



**2021 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
November 20, 2020	Review Fellowship Program podcast on CDO website	
By December 1, 2020	Conduct an advising and resume review appointment with your career advisor	
By January 14, 2021	Register to participate in Government & Public Interest Interview Program (GPIIP)	
February 12, 2021	Participate virtually in GPIIP	
April 2021	View at least one virtual session of the law library's <i>Prepare to Practice Program</i> series	
April 2 - April 18, 2021	View the CDO's <i>Think Like a Professional: Summer Success in the Public Sector</i> program recording	
April 5 – May 7, 2021	<ol style="list-style-type: none"> 1. Complete and submit Employment Form to the CDO (lawsummerfellow@richmond.edu); 2. Confirm direct deposit is set up in Bannerweb 	
July 26, 2021	Sign up for a Fellowship Discussion Group via Symplicity	
August 9 – September 3, 2021	Participate in a faculty-led Fellowship Discussion Group	
By September 3, 2021	Submit via Symplicity: <ol style="list-style-type: none"> 1. Summer Employment Evaluation 2. Interest Questionnaire 3. Updated Resume 	