



Public Interest Resource Center

# Public Service Job Search Guide



Public Interest Resource Center  
Fordham Law School

150 West 62nd St., Room LL-100  
New York, NY 10023

tel 212-636-7789  
fax 212-636-7189

[law.fordham.edu/pirc](http://law.fordham.edu/pirc)  
[facebook.com/pircfordhamlaw](https://facebook.com/pircfordhamlaw)



FORDHAM UNIVERSITY  
THE SCHOOL OF LAW

**Public Service Job Search Guide, 2018-2019**

I.	The Public Interest Resource Center (PIRC).....	4
	A. PIRC Student Organizations .....	4
	B. Public Interest Career Services.....	5
	i. Counselors and Resources .....	6
	ii. PIRC Programs.....	6
II.	Public Service Programs at Fordham Law.....	7
III.	Pro Bono Requirement for New York State Bar Admission.....	8
IV.	Public Service Law.....	9
	A. Public Interest/Non-Profit Organizations.....	10
	Legal Services/Legal Aid.....	11
	Criminal Defense.....	11
	B. Government Sector.....	12
	Criminal Prosecution.....	12
	Federal, State and Local Government.....	12
	C. Judicial.....	14
	D. Public Interest Law Firms .....	14
V.	Public Service Job Search.....	14
	A. Timing .....	14
	i. 1L/1E .....	15
	ii. 2L/2E/3E.....	17
	iii. Fall/Spring Semester Internships/Externships .....	17
	iv. 3L/4E.....	17
	B. Resources .....	19
	C. Public Service Programs and Events .....	22
VI.	Job Search Tools.....	24
	A. Your Professional Materials.....	24
	i. Resume.....	24
	ii. Cover Letter .....	29
	iii. Statement of Interest.....	30
	iv. Other Commonly Requested Documents.....	30
	B. Follow-up on Your Application.....	31
	C. The Interview .....	31
	D. Once You Get the Offer.....	33
	E. Career Counseling Sessions.....	33
VII.	Funding for Public Service Work.....	34
	A. Internships: Summer, Fall & Spring Semesters.....	34
	B. After Graduation: Post-Graduate Financial Assistance.....	40

C. Post–Graduate Fellowships.....	43
Appendix .....	48
Sample Resumes ( <i>progression 1L, 2L, 3L</i> ).....	49
Sample List of References .....	52
PIRC Programs: Fall 2018 .....	53
Centers and Institutes at Fordham Law School .....	54

## I. The Public Interest Resource Center (PIRC)

Room LL-100 (Counselors); Room LL-101 (Student Groups); Room LL-100A (Conference Room)

Assistant Dean Tom Schoenherr, Room LL-100D, [tschoenherr@fordham.edu](mailto:tschoenherr@fordham.edu)

Director Aisha Baruni, Room LL-100F, [abaruni@fordham.edu](mailto:abaruni@fordham.edu)

Director Leah Horowitz, LL-100E, [lorowitz2@fordham.edu](mailto:lorowitz2@fordham.edu)

Office Manager Adiaha Eno, LL-100, [aeno@fordham.edu](mailto:aeno@fordham.edu)

Phone: 212-636-6952 <http://law.fordham.edu/pirc.htm>

Fordham Law School's mission is to educate attorneys to work "In the Service of Others." Public service is a Fordham Law tradition that is expressed by approximately 500 students who participate annually in some form of public service work. Fordham Law has a vibrant public service community and there are many ways to become involved, including student organizations, the Clinical and Externship program, Centers and Institutes, and courses.

This Public Service Job Search Guide introduces you to the Public Interest Resource Center (PIRC) which can provide you with valuable assistance in pursuing public service opportunities while you are in law school and throughout your legal career. The American Bar Association honored PIRC with their prestigious Pro Bono Publico Award (Fordham Law is one of only three schools to have been awarded this honor).

### PIRC:

- Is the home of public interest student groups involved in *pro bono* work with legal services organizations; educational and advocacy work; and community service projects.
- Offers and provides, along with the Career Planning Center (CPC)
  - A variety of services to students interested in exploring public service careers.
  - An array of programs to introduce students to public service practice areas and opportunities.

### A. PIRC Student Organizations

PIRC is a place where the passion, talents, skills, energy and creativity of law students makes a real difference from the moment they enter Fordham Law. Fordham students have created 28 organizations whose primary mission is *pro bono*, education, advocacy, and/or community service. PIRC student groups do important work such as assist survivors of domestic violence, advocate for claimants who have been denied unemployment insurance benefits, defend immigrants' rights, and participate in environmental advocacy, prisoners' rights, and human rights work. PIRC student groups presently include:

- Advocates for the Incarcerated (AFTI)
- Advocates for Sexual Health and Rights (ASHR)
- Artist Representation Society (ARS)
- Anti-Trafficking Legal Advocacy Society (ATLAS)
- Consumer Law Advocates (CLA)
- Domestic Violence Action Center (DVAC)
- Drug Policy Reform Group (DPRG)
- Environmental Law Advocates (ELA)
- Education Law Collaborative (ELC)

- Farm to Fordham (F2F)
- Fordham Health Law Society
- Fordham Law Advocates for Voter Rights (FLAVR)
- Fordham Law Defenders (FLD)
- Fordham Student Sponsored Fellowship (FSSF)
- Habitat for Humanity at Fordham Law School (HFH)
- Housing Advocacy Project (HAP)
- If/When/How Lawyering for Reproductive Justice
- Immigration Advocacy Project (IAP)
- International Refugee Assistance Project (IRAP)
- Mentoring Youth Through Legal Education (MYLE)
- Stein Scholars Program in Public Interest Law & Ethics
- Student Animal Legal Defense Fund of Fordham Law School (SALDF)
- Students for the Education and Representation of Veterans (SERV)
- Suspension Representation Project (SRP)
- Unemployment Action Center (UAC)
- Universal Justice (UJ)
- Workers' Rights Advocates (WRA)
- YouthLaw

You can learn about all PIRC student groups on PIRC's website <http://law.fordham.edu/pirc>. If you're interested in starting a new *pro bono* or community service initiative, please speak with PIRC staff—we're here to help you realize your dream.

