



INTERNATIONAL
LAW SOCIETY
@ SUFFOLK LAW

2010 SUMMER PUBLIC SERVICE
INTERNATIONAL LAW FELLOWSHIP APPLICATION

GENERAL INFORMATION:

The Summer Public Service International Law Fellowship Program (“International Fellowship Program”) provides a \$5,000 grant per recipient to participate in an international internship over the summer. The primary goal of the International Fellowship Program is to promote international public service work by providing funding for students.

Applications Due: March 17, 2010

Interview Notification: Late-March

Award Letters Mailed: April 19, 2010

Finalists will be personally interviewed by the Selection Committee. We expect to make decisions soon after the interviews and official notification will be mailed on or about April 19, 2010.

For questions about the International Fellowship Program, contact the Director of Public Interest and Pro Bono Programs in the Rappaport Center for Law and Public Service at 617-573-8644.

ELIGIBILITY REQUIREMENTS:

All Suffolk Law students in good academic standing and who are not in their final semester are eligible to apply. To be eligible for the \$5,000 grant, students must work a full-time schedule for a minimum of eight weeks over the summer.

In order for an internship to qualify, the student must work at a non-profit or governmental (U.S. or foreign) organization, U.N. agency or other organization working on public service issues. Students’ job responsibilities should involve substantive legal work commensurate with their

skill levels. Work of a primarily clerical nature does not qualify. Students must have an attorney as their direct supervisor.

The following types of jobs are NOT eligible: 1) jobs with private for-profit law offices in a foreign country (even if the firm/office engages in pro bono work); 2) jobs with political campaigns abroad; 3) positions in the U.S. or U.S. territories; 4) positions in any country listed on the U.S. sanctioned country list (<http://www.treas.gov/offices/enforcement/ofac/programs/>); and 5) positions affiliated with any specially designated nationals (<http://www.treas.gov/offices/enforcement/ofac/sdn>).

Note: Students are encouraged to use the International SOS website to gain further travel information. Suffolk University has a membership to the SOS International Travel Assistance Program. To access this information, go to <http://www.internationalsos.com> and enter the membership # 11BSGC000065. (See also attached copy of membership card and detailed benefits of the program.)

If a student is awarded an International Fellowship and subsequently is terminated, withdraws or transfers from school, he/she is no longer eligible for a grant. It is the student's responsibility to notify the Director of Public Interest and Pro Bono Programs in the Rappaport Center of a change in eligibility as soon as possible. The International Fellowship Program reserves the right to recoup grants awarded to such students.

APPLICATION PROCESS:

The final deadline for submitting applications is **March 17, 2010**.

The most time-consuming portion of the application consists of drafting a detailed proposal and selecting an organizational partner, such as a non-governmental organization or UN agency, with whom the student will work.

A complete International Fellowship Application consists of:

- Identification Sheet
- Resume
- Detailed Project Proposal (outlining the pending placement)
- Contact information for two references
- Suffolk University Law School Transcript (unofficial transcript is acceptable)
 - Please note: for 1L students, a print out of your midterm grades from Campus Cruiser is acceptable.

Please submit these materials together in the order listed above (photocopies are acceptable). Failure to comply with this submission format may reflect negatively on the application.

Completed applications must be either hand-delivered or mailed and postmarked no later than **March 17, 2010** to:

Director of Public Interest and Pro Bono Programs

Rappaport Center for Law and Public Service
Suffolk University Law School
120 Tremont Street, Suite 110
Boston, MA 02108-4977

We will inform applicants as to selected finalists in mid-March. Finalists will be personally interviewed by the Selection Committee soon thereafter. We expect to make decisions quickly after the interviews and will notify applicants of our decision on or about April 5, 2010.

Project Proposal

The Project Proposal is similar to a grant application and should include the following:

- A Project Description:
 - To be developed in consultation with the partner organization, identifying the particular public interest or human rights issue(s) that will be the focus of the internship. The project description should describe the human rights or public service issue(s), why it is significant, and how the student's work will address the issue(s).
- A Description of the Partnering Organization
- A Letter or E-mail of Support from the Partnering Organization
- A Rough Budget Listing Expected Expenses

If there is any change in your project status during the course of the application process, please notify the Director of Public Interest and Pro Bono Programs as soon as possible.

