



2021 Summer Public Service Fellowship Program 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 government and nonprofit employment settings. 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 \$3500 Fellowship, you must work full-time (at least 35 hours per week) for at least eight weeks from May through August 2021. 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.
- You will be awarded only one Fellowship for summer 2021.
- A Fellowship may not be combined with any other University of Richmond funding, though you may work as a faculty research assistant and receive a Fellowship.
- You may not receive academic credit and a Fellowship for the same work.
- Once you submit 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 2021, you must repay the Fellowship.
- Your total funding for summer 2021 may not exceed \$5000, 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 \$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 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 request 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. 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.

First Fellowship Application Process

Participants in the Fellowship Program must complete the following steps (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 November 20, 2020.
2. Conduct a one-on-one career advising and resume review appointment with your career advisor before December 1, 2020. 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 2021**.
3. *OPTIONAL*: Students seeking qualifying employment in the Virginia area should apply via Symplicity by January 14, 2021, to participate in the [Commonwealth Law School Consortium Government and Public Interest Interview Program \(GPIIP\)](#), to be held virtually on February 12, 2021.
4. View at least one virtual session of the Law Library's **Prepare to Practice Program** series in April 2021.
5. View the CDO's **Think Like a Professional: Summer Success in the Public Sector** program recording (available in Blackboard) between Friday, April 2 and Sunday, April 18th.
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. After completing steps 1 – 5 above, submit to the CDO via email (lawsummerfellow@richmond.edu):
 - i. your **Resume**;
 - ii. a **Career Statement** of approximately 300 words explaining how your summer position will 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.

- c. Fellowship Applications will be accepted via email to the CDO (lawsummerfellow@richmond.edu) **from Monday, April 5 through Friday, May 7, 2021, at 5 p.m.** Fellowship Applications received after May 7 will be considered on a rolling basis subject to available funding until mid-June.

Fellowship Disbursement

After you submit your Fellowship Application to the CDO, it will be reviewed for completeness and forwarded to University Payment Services. Fellowship payments will process on a rolling basis beginning on April 5, 2021.

- Applicants submitting a complete Fellowship Application by April 9 will receive payment by May 7;
- Applicants submitting a complete Fellowship Application by May 7 will receive payment by June 4.

Please allow 14 – 16 total business days for Payment Services processing.

Post-Fellowship Obligations

1. Beginning on July 26, 2021, sign up via Symplicity to participate in a faculty-led **Fellowship Program Discussion Group**, to be held between virtually August 9 and September 3, 2021.
2. In preparation for your Discussion Group, consider the attached discussion questions.
3. After your Fellowship ends, use Symplicity to submit the following no later than September 3, 2021:
 - a. **Summer Employment Evaluation**,
 - b. **Interest Questionnaire**, and
 - c. Updated **Resume** (including a description of your summer employment).

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

Fellowship Discussion Group Questions

Please prepare to discuss the following questions in your Fellowship Discussion Group, to be held between Monday, August 9 and Friday, September 3, 2021, 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?