PIRC student groups host orientations, sponsor trainings, and organize panels and programs. Learn about them by:

- Getting on the email lists of PIRC Student Groups—attend the SBA/PIRC Student Group Fair and/or email student leaders directly (get contact info from PIRC).
- Checking your Fordham email for PIRC-UP!, the weekly email announcing events by PIRC student groups.
- “Like” PIRC on Facebook (<http://www.facebook.com/pircfordhamlaw>).
- Reading *The Weekly Brief*, the weekly newsletter of the Office of Student Affairs.
- Looking for posters and flyers on bulletin boards around the law school.
- Drop by or make an appointment to chat with any or all of us.

## **B. Public Interest Career Services**

PIRC can assist you in exploring public service career opportunities (summer and academic year internships/externships, post-graduate jobs, and summer or post-graduate fellowships) through one-on-one counseling, resume advice and mock interviews, all from the perspective of a public service job search. These services complement the CPC's services.

Many Fordham Law graduates pursue careers in non-profit organizations, government agencies, and the judiciary. Others perform *pro bono* work at law firms or as in house counsel. The paths of many

Fordham alums are quite fluid—moving between the various public service and private sectors.

A career in public service may be realistic regardless of your law school, graduate school, and undergraduate loan debt. The College Cost Reduction and Access Act (CCRAA) of 2007 provides for low monthly student loan payments on federally guaranteed student loans and cancels remaining debt after 10 years of public service employment. *For more information see <http://www.equaljusticeworks.org/student-debt> and <http://askheatherjarvis.com/> Fordham Law's Financial Aid Office also has useful information on its website at [www.law.fordham.edu/financialaid](http://www.law.fordham.edu/financialaid) and you may set up a meeting with that office to discuss your own financial planning.*

### **i. Counselors and Resources**

The counselors in PIRC are a valuable resource for your job search and complement the services offered by CPC. The PIRC counselors (whose bios are available @ <http://law.fordham.edu/aboutpirc>) combine decades of experience in public service career services, counseling and public service law practice. We are here to discuss your interests and help you develop a public service job search strategy for your summer, academic year or post-graduation.

PIRC has print and online resources to help you learn about U.S. based and international work. PIRC counselors can help you explore the range of opportunities in public service law. Some students come to law school with a commitment to public service law. Others may wish to explore non-profit, government or policy work during a summer or semester internship. As your interests and goals develop, your job search strategies may change. We are always interested in meeting with you.

### **ii. PIRC Programs**

PIRC offers programs to introduce you to public service practice areas and employers:

*Public Interest Receptions and Job Fairs:* PIRC co-sponsors a variety of receptions and job fairs for you to meet and interview with a wide variety of public service employers including the Public Interest Legal Career Reception (PILCR) at the beginning of the school year at Fordham Law on the evening of Thursday, September 13, 2018, the Equal Justice Works Public Interest Law Career Fair and Conference in Arlington, VA (Metro Washington D.C. area) on Friday, October 26 - Saturday, October 27, 2018, and The Public Interest Legal Career Fair (PILCF) held at NYU Law School on Thursday, February 7, and Friday, February 8, 2019.

*Job Skills Workshops:* PIRC and CPC co-sponsor skills workshops for each class year to guide you in your public service job search and make the most of the public service career fairs (including informational “table talk” and mock interviews). We are also available for one-on-one mock interviews.

*Public Service Practice Profiles and Pathways to Practice:* We, often in partnership with PIRC student groups and other law school centers and institutes, sponsor programs with lawyers from non-profit organizations, government agencies, private/public interest law firms, and those doing *pro bono* work at private firms.

For information on PIRC programs, visit the PIRC online calendar available at

<http://law.fordham.edu/pirccalendar>. Programs are also announced by email to your Fordham email account, PIRC's weekly e-newsletter PIRC-Up!, PIRC's Facebook page, and in *The Weekly Brief*, the weekly newsletter distributed by email by the Office of Student Affairs. Please also check flyers on bulletin boards throughout the law school. The list of PIRC Fall 2018 Programs is included in the Appendix.

## II. PUBLIC SERVICE PROGRAMS AT FORDHAM LAW

Fordham Law has developed strong public interest programs. They include:

*The Clinical Program* affords opportunities for students to integrate legal analysis with lawyering theory and skills. You will assume lawyering roles and perform lawyering functions in problem-solving settings under the close supervision of a clinical faculty member, and begin the process of experiential and reflective learning, which will continue throughout your professional careers. Current clinics include:

- Appellate Litigation
- Community Economic Development
- Consumer Litigation
- Corporate Social Responsibility
- Criminal Defense
- Entrepreneurial Law Clinic
- Family Advocacy
- Federal Litigation
- Federal Tax
- Immigrant Rights
- International Human Rights
- International Law & Development in Africa
- Legislative and Policy Advocacy
- Mediation
- Queens District Attorney Prosecution
- Samuelson-Glushko Intellectual Property and Information Law
- Securities Litigation & Arbitration
- Presidential Succession Part II

Detailed descriptions of the Clinics is available on the website of the Clinical Program:

<http://law.fordham.edu/clinics>

*The Externship Program* provides an opportunity for students to earn academic credit for off-campus externships in legal settings under the supervision of judges, law clerks and attorneys with non-profit organizations and government agencies. <http://law.fordham.edu/externships>

*Center and Institutes at Fordham Law School* provide a range of opportunities to engage in important work. A list of Centers and Institutes at Fordham Law School, with opportunities for student involvement, is included in the Appendix of this Guide.

In addition, the *Curriculum* includes a wide range of courses in public interest practice areas and to build skills. [law.fordham.edu/curriculumguide](http://law.fordham.edu/curriculumguide). Fordham offers a public interest and service concentration that is flexible enough to allow students to put together a course of study that reflects their interests. [https://www.fordham.edu/info/22300/public\\_interest\\_and\\_service](https://www.fordham.edu/info/22300/public_interest_and_service) The *faculty* includes full-time professors with a record of accomplishments in public interest law and public service as well as adjunct professors who are in public service practice. <http://law.fordham.edu/faculty>

“*In the Public Service: A Guide to Public Service at Fordham Law*,” available on the PIRC website, will provide you with more details on opportunities to get involved in public service at the Law School.