Please note that the project proposal form is included in this packet at pages 9 through 11.

Resume:

Please include a detailed resume that provides information about your educational background, extracurricular activities, and work and volunteer experiences, emphasizing any matters that are relevant to your career goals and commitment to public service, human rights, and international law. In describing any activities or work related to public service, please indicate your responsibilities and duties, the number of hours worked per week, and the approximate start and end dates.

Criteria:

The Selection Committee will weigh the following criteria in reviewing applications:

- Originality and significance of the project
- Qualifications of the student to complete the project
- Demonstrated commitment to public service, human rights and/or international law, based upon employment, activities, and academic work
- Length and duration of the project
- Ways in which the position will assist the student in pursuing his/her career goals in this area

- Whether the work of the agency or organization provides access to justice or services to traditionally underserved or oppressed communities
- Whether the agency or organization is located in a country listed on the State Department's Travel Warning List (see website for details: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)
- The student's overall academic record
- Whether the student has a firm offer in place
- Quality of recommendations from references
- Quality of finalist's interview

Selection Committee:

A Selection Committee of three faculty members will make the three fellowship selections based on all of the application materials and the quality of the Finalists' interviews. The Selection Committee will make every effort to contact students by April 19, 2010 regarding the status of their applications.

OBLIGATIONS:

Writing and Presentation Requirements:

Upon their return, International Fellows must file a 10 to 15 page report summarizing their experience and make a presentation to the law school community. For instance, students may be asked to participate in a Brown Bag luncheon or panel at Suffolk Law.

The due date for these requirements shall be set by the Selection Committee.

Students who are awarded grants are also encouraged to develop their scholarly interest in the subject matter with an eye towards producing a note or other publication. In addition, some students may wish to incorporate their report into their Legal Writing requirement or an Independent Study course.

Service Requirements to Suffolk Public Interest Law Group ("SPILG") and International Law Society ("ILS"):

The success of the International Fellowship Program depends upon the assistance that students can render in planning fundraising activities, including but not limited to the annual Silent and Live SPILG Auctions. Therefore, a condition of the International Fellowship is that the recipient agrees to serve on the International Fellowship Fundraising Committee during the following academic year.

Participation in the International Fellowship Fundraising Committee entails:

- Securing no fewer than five different items for the SPILG auction by the deadline set by SPILG's Auction Coordinators
- Completing ten volunteer hours at or in preparation for SPILG and ILS events.

- Participating in an International Law Society fundraiser, if held.

Failure to Meet Requirements:

Students must inform the Director of Public Interest and Pro Bono Programs in the Rappaport Center for Law and Public Service as soon as possible if they are terminated, withdraw or transfer from school. Should your employment be terminated or you withdraw or transfer from school, your funding may be recouped in part or in full.

Failure to complete your obligations will make you ineligible to apply for future SPILG or ILS Fellowships and/or a referral to the Dean of Students. Referral to the Dean of Students may result in a negative notation on your academic record.

RESOURCES

For specific international opportunities, please see the International Law Society's Bulletin. You may obtain a copy of the bulletin by emailing ils@suffolk.edu.

2010 INTERNATIONAL LAW FELLOWSHIP ATTACHMENTS

IDENTIFICATION SHEET:

NAME:

YEAR IN SCHOOL:

LOCAL ADDRESS:

Street:

Apt. #:

City, State:

Zip Code:

LOCAL PHONE:

EMAIL:

SUMMER/INTERNATIONAL ADDRESS (If Known):

Street:

Apt. #:

City, State:

Zip Code:

PERMANENT ADDRESS (If Different from Local above)::

Street:

Apt. #:

City, State:

Zip Code:

PERMANENT PHONE (If Different from Above):

Code of Conduct and Post-Placement Obligations

I understand that I will be bound by the usual requirements of professional confidentiality; my conduct in relationship to the program, the host organization, and the host organization's clients shall be governed by the standards of ethics and conduct inherent in my status as a law student and prospective lawyer, and failure to meet such standards may result in the termination of my position.

