HARPPUR LAW COUNCIL
PUBLIC INTEREST LAW INTERNSHIP
SUMMER 2018

What is the Harpur Law Council (HLC) Public Interest Law Internship?
This internship gives Binghamton University juniors and seniors the opportunity to:
• Experience the practice of law in the public sector
• Make informed decisions about the choice of a legal career, based upon their own experience
• Receive financial support to defray living expenses during the internship
• Establish professional connections with Council member attorneys and other BU law alumni

What are the time commitments, expenses, and duties involved?
Students chosen for the internship must work full-time at the assigned host organization for eight to ten weeks during the summer of 2018. Each selected student will receive a stipend ranging from $2,500 to $4,000 to defray expenses. The student will agree to fulfill course requirements, provide periodic reports and final evaluation to the University, and return to Binghamton during the next year to describe the internship to others. The internship will carry one credit (tuition and fees will be paid by the Law Council).

Where will the Internship take place?
Seven sites are confirmed for the summer 2018. The sites include:
• Center for Elder Law & Justice, Buffalo, NY: http://www.elderjusticeny.org/
• Legal Services NYC, Bronx: http://www.legalservicesnyc.org/our-program/bronx
• New York State Division of Homes and Community Renewal: Tenant Protection Unit (Jamaica, NY) & Governor’s Office of Storm Recovery (Manhattan): http://www.nyshcr.org/
• NYC Department of Education, Manhattan: http://schools.nyc.gov/Offices/GeneralCounsel/Disciplinary/ATU/default.htm
• U.S. Drug Enforcement Administration, Office of Chief Counsel, Arlington, VA: www.dea.gov
• Waterfront Commission of NY Harbor, Manhattan: www.waterfrontcommission.org

Who is eligible?
Current full-time juniors or seniors, who expect to graduate between May 2018 and August 2019, who will have completed at least 32 credit hours at Binghamton by the time the internship begins, with overall Binghamton GPA of 3.0 or higher. See Internship Guidelines for a complete list of requirements.

How are students selected?
A panel of Harpur Law Council members, representatives from host organizations, the Pre-Law Advisor, and a representative from the Harpur College Dean's Office will review the applications and invite a group of finalists to participate in an on-campus interview on February 28, 2018. The panel will consider academic achievement, public interest experience, recommendations/references, the essay and the interview in making final selections. We expect to select seven students for Summer 2018.

How do I apply?
• Fill out the attached two-page application, completing all items.
• Attach your essay and your resume.
• Attach an official transcript including Fall 2017 grades (allow at least two weeks, for preparation and mailing to your local address, to obtain the transcript from the Office of Student Records).
• Attach two faculty (we will allow one from a professional staff member) letters of recommendation
• Sign and date the interview agreement, the authorization to release your records and the confidentiality pledge.
• All items must be submitted together in one application package on single-sided sheets of paper.

Completed applications are due in Pre-Law Advising Office by 4:30 PM, February 5, 2018

Questions?
Contact the Pre-Law Secretary at 607-777-6305 or speak to the Pre-law Advisor during walk-in hours.
INTERNSHIP GUIDELINES

1. Only currently enrolled full-time juniors or seniors, who expect to graduate between May 2018 and August 2019, may apply. Students must have completed at least 32 credit hours at Binghamton by the time the internship begins, be in good standing with Binghamton University and have a 3.0 GPA or higher.

2. The internship carries one course credit. Tuition and fees for the credit will be paid for by the Harpur Law Council. The student must agree to fulfill course requirements, which include sending the course instructor a weekly report during the internship and completing an evaluation of the internship experience.

3. The approved grade for an internship is P/F.

4. During the period of the internship, the student will submit weekly reports to the course instructor, due on each Friday of the internship (unless another day of the week is agreed to in advance). At the completion of the internship, a written self-evaluation report will be submitted to the course instructor. The course instructor’s review of the weekly reports and self-evaluation report will determine the student’s grade. The grade will be assigned by the course instructor.

5. Students who complete the internship agree to return to Binghamton and/or attend events at Binghamton or elsewhere during the next academic year to describe the internship to others.