### III. Pro Bono Requirement for New York State Bar Admission

New York is the first state to require that all those seeking admission to the New York Bar after January 1, 2015 certify that they have performed 50 hours of *pro bono* service as a condition of admission (22 NYCRR 520.16). This Rule applies to all students, both J.D. and LL.M., who graduate from the law school on or after May 2014 and seek admission to the New York Bar post bar exam. The New York State Unified Court system has prepared a set of frequently asked questions (FAQs) which are available at <http://www.nycourts.gov/attorneys/probono/FAQsBarAdmission.pdf> The summary below is based upon the FAQs, and refers to the particular number within that document:

The definition of *pro bono* is very broad. Qualifying work must be law related; it must use legal skills or be law-related activities that are appropriate for lawyers-in-training. See FAQ 11. The FAQ provides some examples which include: “...helping a low-income person complete court forms; assisting an attorney with trial preparation; helping litigants prepare for court appearances; engaging in witness interviewing and investigation; participating in a community legal education project; drafting court or transactional documents; or engaging in legal research. You may also perform law-related assignments or make court appearances that are authorized under student practice orders issued by the Appellate Division of the New York Supreme Court for the specific program in which you are performing *pro bono* work.” FAQ 11a. Because the rule requires that qualifying work be law related, activities such as volunteering for a soup kitchen or other student-run projects with no attorney supervision do not meet the supervision criteria and would not count. See FAQs 11, 13, and 22.

The definition of the client or other interests for whom the *pro bono* work can be performed is also very broad, including not only traditionally underserved populations, but also non-profit organizations and the individuals that they serve, as well as all branches and agencies within the federal, state, and local governments, as well as their foreign counterparts, and with judges at any local, state, federal, or international court.

The Rule expressly includes clinics and internships/externships, and it allows students to receive academic credit and still have the work count as *pro bono*. Thus, anyone who participates in most Fordham clinics or Fordham externships will fulfill the requirement. The rule can also be fulfilled by service for which the applicant received a stipend, fellowship or third party payment and for qualifying legal work performed at a job for which compensation is paid, so long as there is no additional compensation for the qualifying service.



The *pro bono* work can be performed anywhere in the US or outside the US. If the work is performed, in whole or in part, outside of the US, you will be required to explain in detail the nature and circumstances of your work. See FAQs 10, 12g, and 14.

The work must be law related and supervised by an attorney licensed to practice in the jurisdiction where the work is performed. Qualified work may not involve partisan political activities, nor can it be legal research in support of scholarship. The Rule would include many of the *pro bono* projects within Fordham Law's Public Interest Resource Center, as well as *pro bono* work that students have traditionally found on their own with outside groups, so long as the work is supervised by an attorney.

Applicants are responsible for certifying their compliance, not the law school. Each applicant must submit an affidavit of compliance with original signatures (no digital versions will be accepted) that describes the nature and dates of the *pro bono* service and must secure a certification from the supervising lawyer. The affidavit form is available from the New York State Court website at: <http://www.nycourts.gov/attorneys/probono/baradmissionreqs.shtml> We strongly recommend that you and your supervisor complete the affidavit promptly after the *pro bono* work is concluded, although it cannot be submitted until the application for NY State Bar admission is filed.

Further information is available from the websites noted above and questions may be directed to Assistant Dean Tom Schoenherr ([tschoenherr@fordham.edu](mailto:tschoenherr@fordham.edu)).

#### IV. PUBLIC SERVICE LAW

Public service, sometimes called public interest, law may be described as law in the service of human needs. The term, in its broadest definition, includes work with non-profit organizations, the government, the judiciary and private public interest law firms.

Public service work can be very rewarding. There are a range of opportunities and career paths are varied. Some attorneys do public service work for their entire career. The College Cost Reduction and Access Act of 2007 makes public service work financially feasible regardless of educational debt.

*See resources posted by Equal Justice Works at <http://www.equaljusticeworks.org/student-debt>, by national expert Heather Jarvis at <http://askheatherjarvis.com/> and Fordham Law's Financial Aid Office at [www.law.fordham.edu/financialaid](http://www.law.fordham.edu/financialaid)*

Others chose a combination of public service and law firm practice as their life's work. Attorneys at firms may do *pro bono* work, a form of public service, providing their services for free to advance the rights of an individual or group which cannot afford to pay for counsel.

The Public Interest Resource Center (PIRC) can introduce you to dynamic public service possibilities during your three or four years at Fordham. We co-sponsor panels where practitioners, including Fordham alumni, talk about their work, career choices, and job opportunities. We participate in a number of public service career fairs where you can meet and interview with a range of employers from across the country. PIRC counselors can meet with you to help you explore your interests.

There are many public service summer internship opportunities for law students, including some that come with funding or for which outside funding is available (*Part VII of this Guide contains a fuller discussion of Funding for Public Service Work*). We use the words ‘internship’ and ‘externship’ interchangeably in this guide. Internships generally mean work with an organization or agency that is independent of the law school and include positions that are purely voluntary, or offer a stipend or a salary. Externships often convey that academic credit is given for the work, requiring an academic component.

Public service employers, both government and non-profits, often operate with lean staff. They are eager for assistance, and often provide law student interns with the opportunity to work on interesting projects with significant responsibility. A summer, or semester, in public service enables you to hone your lawyering skills and do meaningful work. Academic credit is available during each semester, after the completion of your first year, with select public externship organizations. For more information, see the Externship Program’s webpage at <http://law.fordham.edu/externships>.

Many public service employers hire recent graduates. Many of the larger organizations and agencies have developed special training programs for newly admitted attorneys.

The following represent some of the main settings in which public service attorneys practice. Alumni of Fordham Law are working in **each** of these settings and PIRC counselors can help connect you with them.

#### **A. Public Interest/Non-Profit Organizations**

Each non-profit organization has its own mission and program focus. Examples of the issues they address include Animal Law, AIDS/HIV, Arts, Children/Youth, Civil Rights, Civil Liberties, Community Economic Development, Consumer Protection, Criminal Justice, Death Penalty, Education, Elderly, Environment/Energy/Utilities, Family, Farm/Migrant Workers, Gay/Lesbian/Bisexual/Transgender, Government Accountability, Health, Homelessness/Housing, Immigration, International Human Rights, National Security, Native American, Prisoners’ Rights, Reproductive Issues, Voting/Campaign Finance, Women’s Issues, and Workers’ Rights. Some organizations primarily serve the interests of individual clients and others a social cause or issue. Some non-profits are issue-oriented and others are more client-service oriented. Many non-profits combine issue-oriented and client-service oriented advocacy. Some excellent Handbooks on many of these practice areas is available @ <http://law.fordham.edu/practicearearesources>

Issue-oriented groups are often involved in “impact litigation.” They undertake cases to create legal policy and precedents that affect large numbers of people on a particular issue. They may also do advocacy, lobbying, grass roots organizing and other activities designed to protect legal rights or bring about social change. Examples include Legal Momentum, the ACLU, the Center for Constitutional Rights, and the NAACP Legal Defense and Education Fund.