I shall at all times keep Suffolk University Law School and my host organization informed of any changes in my academic or professional status. If my placement is terminated or I do not work the full duration of my placement, I understand that I may be required to return the funds provided to me by the International Fellowship Program, in full or in part.

I understand that if I fail to complete my obligations, including writing and presentation requirements, service requirements to SPILG and/or ILS, and participation in the International Fellowship Fundraising process, I may be required to return the funds provided to me by the International Fellowship Program, in full or in part or complete additional requirements as set by the International Fellowship Program.

Signature: _____

Date: _____

Release

I recognize that I should review my health insurance coverage for my intended stay abroad and that I am required to provide a medical emergency contact and all information about my health, allergies or medications that may be necessary. I will notify my health insurance provider that I am going aboard and will determine the proper procedure for submitting claims.

Emergency Medical Contact Information:

Name of Contact: _____ Phone: _____

Address: _____

Relationship: _____

I recognize that all expenses, such as travel, housing, and living costs, are my responsibility. While I may receive a stipend to assist with the expenses of my trip, it is my responsibility to appropriately monitor and use those funds throughout the course of my placement.

Note: Students must carefully calculate their finances before accepting a placement. Hosts may be generous and kind, but an applicant cannot rely on any assistance from a host in advance. SULS and the International Fellowship Program make no claims or affirmations to applicants otherwise.

By signing this release, I understand that by accepting an international placement, I assume the risks with which such travel is associated. The nature of the risks may not always be readily ascertainable. I understand that Suffolk University is not prepared to analyze or make judgments of these risks for me, nor is Suffolk University financially able to assume liability or legal responsibility for any damages suffered by or incurred by me arising out of any activities on the trip. In addition, I am aware that the University's general liability policy covers only employees of the University and does not extend to students. Therefore, I recognize that I am wholly responsible for my own actions and that the University will not provide coverage for any damage I may cause to others.

I understand that it is my responsibility to monitor political developments that may affect my internship. I will review travel advisories at <http://travel.state.gov/travel/index.html> before and throughout my stay abroad.

I understand that if my placement is on the U.S. Sanction Country List or at a placement affiliated with someone on the Specially Designated Nationals List, I will not receive funding from the International Fellowship Program.

Note: Students are encouraged to access <http://www.internationalsos.com> (membership #11BSGC000065) to gain further travel information. (See also attached copy of membership card and benefits of the program.)

Signature: _____

Date: _____

PROJECT PROPOSAL

Summer Public Interest International Law Fellowship Program

INSTRUCTIONS: Complete each section of the Fellowship Project Proposal. Use 12 point Times New Roman font, 1" margins and double spaced lines. Maximum length is six pages including this coversheet.

Student's Name	
Partner Organization Name: Address: Tel: Email: Website:	
Location of Fellowship	
Start Date	
End Date	
Total Duration (weeks)	
Supervisor Contact Details Name: Address: Tel: Email:	

I. Summary

Summarize the goal, impact and activities of your fellowship.

Summarize the nexus between the Fellowship and professional and academic goals.

II. Goal & Impact of Fellowship

State briefly the overall goal of your fellowship. What do you hope to accomplish?

State briefly the impact your fellowship will have on (a) your clients, (b) your partner organization, and (c) the international community.

III. Fellowship Activities

Describe the specific activities you will undertake during the fellowship period.

What tasks will you perform?

What type of research or work will you produce?

Who will supervise your work?

IV. Nexus Between Fellowship & Professional and Academic Goals

Describe how the goal, impact and activities of this particular fellowship intersect with your professional and academic goals. How will this fellowship help you achieve your professional and academic goals?

V. Conclusion

State briefly why you should be provided with a Summer Public Interest International Law Fellowship grant.

VI. Other Financial Assistance

If your host organization is providing you with any assistance, such as housing vouchers, travel allowance, food or meals, etc, please list them below.