

# 2017 NPILF SUMMER FELLOWSHIP APPLICATION INSTRUCTIONS & 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. Please read all application and eligibility materials carefully. NPILF strongly encourages all interested students to apply.

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## **APPLICATION DEADLINE**

Completed applications are due **no later than 12:00 noon on Monday, March 20, 2017**. Applications must be submitted electronically via ROSCOE. **Job Posting #16751**

## **ELIGIBILITY**

To be eligible for consideration, applicants:

- a. Must be matriculated students at the University of Nebraska College of Law, not graduating until December 2017 or later, and be in good academic standing at the time of the application; and
- b. Must have secured a firm offer from the host-organization for which they seek a fellowship by the application deadline. (Please note that political and lobbying positions are not eligible.)

## **APPLICATION PROCESS**

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. Application Cover Sheet: Applicants must complete the one-page fill-in “Application Cover Sheet” (which can be found in the Document Library on ROSCOE) and upload the sheet into ROSCOE in the **cover letter** field;
- b. Resume: Applicants must submit a current version of their professional legal resume;
- c. Other Documents:
  1. **Essay Questions**:

Applicants must submit a single document with typed responses to the following questions and upload it as a “Writing Sample” in ROSCOE:

    - *Personal Statement (limit of 1200 words)*: What is your commitment to public interest work? What public service projects have you been involved with either prior to or during your time at the law college? Why did you choose this summer opportunity? How will this experience fulfill your personal and/or professional goals?
    - *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.

2. **Recommendation Letter & Confirmation Letter from the Host-Organization:**

Applicants must submit a single document with the Recommendation letter and Confirmation Letter from the Host-Organization and upload it as “Other Document” in ROSCOE

- *Recommendation Letter:* This letter should be from an individual familiar with the applicant’s commitment to working in the public interest field.
- *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.

**SELECTION CRITERIA**

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

- a. The extent to which the proposed host-organization, and the applicant’s summer service within it, serves the interests of an *unmet legal need*;
- b. 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, involvement in public interest activities during and prior to law school, and prior or future commitment to fundraising for NPILF will be considered;
- c. 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;
- d. 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; and
- e. The *capabilities of the applicant* as demonstrated by the application essay, resume and the written recommendation.

**NPILF Frequently Asked Questions**

**Q1: Does NPILF fund government positions?**

A: 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.

**Q2: Do I have to participate in direct client services?**

A: 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.

**Q3: Will there be an interview as part of the application process?**

A: 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 materials. Applicants should be prepared to respond in a timely fashion to any such inquiries in order to facilitate the scoring process.

## **NPILF Frequently Asked Questions, cont.**

### **Q4: What happens if I leave Nebraska Law after my Summer Fellowship?**

A: 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 2018.

### **Q5: Can I do earn externship credit while I am working?**

A: Applicants cannot earn externship credits for the same position for which they are awarded an NPILF fellowship.

### **Q6: Can I receive funding for a position as a prosecutor with local, state, or federal office?**

A: The fellowship committee has never found a traditional prosecution position to be a position that serves “an unmet legal need.”

### **Q: How do I get involved in fundraising for NPILF?**

A: Two student organizations, Women’s law Caucus (WLC) and Equal Justice Society (EJS), regularly raise funds for NPILF. You may find contact information for these organizations on the law college website and reach out to the student leaders to learn about ways to get involved. If you are a member of another student organization and have an idea for a fundraiser, please do not hesitate to approach the administration to see how we can support your endeavors!

**PLEASE NOTE:** All questions regarding the NPILF application process should be addressed to the CDO.

## 2017 Nebraska Public Interest Law Fund Application Cover Sheet

Host Organization: \_\_\_\_\_

Host Organization Address: \_\_\_\_\_

Attorney-supervisor's name: \_\_\_\_\_

Please review the questions below and respond to any questions that are applicable to your individual 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.

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.

3 **Please indicate if you are eligible for Federal Work Study (FWS). YES NO**  
Most Nebraska Law students do qualify. To receive FWS, you must complete a FAFSA and request FWS summer funding when it becomes available, typically in early March. Using FWS will allow successful NPILF applicants to stretch their NPILF awards and earn more than they would otherwise. FWS eligibility in **not** a criteria considered when making awards. Rather, FWS awards are used in deciding how awards will be disbursed to maximize

### 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 will participate in NPILF fundraising and other activities supporting NPILF 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 #: \_\_\_\_\_