Direct client-service oriented organizations represent individual clients with legal problems. Examples include most legal services/legal aid programs (described below), the Children’s Law Center, and Sanctuary for Families.

## **Legal Services/Legal Aid**

Legal services and legal aid offices are non-profit organizations whose primary mission is to provide free or low-cost legal representation to low-income individuals and grassroots groups. In some locations the terms “legal services” and “legal aid” are interchangeable. In others there is a distinction based on the sources of funding received by the office. In some locations, legal aid offices, such as The Legal Aid Society in New York City, provide both civil and criminal representation.

The practice areas of legal services and legal aid offices vary from office to office, but may include housing, family, consumer, public benefits, bankruptcy, and education law.

The type of legal assistance provided depends in part on the region of the country, the demographics of the local community and the provider’s funding sources. A rural legal services office may provide assistance to migrant farm workers or local coal miners, while an urban office may have a project devoted to those with HIV/AIDS.

The Directory of Legal Aid & Defender Offices and Resources, published by the National Legal Aid and Defender Association, available in the PIRC Office, includes listings of addresses and key contact information of civil legal aid offices across the country, as well as state and national support and resource centers.

## **Criminal Defense**

The constitutional right to legal counsel means that all states must provide attorneys (“public defenders”) to low-income individuals facing imprisonment for violation of law. In some states and municipalities, defense attorneys are employed by the government. In others, attorneys work for non-profit organizations that contract with the government to provide legal services. The Legal Aid Society in New York City contracts with the City to provide attorneys to indigent criminal defendants. The City of New York also contracts with other non-profits, such as the New York County Defender Services and Brooklyn Defender Services to provide criminal defense services.

Criminal defense attorneys who represent clients at the trial court level gain experience, almost immediately, in interviewing clients, investigating cases, dealing with witnesses, performing legal research, trial preparation and appearing in court at hearings and trials. Depending on how the office operates and how the work is assigned, defense attorneys may also draft motions and appeals. In some offices, defense attorneys represent both juveniles and adults.

Some public defender organizations such as The Bronx Defenders and the Neighborhood Defender Service of Harlem provide holistic legal representation to their clients and their families and may provide legal assistance in civil matters including immigration, housing, and government benefits, as well as non-legal counseling and social services.

Criminal defense work includes appellate practice and post-conviction challenges. For example, the Legal Aid Society in New York City has a Criminal Appeals Bureau. Several other non-profits such as the Office of the Appellate Defender and Appellate Advocates also undertake appellate representation. Organizations such as the Innocence Project take on cases years after conviction based on DNA tests and other issues. This work entails substantial research, writing and arguing

appeals. It may involve little or no client contact or trial work.

There are organizations that specialize in the defense of clients facing the death penalty, such as the Southern Center for Human Rights.

*The Directory of Legal Aid & Defender Offices and Resources*, published by the National Legal Aid and Defender Association, available in the PIRC Office, includes listings of addresses and key contact information for public defender offices across the country, as well as state and national support and resource centers.

A list of *public defender organizations in New York State*, listed by counties may be found at <https://nysda.site-ym.com/?page=Chiefs>.

## **B. Government Sector**

Opportunities for law students and attorneys exist at every level of government, from local to national. These government or “public sector” jobs refer to federal, state, and city or municipal positions with agencies, departments, commissions and legislative bodies. They also include work at public corporations and quasi-government organizations, such as the New York State Housing Trust Fund.

### **Criminal Prosecution**

U.S. Attorneys and District Attorneys, often called “prosecutors,” prosecute individuals charged with violating criminal laws at the federal and local level. Prosecutors work closely with police and other law enforcement officers. While the victim of a crime may be a critical witness in a criminal case, prosecutors do not represent the victims. Instead, the cases are brought on behalf of the “People” of the jurisdiction and prosecutors work for the government. See <http://www.daasny.com/> for links to New York District Attorneys’ Offices.

Criminal prosecutors at the trial court level gain immediate experience in interviewing witnesses, legal research, trial preparation, and court appearances. Prosecutors working in appellate bureaus or divisions do legal research, write briefs, and argue before the appellate courts.

### **Federal Government**

The federal government hires lawyers and law students for a variety of tasks and in a number of agencies and departments. These attorneys may be involved in administrative, regulatory and advisory processes; writing briefs and opinions; legislative drafting; research and review of special problems in contract, tort, criminal and constitutional law cases; and in taxation, labor relations or antitrust regulation. Some may practice at the administrative, trial court, or appellate levels.

The U.S. Department of Justice (“DOJ”) represents the United States government through its offices of the U.S. Attorney and also has almost 40 Departmental components in almost every practice area (e.g. Antitrust Division, Civil Rights Division). DOJ is the largest federal employer of attorneys. The Department offers extensive legal internship programs to law students with challenging opportunities in Washington, D.C. and in cities across America for positions during the summer and throughout the academic year. The DOJ selects law students during the summer through its Summer Law Intern

Program (SLIP), DOJ's competitive recruitment program for compensated summer internships, as well as through its Volunteer Legal Intern Recruitment.

For more information on SLIP, see <http://www.justice.gov/careers/legal/summer-intern.html>. DOJ hires graduating law students through its Honors Program <http://www.justice.gov/careers/legal/entry.html>

Other significant sources of federal legal employment are in the many independent agencies of the federal government, such as the Department of Labor (DOL), Environmental Protection Agency (EPA) and the Securities and Exchange Commission (SEC). Congressional committees and commissions may hire attorneys to carry out their work. Legislators may also hire lawyers to work on policy and legal issues. While most federal employers are based in Washington, D.C., some agencies, like the EPA and the Department of Housing and Urban Development (HUD) have offices in New York City and across the country. It is important to know that these agencies and committees do not have uniform hiring practices. You need to be creative in your effort to find these positions. (*See Resources section below*)

## **State Government**

Each state has an Attorney General who is the attorney for the state and has a staff of attorneys to litigate suits for and against the state. This is usually the state government's largest legal office. Many states also have executive, legislative and/or judicial departments and agencies, similar to those at the federal level, which hire attorneys to draft, interpret and enforce state regulations, and to give advice to the agency officials and employees on issues related to the agency's programs and activities.

