

2016 NPILF SUMMER FELLOWSHIP INFORMATION FORM

The Nebraska Public Interest Law Fund (NPILF) Summer Fellowships provide a limited number of stipends to matriculated University of Nebraska College of Law students who secure summer positions that serve the public interest. To be considered for a fellowship, applicants must meet certain individual and host-organization criteria described herein. NPILF strongly encourages all interested students to apply.

Fellowships amounts vary but they are all awarded with the expectation that students will be involved in their public interest positions for 300 hours during the course of the summer. Further, students accepting fellowships are required to participate in fundraising activities on behalf of NPILF.

APPLICATION DEADLINE

Completed applications are due **no later than 12:00 noon on Monday, March 21, 2016**. Applications must be submitted electronically via ROSCOE.

ELIGIBILITY

To be eligible for consideration, applicants:

- a. Must be matriculated students at the University of Nebraska College of Law, not graduating until December 2016 or later, and be in good academic standing at the time of the application;
- b. Must have secured an offer from the host-organization for which they seek a fellowship by the application deadline; and
- c. Preferably, would have participated in EJS and contributed to non-profit student activities. (awarded 10 points, see Selection Criteria below)

APPLICATION PROCESS

In order to submit an application, applicants must upload all of the requested application components to their ROSCOE account. Each component must be properly identified and include all necessary information. The components are as follows:

- a. Cover Letter: Applicants must complete the one-page fill-in application form (which can be found in the Document Library on ROSCOE). This must be signed and scanned;
- b. Resume: Applicants must submit a current version of their professional legal resume;
- c. Essay Questions: Applicants must submit a typed response which includes the following:
 1. **Personal Statement (limit of 1200 words)**: What is your commitment to public interest work? In what public service projects have you been involved in the past? Why did you choose this summer opportunity? How will this experience fulfill your personal and/or professional goals?
 2. **Public Interest Student Involvement (limit of 500 words)**: Describe your involvement with public interest student organizations during the 2015-2016 academic year. Also, please elaborate on how you plan to be involved in NPILF and/or EJS during the 2016-2017 academic year.

3. **Position Description (limit of 500 words):** Explain how your host-organization serves an unmet legal need. Also, briefly describe your summer public interest position, including the responsibilities you will be expected to assume (to the extent known). Please include the organization's web address so the selection committee can review the organization's profile.
- d. **Recommendation Letter:** This letter should be from an individual, preferably a professor or a current/former employer, who is familiar with the applicant's work and/or commitment to working in the public interest field.
- e. **Other Documents:** Applicants must upload one final document:
 1. **Confirmation Letter from the Host-Organization:** This letter should be written on organization letterhead indicating that a firm offer has been made and specifying the length of the position (full-time, part-time, number of weeks, etc.) and whether the position is paid or unpaid. It must include the dates you will be working at the organization. If the employer wishes to submit this letter electronically, it should be emailed directly to lawcareer@unl.edu.

There are a few general application details to note when submitting materials electronically. They are:

- The application form asks for an applicant's ID number on the signature line. This ID number will serve as an electronic signature which allows the Career Planning Center to release submitted materials to NPILF and its selection committee.
- Host-organizations will often send applicants hard copy confirmation letters. If you receive your confirmation letter in hard copy, you can use the scanner in the CSO to scan it for electronic submission/upload.
- Recommenders often prefer to submit their letters directly to the selection committee in confidence. If your recommender asks about this option, please let him or her know that letters can be submitted to the Career Development Office via email at lawcareer@unl.edu. Letters received in this fashion will be uploaded as "private files" which will appear in the Documents section of your ROSCOE account for you to submit as part of your application.

FELLOWSHIP SELECTION COMMITTEE

- (a) NPILF grants will be administered by an NPILF Committee. The NPILF Committee shall consist of **five** members consisting of the following:
 - the dean of the law school,
 - the director of the Career Development Office
 - the faculty advisor for the Equal Justice Society
 - an NPILF alumni who was a previous recipient of an NPILF grant,
 - Current president of the Equal Justice Society.

The Dean shall designate one member of the NPILF Committee as its chair, and in any event, the chair shall be a member of the faculty or of the senior administrative staff of the Law School.

