 does 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.

Second Fellowship Application Process

Step 1: Fellowship Application
The application period will open on Monday, November 14, 2016, and close at 11:59 p.m. on Friday, December 2, 2016. Applications received after December 2 will not be considered.

Complete and submit a Fellowship Application to the CDO by 11:59 p.m. on Friday, December 2, 2016. The application should be comprised of following documents and must be uploaded to Symplicity under the posting Second Request: 2017 Summer Public Service Fellowship Application:

(1) An up-to-date Resume; and
(2) A Career Statement. Your Career Statement should describe your post-graduate career and professional goals and how those align with and will be enhanced by a second public sector internship. Your statement also should describe your commitment to beginning your career in the public sector and any experiences, including coursework, extracurricular activities, pro bono work, volunteer work, etc., demonstrating that commitment. Your career statement should be between 700 and 1500 words.

Step 2: Funding Approval
You will be notified by the CDO by January 26, 2017, whether you have been granted a second Fellowship. Your performance during a prior Fellowship and your completion of related requirements may be considered in determining whether to award a subsequent one.
Step 3: Submit Fellowship Documentation
If you are awarded a second fellowship, the following documents should be uploaded into Symplicity under the posting 2017 Summer Public Service Fellowship no later than May 2, 2017:

(1) 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.

(2) If your banking information has changed from Summer 2016, please update and confirm that you are enrolled in direct deposit. You can check your direct deposit information by logging into Bannerweb and selecting the “Manage and Set up Direct Deposit” link.

In order to receive a Fellowship, these documents must be received no later than May 12, 2017. You may begin uploading these documents as early as February 1, 2017, however, these documents should not be uploaded until you have 1.) secured summer employment and 2.) secured the signature of your supervisor, as outlined above.

Step 4: Pre-Fellowship Requirements
Prior to your internship, and no later than May 1, 2017, meet with your Career Advisor to discuss your Professional Development Plan and career goals.

Step 5: Summer Documentation
As noted above, you should revisit the Professional Development Plan during the mid-point of the summer, and make plans with your supervisor to achieve your employment goals. This updated version will need to be uploaded to Symplicity after your internship, as outlined below.

Step 6: Post-Summer Documentation
At the conclusion of your summer work for a qualifying employer, you must:

(1) 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). Sign-ups will open on July 31, 2017. In preparation for your Discussion Group, consider the attached discussion questions.

(2) Submit a Summer Employment Evaluation, updated Professional Development Plan, Interest Questionnaire and updated resume via Symplicity no later than September 8, 2017. These documents should be uploaded into Symplicity under the posting Post-Fellowship Documentation.

(3) Meet with your Career Advisor no later than September 30, 2017, to review your Professional Development Plan and discuss your internship, career goals, and post-graduate employment search strategy.

Fellowship Disbursement

After you have completed Steps 1 – 4 as outlined above, and you have met with your Career Advisor, the CDO will begin processing your Fellowship disbursement.

Fellowship payments will be processed on a rolling basis beginning on April 21, 2017. Applicants submitting Fellowship Documentation and completing the Pre-Fellowship Requirement by April 21 will receive payment by May 12, and applicants submitting Fellowship Documentation and completing the Pre-Fellowship Requirement 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 three points during the Fellowship process. First, when you meet with your Career Advisor prior to the end of the Spring 2017 semester. Second, at the midpoint of your internship. Finally, you should evaluate your Professional Development Plan once more at the conclusion of the summer and your completed and final Professional Development Plan should be uploaded into Symplicity, along with your other Post-Fellowship Documentation, no later than September 8, 2017.

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?