



2023 Summer Public Service Fellowship Program Description & Guidelines for **Second 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 (outline below) is guaranteed to receive one Fellowship during their academic career at the School of Law.
- Students pursuing post-graduate, public-sector employment 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.
 - There is no guarantee that a Second Fellowship Request will be granted. Second Fellowship Request applications are reviewed by a faculty committee which selects recipients.
- To qualify for a full \$4000 Fellowship, you must work full-time (at least 35 hours per week) for at least eight weeks between May and August 2023. 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 Application signed by your prospective supervisor, your Fellowship is not transferrable to another employer.
- You will be awarded only one Fellowship for summer 2023.
- 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 2023 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 2023 may not exceed \$4,000, 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 2023 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 2023, 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.

Second Fellowship Application Process

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

1. Review the [podcast](#) of the **Summer Public Service Fellowship Program Information Session for Second Requestors**, available on the CDO website on November 29, 2022.
2. Conduct a one-on-one career advising and resume review appointment with your career advisor by January 18, 2023, to discuss your post-graduate goals. With your career advisor, develop a strategy to **secure qualifying, summer 2023 public sector employment**. Update your resume consistent with your career advisor's feedback.
3. After developing a search strategy with your career advisor, complete and submit to the CDO a **Fellowship Application** via email to lawsummerfellow@richmond.edu, between Monday, November 29, 2022 and 5 p.m. on Wednesday, January 18, 2023. The application must be comprised of:
 - a. your **Resume** (which shall be reviewed and approved by your advisor prior to submission); and
 - b. a **Career Statement, approximately 1500 words long**, describing your post-graduate career and professional goals, and how those align with and will be enhanced by a second public sector internship. Your statement also should describe your commitment to beginning your career in the public sector and any experiences, including coursework, extracurricular activities, pro bono work, volunteer work, etc., demonstrating that commitment.
4. The Fellowship Committee will review your Application, considering the following when selecting recipients:
 - a. your demonstrated interest in a post-graduate, public sector career;
 - b. the extent to which your Career Statement clearly articulates your career goals and an understanding of the steps needed to achieve those goals;
 - c. an assessment of whether a second summer of qualifying employment will assist you in attaining your articulated professional goals;
 - d. the quality of your Resume and Career Statement; and
 - e. your timely compliance with all *First* Fellowship obligations.
5. **OPTIONAL:** Students seeking qualifying employment in the Virginia-area should apply via

Symplicity by January 15, 2023, to participate in the Commonwealth Law School Consortium Government and Public Interest Interview Program (GPIIP), which will be held virtually on February 10, 2023.

6. By Tuesday, February 7, 2023, the Fellowship Committee will notify you whether you have been granted a Second Fellowship. The Fellowship Committee reserves the right to ask for additional application information, in which case a decision about whether you will be granted a second Fellowship may be delayed.
7. If you are awarded a Second Fellowship, submit a **Summer Fellowship Employment Form** via email to lawsummerfellow@richmond.edu no later than 5 p.m. on April 14, 2023. 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.
8. If your banking information has changed since summer 2022, 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 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 14 will receive payment between April 24 – May 5. Otherwise, please allow 14 – 16 total business days for Payment Services processing.

Post-Fellowship Obligations

1. Beginning on July 24, 2023, sign up via Symplicity to participate in a faculty-led **Fellowship Program Discussion Group**, to be held between August 7 and September 1, 2023.
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 1, 2023:
 - a. **Summer Employment Evaluation**; and
 - b. **Employment Interest Questionnaire**.

Fellowship Discussion Group Questions

Please prepare to discuss the following questions in your Fellowship Discussion Group, to be held between Monday, August 7 and Friday, September 1, 2023, 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?