

HARPUR LAW COUNCIL PUBLIC INTEREST LAW INTERNSHIP SUMMER 2019

The Harpur Law Council (HLC) Public Interest Law Internship gives Binghamton juniors and seniors the opportunity to experience law in the public sector; to make informed decisions about the choice of a legal career, based on their own experience; to establish professional connections with HLC member attorneys and other BU law alumni; and to receive financial support to defray living expenses during the internship.

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 2019. Each selected student will receive a stipend ranging from **\$3,000 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?

Ten sites are confirmed for the summer 2019. These sites include:

- Broome County Attorney's Office, Binghamton, NY: <http://www.gobroomecounty.com/law>
- Center for Elder Law & Justice, Buffalo, NY: <http://www.elderjusticenyc.org/>
- Innocence Project, NYC: <https://www.innocenceproject.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) <http://www.nyshcr.org/>
- NYC Department of Education, Manhattan: <http://schools.nyc.gov/Offices/GeneralCounsel/Disciplinary/ATU/default.htm>
- New York Supreme Court Trial Judge, Honorable Joel Cohen '83, Manhattan: <http://www.nycourts.gov/courts/1jd/supctmanh/>
- U.S. Drug Enforcement Administration, Office of Chief Counsel, Arlington, VA: www.dea.gov or Tzedek DC, Washington, D.C.: <https://www.tzedekdc.org/mission/>
- Waterfront Commission of NY Harbor, Manhattan: www.waterfrontcommission.org
- Sheffield Hallam University, Sheffield, UK (two openings; see attached page for more information)

Who is eligible?

Current full-time juniors or seniors, who expect to graduate between May 2019 and August 2020, 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 for the domestic agencies to participate in an on-campus interview **on February 27, 2019**. The panel will consider academic achievement, public interest experience, recommendations and references, the essay and the interview in making final selections. As detailed below, candidates for the Sheffield Hallam University internship will participate in a separate interview. We expect to select eleven students for Summer 2019.

How do I apply?

- Fill out the attached **two-page** application, completing all items.
- Attach your **essay(s)** and your **resume**.
- Attach an **official transcript including Fall 2018 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 6, 2019

Questions? Contact the Alex Jablonski, Pre-law Advisor at ajablons@binghamton.edu or Leah Joggerst, Director of Harpur Constituent Relations at ljoggerst@binghamton.edu.

INTERNSHIP GUIDELINES

1. Only currently enrolled full-time juniors or seniors, who expect to graduate between May 2019 and August 2020, 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. Students interning in the domestic agencies will participate in a course administered by the Harpur Dean's Office, and students interning with Sheffield Hallam University will enroll in a separate course taught by a faculty member in the Binghamton University Human Rights Institute.
 - a. For domestic internships: students will submit weekly reports to the course instructor, due each Friday of the internship (unless another day of the week is agreed to in advance). These weekly reports should comment on specific problems and challenges that the students have experienced and indicate how they confronted, analyzed, and solved (or were unable to solve) those problems. 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 approved grading option for this course is Pass/Fail.
 - b. For Sheffield Hallam University interns: requirements for the course will be determined by the instructor.
3. 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, organization, or university work hours, policies, procedures and rules governing professional staff behavior.
2. Adhere to agency, organization, or university policies governing the observation of confidentiality and handling of confidential information.
3. Maintain professional relationships with agency, organization, or university 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. The sponsor's evaluation of your performance will be completed at or prior to the conclusion of your internship.
9. **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.**
10. In accepting an internship, students agree to comply with the requirements set forth above and with all applicable Binghamton University policies and regulations.

Human Rights Internships at Sheffield Hallam University

In partnership with Binghamton University's Human Rights Institute, we are pleased to welcome applications for two internship positions at Sheffield Hallam University, located in the United Kingdom, in the Department of Law and Criminology.

Following a two-week online preparatory course, interns would spend six weeks in residence in Sheffield, working with current law students and legal professionals on a number of human rights-related law clinics, as well as assist in staffing the Court Help Desk, which is a resource for individuals who represent themselves at court. Law clinics include:

- The Refugee Clinic (focusing on family reunification)
- The Prison Law Clinic (focusing on conditions of confinement)
- The Criminal Appeals clinic (focusing on wrongful convictions)

The Human Rights internships will involve a selection and interview process separate from the other, domestic public interest sites. Sheffield interns will also participate in a separate course as part of the internship, administered by a faculty member in the Human Rights Institute.

The same eligibility criteria applies to all internship sites, and so students may elect to be considered for one or both programs. If you would like to be considered for the Human Rights Internship, please indicate your interest on the application and include the supplementary essay.

Please note that, unlike for the other postings, funding for the Human Rights Internships may be competitive and may not be available to both selected interns. If funding is a concern, please indicate on the application that you would like to be considered for it.

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NAME: _____ B#: _____

LOCAL ADDRESS: _____ PERMANENT ADDRESS: _____

LOCAL PHONE: _____ PERMANENT PHONE: _____

CELL PHONE: _____

CURRENT E-MAIL: _____ PERMANENT E-MAIL: _____

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

DATE OF GRADUATION: _____

MAJOR(s): _____

Have you been convicted of a felony? ___ Yes ___ No

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to participate in the internship program. If “yes” is checked, indicating you have a felony conviction, a campus committee will review the application to determine if you are approved to participate.

Indicate the programs for which you would like to be considered:

_____ Public Interest Law Internship, domestic agencies

_____ Human Rights Internship at Sheffield Hallam University

If applying for the Human Rights Internship, would you like to be considered for funding?

_____ Yes _____ No

Please attach each application essay that applies:

- Domestic placements: 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.
- Sheffield Hallam University: In a typed essay, not to exceed 500 words, describe your interest in human rights issues and explain how this program would help to further your personal, professional, or academic goals. Please also indicate why you would be a good fit for this program.

Please also attach your **resume**, an **official transcript that includes your Fall 2018 grades**, and **two letters of recommendation from faculty members** (one may be from a professional staff member, if necessary). And please list **two references** below. These may be the same as or different from your faculty recommenders.

1. Name: _____ Phone: () _____

E-Mail: _____

2. Name: _____ Phone: () _____

E-Mail: _____

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Interview Agreement:

If selected as a finalist for a domestic placement, I agree to be **available for an on-campus interview on February 27, 2019**. 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.

If selected as a finalist for the Sheffield Hallam University placement, I agree to participate in an on-campus interview at a date to be set by the selection committee.

Signature

date

Placement Agreement:

I understand that many students are seeking internships sponsored by the Harpur Law Council (HLC). If I am interviewed for and receive an offer for a placement at one of the internship sites, I agree to accept the offer and carry out my obligations under the HLC internship program.

Signature

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.

Please note that you will also need to file a separate release of information with the Office of Student Conduct, which indicates that Alex Jablonski, the Pre-Law Advisor, may access your disciplinary record.

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 2019 Public Interest Law Internship.

Signature

date

**Completed applications are due in Pre-Law Advising Office (Old Champlain 110)
by 4:30 PM, Wednesday, February 6, 2019**