State legislative bodies, such as New York State's Assembly and Senate, have committees and commissions that may hire attorneys to carry out their work. Individual state legislators may hire lawyers to work on policy and legal issues.

## **Local Government**

The legal office representing local government entities may have titles such as city attorney, town attorney, village attorney, city law department or corporation counsel. These offices act as the attorney for the mayor, other elected officials and local agencies. Their attorneys both bring cases on behalf of and defend cases against the locality, elected official or government agency. They also represent the government in matters involving contracts, financial instruments and real estate transactions.

Positions in local government for law students and recent law graduates are often available in city law departments, prosecutors' and public defenders' offices. The New York City Law Department hires many recent graduates in a variety of its divisions and practice areas every year.

Local legislative bodies, such as New York City's City Council, have committees and commissions that may hire attorneys to carry out their work. Individual council members may hire lawyers to work on policy and legal issues.

The International Municipal Lawyers Association (<http://www.imla.org>) is a non-profit organization dedicated to advancing the interests and education of local government lawyers and is a useful resource, particularly if you are interested in reaching out to municipal entities outside of NYC.

## C. Judicial

The judiciary provides many opportunities for attorneys and law students. Post-graduate clerkships with judges and staff attorney positions with the courts exist at the federal, state and local levels in both trial and appellate courts. In addition, federal magistrate judges and bankruptcy judges hire law clerks, as do the judges of specialty courts such as the U.S. Immigration Court, the U.S. Tax Court, the U.S. Court of Federal Claims and the U.S. Court of Appeals for Veteran Claims. Many judges also accept legal interns as volunteers during the summer and school year.

Post-graduate clerkships can be for a specific duration, usually one or two years, or for an indefinite time period as a permanent position. Some courts, such as the New York State Supreme Court and the Appellate Division, have a team or “pool” of clerks, all attorneys, who work as full-time employees.

## D. Public Interest Law Firms

Public interest law firms are private firms whose primary mission is to assist under-represented people or causes, rather than solely to maximize profit. Practice areas may include plaintiff’s side employment discrimination, unions, civil rights, consumer rights, criminal defense, environmental issues, disability rights, LGBTQ+ rights, prisoners’ rights, product liability, tenants’ rights, family and child advocacy, and consumer law. The firms generally support their work through contingency and statutory attorney’s fees. Clients may be represented regardless of their ability to pay and may be charged on a sliding fee scale. Some matters are handled as *pro bono* work.

Resources to identify such firms will be discussed in Section V B and includes the Private Public Interest Law Firm Guide available @ <http://hls.harvard.edu/content/uploads/2015/08/Private-Public-Interest-and-Plaintiffs-Firm-guide.pdf>

# IV. PUBLIC SERVICE JOB SEARCH

## A. Timing: Starting the Job Search

Below is a step by step outline of suggested timelines for each class. Here are **some guidelines that each class should keep in mind**:

- Begin researching employers and networking at your earliest opportunity, even though many public service employers will not hire until the late winter. [Some organizations, typically the largest national civil rights, human rights and environmental organizations such as the American Civil Liberties Union (ACLU), the Center for Constitutional Rights (CCR), Human Rights Watch (HRW), and Natural Resources Defense Council (NRDC) will make summer internship hiring decisions in the fall]. *Note, it is generally less competitive to secure an internship with such organizations during a semester of the academic year than during the summer.*
- Some government agencies (federal, state and local), particularly the honors programs described below, have early deadlines for both summer and post-graduate employment. It is important to be aware

of the specific requirements to apply for a particular job, including the necessary forms and deadlines. Resources to help you identify such deadlines will be discussed in Part V.

**i. The 1L/1E Summer Public Interest Job Search:**

- Go the Public Interest Legal Career Reception on Thursday, September 13<sup>th</sup> to give yourself a preview of the range of work you can do during your first summer.
- Attend the program, “Charting Your Public Service Path in Law School” in September.
- Go to workshops by the CPC and PIRC including Summer Public Interest Job Search, and Resume and Cover Letter Writing workshops in October and November.
- Begin to familiarize yourself with practice areas and settings in October and November. *Review of the resources below is a good way to start.*
- Attend, “What I Did Last Summer – a Student to Student Fair,” where second and third year students will informally talk with first year students about the public service organizations and agencies they worked with during the summer and school year.
- Register & attend the Equal Justice Works Career Fair and Conference (EJW) in Arlington, VA (Metro Washington, D.C. area) on October 26-27, 2018 to participate in informational tables for 1Ls and interviews for 2Ls/3Ls/4Ls. *More detailed information will be provided to you by email; also see EJW’s website, <http://www.equaljusticeworks.org>*
- Attend PIRC programs and panels in practice areas in which you have an interest. You’ll usually have an opportunity to informally approach the attorneys before or after the programs—it’s a great way to network.
- Apply for summer funding early (*deadlines vary—more detailed information is provided in Part VII of the Guide; consider signing up to volunteer with the Fordham Student Sponsored Fellowship in the late fall; check your emails for dates*).
- Research and identify organizations and agencies that are of interest to you in November and December. *Review the resources below.*
- Work on a draft of your resume and cover letter and meet with counselors in the CPC and/or PIRC (1Ls in November and December; 2Ls/3Ls/4Ls revise after every semester).
- Register in November for the Public Interest Legal Career Fair (PILC Fair), scheduled for February 7<sup>th</sup> and 8<sup>th</sup>, 2019. Attend the PIRC program to orient you to the PILC Fair. Review the list of employers who will attend PILC Fair in November and December. Upload your resume and cover letter in December—winter break is an ideal time. (*Detailed information will be emailed to you about the PILC Fair, including registration and instructions on uploading your resume, and can be placed in this binder when it becomes available*).
- Review evaluations by students of public service organizations and agencies, available on the CPC

website, “Summer Job Evaluation Database,” under the CPC Online Job Search Resources.

- Don’t limit your job search to the PILC Fair—do a complete job search and send in your resumes and cover letters (1Ls may begin in December; 2Ls/3Ls/4Ls in early fall). While some employers will continue to receive cover letters and resumes into the spring, some will have made offers by the end of February.
- Participate in the PIRC mock-interview program in January/early February (you can also request one at anytime).
- Follow-up with employers (later on in this Guide we discuss how!).
- Educate yourself about the benefits of the College Cost Reduction Act of 2007.

