

**2024 Summer Public Service Fellowship
Program Timeline & Checklist
for First Requestors**

**Complete this checklist to ensure
you are eligible for Fellowship funding.**

Date	Action Item(s)	Completed
By November 17, 2023	Conduct an advising and resume review appointment with your career advisor	
Beginning December 20, 2023	Review Fellowship Program podcast on CDO website	
By January 14, 2024	OPTIONAL: Register to participate in Government & Public Interest Interview Program (GPIIP)	
February 9, 2024	Participate virtually in GPIIP – IF SELECTED FOR INTERVIEWS	
Late-March – Mid-April 2024	View two virtual sessions of the law library’s <i>Prepare to Practice</i> program series (available in Blackboard beginning late March 2024): <ol style="list-style-type: none"> 1. A Lexis OR Westlaw refresher, and 2. A session on a substantive legal research topic. 	
April 2, 2024	Attend the CDO’s <i>Think Like a Professional: Summer Success in the Public Sector</i> Program	
April 2 – April 19, 2024	<ol style="list-style-type: none"> 1. Complete and submit Employment Form (signed by your supervisor) and Resume to the CDO via email to lawsummerfellow@richmond.edu; 2. Confirm direct deposit is set up in BannerWeb; and 3. Complete the online Summer Fellowship Application via Qualtrics. 	
July 22, 2024	Sign up for a Fellowship Discussion Group via LawQuest	
August 5 – August 30, 2024	Participate in a faculty-led Fellowship Discussion Group	
By August 30, 2024	Submit a Post-Fellowship Survey via Qualtrics	

**2024 Summer Public Service Fellowship Program
Employment Form
First Request**

Unaffiliated (*Not Working for a University of Richmond faculty or staff member*)

Required Attachment

Resume

Application Deadline

Friday, April 19, 2024

Name Grad. Month Grad. Year
Phone Email
UR ID# U.S. Citizen (yes/no)

Employer Information

Prospective Employer
Employer's Address
Employer Contact Name Telephone
Employer Contact Title
Fax Email

Summary of Employer's Mission

Supervising Attorney, if NOT the Employer Contact Person listed above

Anticipated Start Date End Date

Full/Part-time Number of Weeks Hours/Week

Salary to be Paid by Employer, if any

Non-Salary Compensation Paid by Employer

Amount of Any Other Funding You Have Obtained for the Position

Describe the Type of Work You Will Perform

Have you secured other paid law-related summer employment, including on-campus research?

(yes/no)

If yes, please complete the section below:

Employer

Employer's Address

Employer Contact Name

Telephone

Employer Contact Title

Anticipated Start Date

End Date

Hours per Week

Total Compensation

Fellowship Disbursement

Contingent on your acceptance of Qualified Employment (as defined in the Summer Fellowship Program Description), and acceptance of the Conditions for Receipt of a Summer Public Service Fellowship outlined below, we are pleased to award you a Fellowship of up to \$4000. If you will not work full-time for the entire eight-week period, you will receive a pro rata share of the Fellowship. Your Fellowship should be disbursed in a single installment at the commencement of your work.

Tax Implications

This Fellowship is intended to aid you in the pursuit of this training opportunity. Because no services will be performed for the University's benefit, the Fellowship is considered to be non-compensatory in nature. For U.S. citizens and U.S. persons for tax purposes, no taxes will be withheld from the payments and no year-end reporting, such as a Form 1099, will be provided to you. However, this amount may still be considered taxable income to you. You should consult with your personal tax advisor to determine the appropriate reporting of these amounts on your individual income tax return. You may also wish to refer to IRS Publication 970, *Tax Benefits for Education*, which provides additional information regarding the tax treatment of scholarships and fellowships.

For students who are considered non-resident aliens (NRA) for income tax purposes, different withholding rules may apply. Please consult with the Office of International Taxation, Maryland Hall G-15, to discuss your specific circumstances and to determine whether withholding may be required. NRA students will receive a Form 1042-S from the University at the end of the year.

Conditions for Receipt of a Summer Public Service Fellowship

As a condition of receiving a Summer Public Service Fellowship, you must:

- Secure an unpaid, law-related position with a government agency, public interest organization, or the judiciary;
- Work during the period from May through August 2024;
- Not receive academic credit for the work for which you receive the Fellowship;
- View at least two virtual sessions of the Law Library’s Prepare to Practice Program series in March/April;
- Attend the CDO’s “Think Like a Professional: Summer Success in the Public Sector” program;
- Complete and sign this Summer Public Service Fellowship Employment Form (including obtaining the signature of your supervisor) and submit all required documentation (including a resume) by April 19, 2024;
- Agree that once you have submitted an Employment Form signed by your prospective supervisor, the Fellowship is not transferrable to another employer;
- Beginning on July 22, 2024, sign up via LawQuest to participate in a Fellowship Program Discussion Group, which will be held between August 5 and August 30, 2024 (a four-week period);
- Complete a Post-Fellowship Survey no later than August 30, 2024;
- 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; and
- Notify the CDO regarding any compensation or outside funding received for work with a qualifying employer or any other paid law-related summer employment you have obtained. (initial)

Terms of Summer Public Service Fellowship

By signing this Summer Public Service Fellowship Application and accepting a Fellowship, you:

- Acknowledge and agree that, if you do not fulfill the conditions of the Summer Public Service Fellowship Program, you will repay the entire Fellowship to the School of Law. If there are extenuating circumstances, the School of Law may permit you to retain some or all of the Fellowship;
- Understand and agree that you, your Employer, or the School of Law may terminate this agreement at any time by providing written notice to the other two parties;
- Understand and agree that all Fellowship requirements must be completed on time in order to qualify for a second Fellowship during your academic career; and
- Agree to notify the CDO and repay the Fellowship if you do not return to the School of Law in Fall 2024. (initial)

To the best of my knowledge, the information I have provided on this form is true. I understand that by signing this form, I agree to the University of Richmond School of Law Summer Public Service Fellowship terms and conditions.

Student Signature _____ Date _____

Printed Name

Supervisor Signature _____ Date _____

Printed Name

Please retain a copy for your records.

Please (1) print your completed Employment Form, (2) sign above, (3) have your supervisor sign above (signatures should be hand-written or verified e-signature). Once you and your supervisor have signed the document, submit this form along with your Resume to the CDO (via email to lawsummerfellow@richmond.edu) no later than April 19, 2024.

Please direct all questions to the Career Development Office.