- (b) Except as provided in subsection (d) of this section, the NPILF Committee shall have absolute discretion to determine
 1. whether to award NPILF grants in a particular year, and
 2. how many NPILF grants to award in a particular year, and
 3. whether to award an NPILF grant to an applicant, and

4. the amount of any NPILF grant, and
 5. the method or methods of payment of any NPILF grant, and
 6. whether to terminate or alter and NPILF grant.
- The NPILF Committee shall have the authority by majority vote to make substantive and procedural rules and to amend this charter.
 - Actions of the NPILF Committee, including actions taken under subsection (b) of this section, shall be subject to review by the Dean of the Law School.
 - Subject to the provisions of subsection (c) of this section, the NPILF Committee will meet as a whole at least once before deciding to award an NPILF Grant to any applicant. This Committee meeting will occur on any date before March 30th of the current funding year. NPILF Grants will be announced to the Law College by April 15th of the current funding year.

Each applicant who submits a properly completed application will have his or her application reviewed and scored by the NPILF selection committee. Each member of the selection committee will independently score each application. The high and the low scores will be dropped. The three remaining scores averaged to calculate the final score for your application. The scoring sheet is attached to the end of this document.

SELECTION CRITERIA

The Selection Committee will award fellowships based on a combination of the following criteria:

- a. The applicant's demonstrated commitment to public service and public interest law and/or pro bono service that extends beyond this summer opportunity. Future interest in public interest law, one's career path, commitment to the summer position, and involvement in public interest activities during and prior to law school will be considered (0-25 points);
- b. The applicant's participation in and commitment to EJS and NPILF. Participation in EJS activities, the Justice Jam and WLC auction (solicitation for the Auction and/or volunteering the night of the auction) (0 or 10 points), and involvement with EJS and NPILF beyond the Auction (0-5 points);
- c. The extent to which the proposed host-organization, and the applicant's summer service within it, serves the interests of an unmet legal need. (0-20 points);
- d. The quality of the proposed position and host-organization as determined by the position description, and the profile of the organization. It will be considered whether the position will offer a structured experience and provide an opportunity to do substantive legal work (0-20 points);
- e. The quality of legal supervision as determined by the position description, the profile of the organization, and other application materials. Whether the supervisor acts in a legal capacity, and the degree of accountability that the student will have to that supervisor will be considered (0-10 points); and
- f. The capabilities of the applicant as demonstrated by the application essay, resume and the written recommendation (0-10 points).

IMPORTANT NOTES

- Positions with government agencies *are eligible* for fellowship funding, but are *subject to higher scrutiny* when being reviewed by the selection committee to ensure the position meets an unmet legal need. Applicants should clearly address what unmet legal need will be satisfied as a result of their position with the host-organization during the summer in their position description.
- Positions involved with political campaign work are **not** eligible for fellowship awards.
- No preference will be given to client-based positions over policy-based positions, nor to Nebraska-based organizations over out-of-state or international organizations.
- Selection committee members may reach out to applicants via email or phone during the application review process if they have any questions about the applicant's fellowship materials. Applicants should be prepared to respond in a timely fashion to any such inquiries in order to facilitate the scoring process.
- Applicants should be aware that if awarded a fellowship, they may be asked to return all, or a portion, of their funding if they transfer or withdraw from the University of Nebraska College of Law prior to January 2017.
- Applicants should be aware that they can not enroll for and earn externship credits for the same position for which they are awarded a NPILF fellowship.

2016 Nebraska PUBLIC INTEREST LAW Fund APPLICATION FORM

Host Organization: _____

Host Organization Address: _____

Attorney-supervisor's name: _____

Please review the two questions below and respond to any questions that apply to your circumstances. Please limit your response(s) to 100 words or less.

1 **Will you be receiving any funding or compensation for your position at the host organization? If yes, please provide details about each funding/compensation source (i.e., amount of compensation anticipated, duration of compensation, source of compensation, etc.).** Note: A fellowship recipient who receives outside funding or compensation for his/her position that, when added to the amount of the NPILF fellowship, totals more than \$6,000 (or the proper pro-rated amount based on a partial fellowship award) will be asked to return excess funds for redistribution to new NPILF fellowship recipients. Please indicate if you are eligible for Federal Work Study.

2 **If you do not expect to spend at least 300 hours with the host organization, please address how many hours you expect to spend with the host-organization and why it will be less than 300 hours.** Note: A partial fellowship may be awarded to an applicant spending less than 300 hours with a host-organization.

Certification and Authorization

I certify that:

- I am in good academic standing with the University of Nebraska College of Law
- I will fill out a mid-summer and end of summer evaluation of my internship
- I am encouraged to participate in NPILF fundraising and other activities during the academic year following my internship
- I authorize the release of my application materials to NPILF and the members of its fellowship selection committee.

Name: _____ (please print) Student ID #: _____

Signature: _____ Date: _____