## **ii. The 2L/2E/3E Summer Public Interest Job Search:**

- The second (and third year evening) summer public interest job search starts much earlier than the 1L/1E search. Whether you intend to participate in Early Interview Week or not, begin your search early. Some highly competitive employers have early fall deadlines. For example, the Summer Law Internship at the U.S. Department of Justice and the U.S. Attorney’s Office has an early September deadline. (*The “Government Honors and Internship Programs” handbook, referenced in the Resources—Public Sector/Government below describes the various programs and their deadlines*).
- Attend the Public Interest Legal Career Reception the evening of September 13, 2018 at Fordham Law School to network with potential summer employers.
- Revise your resume to reflect your first (and for 2Es, your second) summer’s internship(s), include any fall semester clinic or externship you are involved in, any PIRC student group experiences during your 1L/1LE and 2LE years, and any other relevant updates. Revise after every semester.
- Meet with a CPC and/or PIRC counselor to tailor your job search strategy.
- Check the schedule of fall On Campus Interviews (OCI) and sign-up for any public service employers you are interested in. (*Note, many public service employers do not have the attorney resources to participate in OCI and so the number of public service employers on campus will not be as extensive as law firm.*) The Equal Justice Works Career Fair and Conference (EJW) in Arlington, VA (Metro Washington, D.C. area) scheduled for October 26-27, 2018, will provide you with an opportunity to interview with public service employers from throughout the country and is particularly valuable if you are interested in work outside of New York City. (*Information on how to register, employers attending, and scheduling interviews and how to register will be provided to you by email; also see EJW’s website, <http://www.equaljusticeworks.org>*).
- Continue to attend PIRC programs and panels in practice areas in which you have an interest. Remember – participating attorneys and practice areas vary from year to year. You’ll usually have an opportunity to informally approach the attorneys before or after the programs – it’s an important, easy, and great way to network.



- Register in November for the Public Interest Legal Career Fair (PILC Fair), scheduled for February 7<sup>th</sup> and 8<sup>th</sup>, 2019. Review the list of employers who will attend the PILC Fair in November and December. Upload your resume and cover letter in November and December. (*Detailed information will be emailed to you about the PILC Fair including registration and instructions on uploading your resume*).
- Don't limit your job search to the PILC Fair—expand the resources you use and independently send out cover letters and resumes in the late fall and early winter.
- Follow-up with employers.
- Apply for summer funding (*deadlines vary – more detailed information below, consider signing up to volunteer with the Fordham Student Sponsored Fellowship in the late fall; check your emails for dates*).
- Review the benefits of the College Cost Reduction and Access Act of 2007.

### **iii. Fall and Spring Internships/Externships (all years):**

It is often easier to secure an internship or externship during a school semester than during the summer. If you have not been offered a summer position at the organization or agency which was your “first choice,” do not consider it a “rejection”; you may have been their next choice and they have limited positions. You can immediately contact the employer and ask if you can intern with them during the semester. The timeline for semester long externships varies greatly—generally the more competitive an organization, the earlier the deadline.

The following resources may be helpful in your job search: (i) PSJD.org; (ii) Fordham Law’s on-line job bank (<https://law-fordham-csm.symphlicity.com/>).

### **iv. 3L/4E Post-Graduate Public Service Job Search:**

There is no single path to a career in public service. Your post-graduate job search may include applications for a judicial clerkship, post graduate public interest fellowships, and government honors programs. Each will have varying deadlines in the late summer and earlier fall. For some detailed information regarding:

- How the **College Cost Reduction and Access Act of 2007** may make public service a viable choice regardless of your educational debt, see the resources posted by Equal Justice Works at <http://www.equaljusticeworks.org/student-debt> and by national expert Heather Jarvis at <http://askheatherjarvis.com> and set up a meeting with Fordham Law’s Financial Aid Office.
- **Judicial Clerkships:** See “Judicial” in Resources section below.
- **Post Graduate Public Interest Fellowships:** See Part VII of this Guide, “Funding for Public Service Work, Section C, Post-Graduate Fellowships.” Also see, “Post Graduate Public Interest Fellowships: An Introduction and Overview of the Process,” available on our website at [www.law.fordham.edu/pirc](http://www.law.fordham.edu/pirc)
- **Government Honors Programs:** See Public Sector/Government section below.

We strongly encourage all students who are interested in pursuing public service work to meet with a PIRC counselor. There are a number of specialized resources, depending upon your particular area(s) of interest. In addition, we will assist you in tailoring your job search strategy. While some employers list their application process and timeline on their website, others do not. PIRC is in contact and has established relationships with a number of public interest employers and can help you navigate the process.

We recommend that you include the following as part of your job search:

- **Participate in Job Fairs:** Both formal interviews and table talk have led to job offers. Even employers who may not be in the position to make offers immediately at the Fair, will ‘mark’ the resumes of strong candidates to save for the future when positions become available.
- **Network:** Reach out to attorneys you’ve worked with during the summers and any semester internship/externships as well as your professors who teach or have practiced in the areas of your interest. Let them know you are beginning your job search. Ask for their advice, any suggestions as to attorneys to contact, and to let you know if they become aware of any opportunities available upon your graduation.
- **On Campus Interviews (OCI).** Check the schedule of employers coming to Fordham on the CPC website and sign-up with public service employers.
- **Informational Interviews:** You can begin to contact organizations and agencies you have an interest in, even if there may be no current openings. An introduction to the person by a PIRC or CPC counselor, a former employer, or professor can make a difference in ‘opening doors’ for such an interview. A well crafted letter or e-mail expressing your interest in the employer and their work can also be effective, even without a personal referral. While public interest attorneys are very busy, they will often take the time to meet with students or recent graduates who have a demonstrated commitment to their work.
- **Bar Association Committees:** Connect with practicing lawyers in your area of interest by attending meetings, panels and trainings. National, state and local bar associations all have numerous committees. Membership is usually free or extremely low cost for law students and new attorneys. The American Bar Association (<http://www.abanet.org>), New York State Bar Association (<http://www.nysba.org>), New York City Bar Association (<http://www.nycbar.org>) and New York County Lawyers Association (<http://www.nycla.org>) have lists of sections and committees easily accessible. You may want to explore other bar associations related to your area of interest or identity [e.g. Asian American Bar Association of New York (<http://www.aabany.org>), Hispanic National Bar Association (<http://www.hnba.com>), Lesbian, Gay, Bisexual and Transgender Law Association of Greater New York (<http://www.le-gal.org>), Metropolitan Black Bar Association (<http://www.mbbanyc.org>), National Lawyers Guild (<http://www.nlg.org>)]. In addition, there are bar associations related to particular practice areas, which often have local affiliates [e.g. American Immigration Lawyers Association (<http://www.aila.org>), National Employment Lawyers Association (<https://www.nela.org/>)].

