

## 2024 Summer Public Service Fellowship Program Description & 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 employment is unpaid, law-related work for a government agency, public interest organization, or the judiciary.

The Fellowship Program (1) makes it financially possible for students to gain valuable, but unpaid, law-related summer employment experience, (2) ensures students are prepared to maximize their summer experience for long-term professional gain, and (3) provides opportunities for students to reflect on their summer experience and apply the insights they gain over the summer to their academic and career goals. Fellowship Program participants must satisfy pre- and post-employment requirements as a condition of receiving funding.

### Employment Terms & Conditions

- Each student who secures qualifying public sector summer employment and completes the Application Process (outlined below) is guaranteed to receive one Fellowship during their academic career at the School of Law.
- To qualify for a full \$4000 Fellowship, you must work full-time (at least 35 hours per week) for at least eight weeks from May through August 2024. If you do not work the full eight-week period, you will receive a pro rata share of the Fellowship. Specific employers may require a time commitment above the Fellowship requirement; however, any additional work commitment imposed by your employer will not increase the Fellowship amount.
- You may combine up to two qualifying positions to meet the full-time, eight-week time commitment.
- Once you submit an Employment Form signed by your prospective supervisor, your Fellowship is not transferrable to another employer.
- You will be awarded only one Fellowship for summer 2024.
- You may not receive academic credit and a Fellowship for the same work.
- If you receive **compensation from an outside employer** (not the School of Law) and a Fellowship, your total funding for summer 2024 may not exceed \$6000, including the Fellowship, outside fellowships or grants and/or paid law-related employment beyond the eight-week Fellowship commitment.
  - If 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 \$6000. You will receive through the Fellowship program the difference between \$6000 and the amount of other compensation up to a maximum of \$4000.

- 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.
- If you receive other **compensation from the School of Law** and a Fellowship, your total funding from the School of Law for summer 2024 may not exceed \$6,000, including the Fellowship. This will enable the School of Law to support the greatest number of students.
- If you receive other **compensation from the University of Richmond** (employment outside of the School of Law) and a Fellowship, your total funding for summer 2024 may not exceed \$6,000, including the Fellowship.
- Earnings from non-legal positions outside the University will not be deducted from your Fellowship.
- If you do not return to the School of Law in fall 2024, you must repay the Fellowship.
- By accepting a Fellowship, you agree that your name and your qualifying summer employer's name may be released to Richmond Law students and graduates and used to promote the Fellowship Program.

### A Note on Second Fellowship Requests

Students planning to pursue postgraduate employment in the public sector may apply for a Fellowship for a subsequent summer ("Second Fellowship Request") of qualifying employment that is consistent with their individual career goals. A Second Fellowship is not guaranteed. In fact, the number of Second Fellowships available may be limited. Second Fellowship Request Applications will be evaluated by the Fellowship Committee, which will select the recipients. To be eligible to submit a Second Fellowship Request, you must fulfill all terms and conditions for your First Fellowship, including meeting your Post-Fellowship obligations on time. Note there is a strong presumption against funding judicial internships for second-year students seeking a second fellowship.

### First Fellowship Application Process

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

1. Conduct a one-on-one career advising and resume review appointment with your career advisor before November 17, 2023. Update your resume consistent with the feedback provided by your advisor. With your career advisor, develop a strategy to **secure qualifying public sector employment for summer 2024**.
2. Review the [podcast](#) of the **Summer Public Service Fellowship Program Information Session**, available on the Career Development Office (CDO) website.
3. *OPTIONAL*: Students seeking qualifying employment in the Virginia area may apply via Symplicity by January 14, 2024, to participate in the [Commonwealth Law School Consortium Government and Public Interest Interview Program \(GPIIP\)](#), to be held virtually on February 9, 2024.
4. View at least two virtual sessions of the Law Library's **Prepare to Practice** program series (available via Blackboard beginning in late March 2024).
  - a. A Lexis OR Westlaw refresher, and
  - b. A substantive legal research topic.
5. Attend the CDO's **Think Like a Professional: Summer Success in the Public Sector** program on Tuesday, April 2nd.
6. Complete a **Fellowship Application** as follows:

- a. After completing steps 1 – 5 above, submit to the CDO via email at [lawsummerfellow@richmond.edu](mailto:lawsummerfellow@richmond.edu):
  - i. your **Resume**; and
  - ii. a **Summer Fellowship Employment Form** signed by your supervisor, or a letter confirming your employment. Any employment confirmation letter must specify the amount of compensation you are receiving directly from the employer or certify that you are not receiving any.

Resumes and Employment Forms will be accepted via email until **Friday, April 19, 2024, at 5 p.m.** Materials received after April 19 will be considered on a rolling basis subject to available funding until mid-June.

- b. Complete the online [Summer Fellowship Application](#) via Qualtrics and set up direct deposit via BannerWeb, if you have not already. To check your account, log in to BannerWeb and click the “Manage and Set up Direct Deposit” link. You should have Accounts Payable selected in BannerWeb to ensure timely disbursement of your Fellowship funds.

### **Fellowship Disbursement**

After you submit your Fellowship Application to the CDO, it will be reviewed for completeness and forwarded to University Payment Services. Applicants submitting a complete Fellowship Application by April 19 will receive payment by May 10. Otherwise, please allow 14 – 16 total business days for Payment Services processing.

### **Post-Fellowship Obligations**

1. Beginning on July 22, 2024, sign up via LawQuest to participate in a faculty-led **Fellowship Program Discussion Group**, to be held between August 5 and August 30, 2024.
2. In preparation for your Discussion Group, consider the attached discussion questions.
3. After your Fellowship ends, complete a Post-Fellowship Survey no later than August 30, 2024.

***If you do not timely complete the Post-Fellowship obligations, you will be disqualified from consideration for a Second Fellowship.***

## **Fellowship Discussion Group Questions**

Please prepare to discuss the following questions in your Fellowship Discussion Group, to be held between Monday, August 5 and Friday, August 30, 2024, at the School of Law.

1. Describe the employer (number of practicing lawyers, types of matters in which they are involved, types of clients served, office culture, etc.) with whom you worked and the kinds of assignments you worked on.
2. From your perspective, what are the benefits and disadvantages faced by lawyers working in this environment?
3. What was your most meaningful learning experience this summer and why? What did you learn from the experience?
4. What did you learn about the profession? How can this knowledge enhance your law school experience? How will you use this knowledge when you become a lawyer?
5. What did you learn about how people access the justice system? Do you think there are reforms that need to be made? If so, what and why?
6. What did you learn about professionalism? Please refer to particular experiences that informed your understanding, and how they will impact the type of lawyer you hope to be.
7. What did you learn about yourself this summer and how will those insights inform the type of practice you hope to pursue?
8. If your internship revealed 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?