



**University of Richmond School of Law  
2018 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 the insights they gain over the summer to their academic and career goals. To accomplish this purpose, Fellowship Program participants must satisfy pre- and post-employment requirements as a condition of receiving funding.

**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 2018. If you do not work the full eight-week period, you will receive a pro rata share of the Fellowship. 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 and completes the Application Process (outlined below) is guaranteed to receive one Fellowship during their academic career at the School of Law.

- You will be awarded only one Fellowship for summer 2018.
- 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 2018, you will be required to repay the Fellowship.
- Your total funding for Summer 2018 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 Fellowship Program.

Students planning to pursue post-graduate employment in the public sector may request a Fellowship for a subsequent summer (“Second Fellowship Request”) of qualifying employment that is consistent with their

individual career goals. There is no guarantee that a Second Fellowship Request will be granted. Applications for Second Fellowship Requests will be evaluated by the Fellowship Committee, who 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 in a timely manner.

### Application Process

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

1. Review the podcast of the **Summer Public Service Fellowship Program Information Session**, available on the Career Development Office (CDO) website beginning on October 2, 2017.
2. Conduct a one-on-one career advising and resume review appointment with your career advisor before January 15, 2018. Update your resume consistent with the feedback provided by your advisor. Partner with your career advisor to develop a strategy to **secure summer 2018 employment in the public sector**.
3. *OPTIONAL:* Students seeking qualifying employment in the Virginia-area should apply via Symplicity by January 17, 2018, 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 9, 2018. If selected for an interview at GPIIP, attend the **Government & Public Interest Interview Program Information Session** on Tuesday, February 6, 2018 at noon.
4. Attend at least one session during the Law Library's **Bridge the Gap Program** series held in March and April 2018. Dates and topics to be determined.
5. Attend the CDO's **Think Like a Professional: Summer Success in the Public Sector** program at noon on Friday, April 6, 2018.
6. Complete a **Fellowship Application** as follows:
  - a. If you have not already, set up **direct deposit via BannerWeb**. 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 a timely disbursement of your Fellowship funds.
  - b. Following the completion of steps 1 – 5 above, submit to the CDO:
    - i. your **resume**;
    - ii. a **Career Statement** of approximately 300 words explaining how your summer position will inform or assist you in achieving your long-term goals; and
    - iii. 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. *Please note that a typed/electronic signature will not be accepted. An original signature or scanned copy is required.*
  - c. Fellowship Applications will be accepted in hard copy in the CDO or via email to lawcareerdevelopment@richmond.edu from Monday, April 9 through Friday, May 11, 2018, at 5 p.m. Fellowship Applications received after May 11 will be considered on a rolling basis subject to available funding until mid-June.

## **Post-Fellowship Obligations**

1. Beginning on July 30, 2018, sign up via Symplicity to participate in a faculty-led **Fellowship Program Discussion Group**, which will be held between August 13 and September 7, 2018 (a four-week period). If you will not be on campus during the fall semester, and thus are unable to attend a Fellowship Program Discussion Group at the School of Law, please notify the CDO when you submit your completed Fellowship Application. In preparation for your Discussion Group, consider the attached discussion questions.
2. At the conclusion of your Fellowship, submit a **Summer Employment Evaluation, Interest Questionnaire**, and updated **resume** (including a description of your summer employment) via Symplicity no later than September 7, 2018.

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

## **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 9, 2018. Applicants submitting a complete Fellowship Application by April 13 will receive payment by May 11, and applicants submitting a complete Fellowship Application by May 11 will receive payment by June 8. Payment Services requires at least 12 business days to process a Fellowship payment, so please allow 14 – 16 total business days for processing.

## **Fellowship Discussion Group Questions**

Please be prepared to discuss the following questions in your Fellowship Discussion Group, to be held between Monday, August 13 and Friday, September 7, 2018, 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 over the summer and the kinds of assignments you typically were asked to complete.
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 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?
5. What did you learn about access to justice? Do you think there are reforms that need to be made? If so, what and why?
6. 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.
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 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?