



2020 Summer Public Service Fellowship Program Program Description & Guidelines for Second Requestors

Revised April 16, 2020

Program Description

Through the Summer Public Service Fellowship Program, the School of Law provides summer funding to students working in qualifying government, nonprofit, and private sector employment settings. Qualifying employment is unpaid, law-related work for the following:

- a government agency,
- public interest organization,
- the judiciary; or
- a private sector employer, provided that work is not client billable, such as pro bono projects, continuing legal education course preparation, book and article writing, business development and other non-client-specific work.

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.
- Students may request a Fellowship for a subsequent summer (“Second Fellowship Request”) of qualifying employment that is consistent with their individual career goals. To be eligible to submit a Second Fellowship Request, you must have fulfilled all **First** Fellowship Terms & Conditions in a timely manner.
- To qualify for a full \$3500 Fellowship, you must work full-time (at least 35 hour per week) for at least six weeks from May through August 2020. This is about 210 hours – and you may spread the work over the entire summer. If you do not work the full six-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 receive a fellowship for work done remotely. Please note that pursuant to University rules, any of the work done before June 15, **must** be done remotely.
- You will be awarded only one Fellowship for summer 2020.
- A Fellowship may not be combined with any other University of Richmond funding.
- 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 2020, you will be required to repay the Fellowship.
- If you receive **compensation from an outside employer** (not the School of Law) and a Fellowship, your total funding for summer 2020 may not exceed \$5000, including the Fellowship, outside fellowships or grants and/or paid law-related employment beyond the six-week Fellowship commitment.
 - If you receive grants or payment for law-related employment beyond the six-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.
- If you receive **compensation from the School of Law** and a Fellowship, your total funding for summer 2020 may not exceed \$3,500, including the Fellowship and other School of Law earnings. This will enable the School of Law to support the greatest number of students during these difficult times.
- 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.

Second Fellowship Application Process

Fellowship Program Participants applying during spring semester 2020 must complete the following steps (unless otherwise noted):

1. Conduct a one-on-one virtual career advising and resume review appointment with your career advisor to discuss your post-graduate goals. With your career advisor, develop a strategy to **secure qualifying, summer 2020 public sector employment**. Update your resume consistent with your career advisor's feedback.
2. After developing a search strategy with your career advisor, complete and submit to the CDO a **Fellowship Application** via email to lawcareerdevelopment@richmond.edu, as soon as possible, but no later than May 1, 2020. The application must be comprised of:
 - a. your **Resume**; and
 - b. a **Career Statement, 700-1500 words long**, describing your post-graduate career and professional goals, and how those align with and will be enhanced by a second Fellowship. Your statement also should describe the kinds of summer opportunities you are seeking and the steps you are taking to secure an opportunity.
3. Once you secure a position, submit a **Summer Fellowship Employment Form** to Leigh Deignan (ldeignan@richmond.edu) in the Law School Dean's Office no later than 5 p.m. on May 8, 2020. Your Summer Employment 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.
4. If your banking information has changed since summer 2019, please update it via Bannerweb. You can check your direct deposit information by logging into Bannerweb and selecting the "Manage and Set up Direct Deposit" link.

Fellowship Disbursement

After your completed Employment Form is submitted to the Law School Dean's Office, it will be reviewed for completeness and forwarded to University Payment Services. Fellowship payments will be processed on a rolling basis beginning on April 6, 2020.

- Applicants submitting a complete Fellowship Application by April 10 will receive payment by May 8;
- Applicants submitting a complete Fellowship Application by May 8 will receive payment by June 5.

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

Post-Fellowship Obligations

1. Beginning on July 27, 2020, sign up via Symplicity to participate in a faculty-led **Fellowship Program Discussion Group**, to be held between August 10 and September 4, 2020. ***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.***
2. Consider the attached questions to prepare for your Discussion Group.
3. After your Fellowship ends, submit the following, via Symplicity, no later than September 4, 2020:
 - a. **Summer Employment Evaluation;**
 - b. **Interest Questionnaire,** and
 - c. Updated **Resume** (including a description of your summer employment).

Fellowship Discussion Group Questions

Please prepare to discuss the following questions in your Fellowship Discussion Group, to be held between Monday, August 10 and Friday, September 4, 2020, 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 begin your career?
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/career 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 do you feel about this change in course? What are the positives and negatives?