PUBLIC SERVICE FELLOWSHIP PROGRAM

GUIDELINES AND APPLICATION

Earle Mack School of Law
Drexel University

Section 1 - Introduction

The Earle Mack School of Law at Drexel University recognizes the lawyer's obligation to serve the public good and is dedicated to encouraging and supporting students to contribute to and make a difference in their communities through public service work. The Law School instills in our students a sense of duty to work in the public interest throughout their legal careers with the hope that many will seek full-time public sector employment.

In recognition of and consistent with this commitment, the law school has established the Public Service Fellowship Program. The purpose of this program is to assist and support graduates with a strong commitment to public service. The Public Service Fellowship Program will provide up to six recent law school graduates with part time, paid, six-month legal positions at a qualifying public interest organization. The Law School hopes that this program will have a positive impact on both our graduates and the legal communities in which the students are placed.

Section 2 – Overview

• Up to six Public Service Fellowships may be awarded to those J.D. graduates of the Earle Mack School of Law who:

1. Are applying within the first two years of graduation;
2. Are working in qualifying employment; and
3. Submit a complete application by the specified deadline.

• Fellows will work an average of 20 hours/week for a maximum of six months.

• The Fellowship is non-renewable.

• Fellows will receive a monthly stipend of $2000.

Section 3 - Application Process

The Guidelines and Application for the Public Service Fellowship are available in the Office for Experiential Learning and on the web (http://www.earlemacklaw.drexel.edu/).

Applications should be submitted to Donna Duggan, either electronically or in hard copy.

Donna Duggan
Earle Mack School of Law at Drexel University
3320 Market Street, Suite 410
Philadelphia, PA 19104
215-571-4801 (phone)
215-571-4763 (fax)
donna.duggan@drexel.edu

A. Application Procedure

Graduates applying for a Fellowship shall provide the following documents:

1. Completed Application
2. Letter of Support from the Sponsoring Organization and a Full Project Description
3. Personal Statement
4. Law School Transcript
5. Resume

The Fellowship Committee reserves the right to request additional information and/or documents from the applicant if it determines that the information is needed to evaluate the application.

B. Application Timeline

Graduates seeking a Fellowship are required to apply no later than two years from the date of their graduation.

Graduates are requested to submit their Fellowship application and documents no later than the deadline date of **12:00pm on October 12, 2012.** Any applications that are not received by 12:00pm on October 12, 2012 will not be considered.

The Fellowship Committee will review all timely and completed applications. Fellows will be selected by **November 12, 2012**.

The Fellowship will begin on December 1, 2012 and will end on May 31, 2013. Fellows will be paid monthly. Benefits are calculated as of the date on which program participation commences. There are no retroactive installments. Fellows can earn a maximum of $2000/month for an average of 20 hours of work/week. If an active Fellow is offered and accepts a full-time job during the six month fellowship position, s/he must provide the host organization and the Earle Mack School of Law at Drexel University a minimum of two weeks notice before leaving the Fellowship placement and transitioning into the new job.

Section 4 – Employment Options

Graduates should seek out and secure their own placement. Self-initiated placements must qualify as a public interest organization and be approved by the law school's Fellowship Committee. A letter of support from the sponsoring organization and a full project description must also accompany the Fellowship Application.

A self-initiated placement must meet all of the following requirements to qualify:

1. Applicants must be employed part-time (20 hours/week); and
2. Working in a law-related capacity; and either
3. At a non-profit tax exempt organization under IRS Code 501(c)(3); or
4. In government law-related jobs at the local, state, or federal level.

Non-Qualifying Employment

1. Self-employment
2. Judicial clerkships
3. Full-time teaching
4. Work on behalf of a political candidate or party, or on a political campaign
5. Paid fellowships
6. Union-sponsored, fee-paid legal services
7. Paralegal clerk in a legal services office

Section 5 – Payment

Fellows must work an average of 20 hours/week and will be paid up to $2000/month. Payments will go directly to the Fellow, not the host organization. It is each Fellow's responsibility to inform the law school of any changes in employment or income whenever it occurs.

If an active Fellow is offered and accepts a full-time job during the six month fellowship position, s/he must provide the host organization and the Earle Mack School of Law at Drexel University a minimum of two weeks notice before leaving the Fellowship placement and transitioning into the new job.

Section 6 – Administration

The Public Service Fellowship Committee reviews all applications and determines eligibility for participation. The decisions of the Fellowship Committee are final. For questions concerning the Public Service Fellowship, please contact Susan Brooks at susan.brooks@drexel.edu or 215-571-4784.

Section 7 - Reservation of Rights

The Earle Mack School of Law at Drexel University reserves the right to modify or terminate the Public Service Fellowship Program and make changes applicable to all participants. The Law School continues to reserve the right to make these changes at any time without notice, even if such changes affect current participants

EARLE MACK SCHOOL OF LAW
PUBLIC SERVICE FELLOWSHIP PROGRAM

2012-2013 Application

GENERAL APPLICATION INFORMATION

Name _____

Address _____

Telephone Number _____ Email _____

Graduation Date _____ Concentration _____

Admitted to Practice Law in the Following States _____

PLACEMENT INFORMATION

Name of Host Organization _____

Address _____

Placement Supervisor Name _____

Telephone Number _____ Email _____

Please attach a separate letter of support from the host organization and full project description to this application.

PERSONAL STATEMENT

Please submit a personal statement detailing the nature of your previous public interest experiences, your future plans for public interest work, and why you are uniquely qualified for a Fellowship at your sponsoring organization.

CERTIFICATION

I hereby certify that all the information contained in this application is true and complete to the best of my knowledge. I confirm that I have read and understood all of the above Fellowship guidelines and agree that any stipend I receive is subject to, and governed by, these guidelines.

Applicant Signature _____ Date _____

CHECKLIST

1. _____ Complete Application
2. _____ Letter of Support and Project Description
3. _____ Personal Statement
4. _____ Law School Transcript
5. _____ Resume
6. _____ Submitted on Time – 12:00pm October 12, 2012 due date

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