## B. Resources

The PIRC and CPC have resources to help you in your public service job search. We highlight a number of resources below. There are a number of online resources, some of which are listed on PIRC's website (<http://law.fordham.edu/practicearearesources>); additional websites are listed in Tab 18 of the *Professional Development Handbook*. Hard copies of resources are available in both the PIRC Office and CPC Resource Library. For a full listing of the available resources search Fullpac, the Fordham University Law Library Public Access Catalog. Go to <http://lawpac.fordham.edu/search/X> and search by the keyword "\*" with "CPC Resource Library" as the location.

PIRC and CPC counselors are among the most useful resources. They have years of experience with and extensive knowledge of public service employers, government honors programs, the application process for post-graduate fellowships, and the judicial clerkship process. You should meet with the counselors to discuss your interests and to help tailor your job search strategies. We encourage you to review the print and online resources before you meet with PIRC and CPC so you can maximize the personal attention you receive.

### Non-Profits and Public/Government Sector

**PSJD** – Your Pathway to Public Service Legal Careers is an initiative of NALP and is a clearinghouse of public service opportunities for lawyers and law students. Students and alumni of Fordham Law, a member school, use the online database to perform customized searches of several thousand public service organizations and agencies, as well as opportunities nationwide and around the world. The "Search Opportunities" database will include short-term (e.g. summer, semester long), volunteer, and paid internships as well as post-graduate jobs, and fellowships. Students can access PSJD at <http://www.psjd.org/>. Registration is simple and free to Fordham students and alumni.

Do not limit your job search solely to organizations and agencies who have advertised positions (listed as "Search for Job Postings") on PSJD. Most employers listed on PSJD will have internships available and we encourage you to send cover letters and your resume directly to any employers in the database (listed under the "Advanced Search" tab as "Search for Employer Profiles"). Graduating students and alumni can similarly approach any employer listed. Employers may sometimes call applicants with impressive backgrounds, even if they do not currently have a position and/or keep your cover letter and resume on file and review them when a position becomes available. For more information see one of the PIRC counselors in Room LL-100 or call 212-636-6952.

An extensive set of handbooks and guides which focus on particular practice areas or issues related to public service careers are available on PSJD.org (click on "Resource Central" and then "Public Service Career Paths, and then any of the following tabs: Government, Non-Profit, Public Interest Law Firms, Think Tanks/Policy Organizations, International. PIRC also has posted a number of online resource handbooks, guides and information sheets, organized by practice area, on its website: <http://law.fordham.edu/practicearearesources>

**Serving the Public: A Job Search Guide** – This two volume set contains information on public service jobs, summer and post-graduate fellowship opportunities and job strategies designed specifically for the public service sector. It contains an excellent overview of public service practice areas and

settings and contains personal profiles of lawyers who have taken varying paths to public services. Volume I contains domestic opportunities and Volume II international ones. Copies are available in the PIRC Office, CPC Resource Library, and the Reserve Desk in the Law Library.

**Idealist** – Idealist.org is an on-line data base which contains over 60,000 nonprofit and community organizations in 165 countries and lists both paid positions and volunteer opportunities.

**The Directory of Legal Aid & Defender Offices and Resources** – Published by the National Legal Aid and Defender Association (NLADA), available in the PIRC Office, includes listings of addresses and key contact information of civil legal aid offices across the country, as well as state and national support and resource centers.

### **Public Sector/Government**

**The Government Search Guide** – Produced by the CPC, available on the Career Planning Center’s website, provides an extensive list of public sector resources.

**Government Careers** – An excellent set of materials on federal, state and local resources is available at [http://www.psjd.org/Public\\_Sector\\_Career\\_Paths](http://www.psjd.org/Public_Sector_Career_Paths)

**Government Honors and Internship Programs** – Several branches of the federal government and some state and city government offices and agencies offer structured internship and honors programs for students and recent graduates. For information on these programs and their application timelines/deadlines, visit <http://arizonahandbooks.com/> (please ask staff in PIRC or the CPC for the current username and password), or use the link on the CPC website. Students should visit this website early and often as it is frequently updated with new listings and information.

Three of the largest government honors programs we wish to highlight are:

**The Presidential Management Fellowship Program (PMF)** - a wonderful way to begin a career with the federal government. The PMF Program seeks outstanding individuals from a variety of academic disciplines who are interested in, and committed to, a career in the analysis and management of public policies and programs. <http://www.pmf.gov>

**The Department of Justice (DOJ)** – the nation’s largest law firm hires graduating law students in almost every practice area through its highly competitive Honors Program. <http://www.justice.gov/legal-careers>

**The New York State Excelsior Service Fellowship Program** - a program initiated in 2013 to attract talented graduates who are committed to a career in public service. Fellows work full-time in the Executive Branch of New York State government and may be assigned to roles in the Governor’s or Lieutenant Governor’s Office or to positions in NYS agencies. <http://www.ny.gov/ExcelsiorFellowship>

**2017 -2018 Federal Legal Employment Guide** – This is a good resource for federal agencies and is available online at [http://www.psjd.org/2017-2018\\_Federal\\_Legal\\_Employment\\_Guide\\_\(FLEG\)](http://www.psjd.org/2017-2018_Federal_Legal_Employment_Guide_(FLEG))

**The United States Government Manual** - Provides comprehensive information on the agencies of the legislative, judicial, and executive branches. It also includes information on quasi-official agencies; international organizations in which the United States participates; and boards, commissions, and committees. It is available as an electronic publication, free of charge, on the GPO Access Service, maintained by the U.S. Government Printing Office: <http://www.archives.gov/federal-register/publications/government-manual.html>

**USAJOBS** is the official job site of the United States government. It describes itself as a one-stop source for federal jobs and employment information. <http://www.usajobs.gov>

**Plum Book** - The United States Government Policy and Supporting Positions (known as the “Plum Book”) includes federal job listings. <http://m.gpo.gov/plumbook/>

## **Judicial**

There are a number of specialized resources including:

**CPC Website** – <http://www.fordham.edu/info/22537/jd>. On the CPC website, you will find a number of resources including (if you need assistance logging in, contact CPC):

*CPC Judicial Internship/Externship Guide*

(on the website, under the CPC Job Search Guides and Materials heading)

*CPC Judicial Clerkship Handbook*: Geared toward post-graduate clerkships; updated annually.