STUDENT ROLES AND RESPONSIBILITIES

1. Adhere to agency or organization work hours, policies, procedures and rules governing professional staff behavior.

2. Adhere to agency or organization policies governing the observation of confidentiality and handling of confidential information.

3. Maintain professional relationships with agency or organization employees and third parties.

4. Utilize a courteous, enthusiastic, open-minded approach to policies and procedures within the profession.

5. Be consistent and punctual in the submission of all work assignments to your agency supervisor(s) and your weekly report to the course instructor.

6. Ask for assistance if necessary. Your agency supervisor would rather spend time now to make sure something is done right than do it over in the future.

7. Ask for feedback. Constructive criticism allows you to modify or change behavior or performance for the most productive use of your internship.

8. Submit a weekly report to the course instructor of the activities engaged in, with comments on specific problems and challenges you have experienced and how you confronted, analyzed and solved (or was not able to solve) the problems. This report is due each Friday, via e-mail, unless you make other arrangements in advance with the course instructor. In addition to the weekly reports, submit an evaluation report of the internship experience by the deadline provided on the evaluation form.

9. The sponsor’s evaluation of your performance will be completed at or prior to the conclusion of your internship.

10. Students are not permitted to accept any compensation or payment from the sponsor agency or organization for work performed during the time period of the internship.

11. In accepting an internship, students agree to comply with the requirements set forth above and with all applicable Binghamton University policies and regulations.

HARPUR LAW COUNCIL
NAME: ________________________________  B#: ________________________________

LOCAL ADDRESS: ___________________________________________  PERMANENT ADDRESS: ___________________________________________

LOCAL PHONE: ___________________________  PERMANENT PHONE: ___________________________

CELL PHONE: ___________________________  PERMANENT PHONE: ___________________________

CURRENT E-MAIL: ___________________________  PERMANENT E-MAIL: ___________________________

I am a full-time ___ Junior ___ Senior (please see guidelines)

DATE OF GRADUATION: ___________________________

MAJOR(s): ___________________________________________

• Please attach the following essay:
  In a typed essay, not to exceed 500 words, describe the sources of and/or reasons for your interest in public interest law issues, how these relate to your desire to pursue law as a career, and why you should be chosen to represent Binghamton University. Relevant sources and/or reasons can include academic courses, internships, employment, life experiences, and extracurricular and community service activities.

• Please attach your resume.

• Please attach an official transcript including Fall 2017 grades (allow at least two weeks, for preparation and mailing to your local address, to obtain the transcript from the Office of Student Records)

• Please list two references below, and attach two letters of recommendation from faculty members (please allow sufficient time for the preparation of these letters/we will accept one letter from a professional staff member). Your references can be the same as, or different from your faculty recommenders.

  1. Name: ________________________________  Phone: (   ) ___________________________
     E-Mail: ___________________________________________

  2. Name: ________________________________  Phone: (   ) ___________________________
     E-Mail: ___________________________________________

HARPUR LAW COUNCIL
• Interview Agreement:
If selected as a finalist, I agree to be **available for an on-campus interview on February 28, 2018**. Following the interview, I may be offered an opportunity to rank the internship sites in order of preference. However, if that should occur, I understand that I am **not** guaranteed a placement at my preferred internship site, or at any site, and I agree to be considered for **all** placements.

_____________________________                         ____________
Initials                                           date

• Release of Records:
I authorize the Pre-Law Advising Office at Binghamton University to release information from my academic and disciplinary records at Binghamton University to the Internship Review Panel, for the purposes of reviewing this application. Panel members will include Harpur Law Council members, representatives from host organizations, the Pre-Law Advisor, and a representative from the Harpur College Dean’s Office.

______________________________                         ____________
Signature                                          date

• Confidentiality Agreement:
I understand the need to keep professional information confidential. I hereby agree to assure the confidentiality of information I receive from others or obtain from my own observation regarding clients, business plans, private records, and other non-public information associated with my work on the Summer 2018 Public Interest Law Internship.

______________________________                         ____________
Signature                                          date

Completed applications are due in Pre-Law Advising Office by 4:30 PM, Monday, February 5, 2018