(on the website, under the Post-Graduate Judicial Clerkships link)

*Directory of Federal Judges*: A spreadsheet is provided with full contact information.

(on the website, under the CPC Job Search Guides and Materials heading)

*Known Fordham Judges*: A list of known Fordham alumni judges (and/or judges who are actively involved with Fordham or have previously hired Fordham students) in federal and state courts and their contact information.

(on the website, under the CPC Job Search Guides and Materials heading)

*CPC State Court Clerkships in the Tri-State Area*: Geared toward post-graduate clerkships; updated annually.

(on the website, under the Post-Graduate Judicial Clerkships link)

*Almanac of the Federal Judiciary*: Contains contact information as well as brief biographical sketches for each federal judge. It is available as a hard copy two volume set in the CPC Resource Library and the Law Library, as well as through Westlaw. (previously available online, now available in hard copy in the CPC Resource Library)

*The American Bench*: Contains contact information for federal and state judges, a brief

description of the court system and short resumes of the judges. It is available in a hard copy in the CPC Resource Library and the Law Library. (previously available online, now available in hard copy in the CPC Resource Library)

*Judicial Yellow Book:* This resource contains information on federal and state court judges (however, it does not include information on state court judges at the trial court level). The Judicial Yellow Book is now available online through the law library. Go to the “Law Library Homepage,” navigate to the lower left hand quadrant to find, “Search FULLPAC.” Within that box, type in “Leadership Directories”, then select “Leadership Library Resource”. Once the page comes up, hover over the “Explore Organizations” tab and select “Classic Browse”. Open the box in the left hand margin and click on judicial.

*Guide to State Judicial Clerkships:* A good resource to find the specific application procedures for State Court Clerkships. This is available online @ <http://forms.vermontlaw.edu/career/guides/>. (Contact the CPC for username and password). This site is also available online through the CPC website under the Post-Graduate Judicial Clerkships link.

## **Public Interest Law Firms**

**Private Public Interest and Plaintiff's Firm Guide** - Provides an overview of this practice setting, how they work, narratives on what it's like to work in them, and a directory of such firms. The guide is available courtesy of the Center for Public Interest Law at Columbia Law School and Harvard Law School's Office of Public Interest Advising at:

<http://hls.harvard.edu/content/uploads/2015/08/Private-Public-Interest-and-Plaintiffs-Firm-guide.pdf>

## **C. Public Service Programs and Events**

PIRC and CPC sponsor panels and programs to:

- Introduce you to practice areas, settings, and employers
- Help you gain skills to conduct your public service job search
- Prepare you for career fairs and interviews
- Help you identify and apply for post-graduate fellowships
- Educate you about financial planning to make public service a realistic choice

We encourage you to attend as many of the programs and events as you can. Many of the programs provide you with an opportunity to network with attorneys who are working with employers that will be of interest to you. In addition, some programs will feature the perspectives and experiences of your upper level classmates. An example of programs include:

- Your Public Interest Career Path in Law School

- What I Did Last Summer - Student to Student Fair (geared towards 1Ls)
- Your Career in Government
- Your Career with Non-Profit Organizations
- PIRC Public Service Job Search Orientation (separate sessions for 1L Job Search, 2L Summer, and 3L/4E Post-Graduate)
- Interviewing with District Attorneys
- Interviewing with Public Defenders
- Public Service Practice Profiles and Pathways to Practice focusing on particular practice areas
- Prepare for Your Interviews & Table Talk at the Public Interest Legal Career Fair
- Clerkships as a Pathway to Public Interest Careers
- Post-Graduate Public Interest Fellowships series

Programs are announced by email to your Fordham email account, in *PIRC-UP!* (PIRC's weekly email newsletter), in CPC's weekly e-newsletter *Weekly Happenings*, in the *Weekly Brief* (the weekly newsletter distributed by the Office of Student Affairs), PIRC's Facebook page, flyers on bulletin boards throughout the law school, on the law school calendar (<http://law.fordham.edu/calendar>), and on PIRC's own calendar (<http://law.fordham.edu/pircalendar>). PIRC's fall calendar is included in the appendix.

Many programs are video recorded. The recordings are available on our website at [www.law.fordham.edu/pirc](http://www.law.fordham.edu/pirc).

If you have ideas or suggestions for programs, please let PIRC staff know—we are always interested in developing events which are suited to your particular interests. Drop by the PIRC office or email us at [PIRC@law.fordham.edu](mailto:PIRC@law.fordham.edu).

### **Public Service Legal Career Receptions and Job Fairs**

Public service career receptions and job fairs are great opportunities to meet with a large and diverse selection of public service employers, in one place and over the course of only a few hours. Receptions provide a chance to talk with attorneys who work with non-profits, government agencies and private public interest law firms to learn about practice areas and settings, types of work and career paths. Job fairs are primarily designed to let you interview with a number of employers from around the country over the course of one or two days, but often also include separate opportunities to meet and talk with attorneys in “table talk” informal settings.

PIRC coordinates Fordham's participation in several receptions and fairs including:

***Public Interest Legal Career Reception*** – Held annually in New York City at the very beginning of the fall semester (this year, Thursday, September 13<sup>th</sup>, 2018 at Fordham Law), it is a great way to meet more than 100 metro-area (and beyond) public service employers in an informal setting. Employers will sit behind tables and are there to talk with you about their work and their own careers. They will distribute literature about their organization or agency, and answer questions. You can gather information about the public service job market, make contacts and speak with public service practitioners and other students who share your interests. You will learn about the range of public service work and become able to make better choices in your career planning and job search. Start out the school year by coming

to the reception; there's no pressure because the organizations, agencies, and firms are there to reach out to you but not to talk about immediate openings as they would at a job fair. No prior registration is necessary.

***Equal Justice Works Annual Public Interest Law Career Fair and Conference (EJW Fair)*** – Held in Arlington, VA (Washington, D.C. Metro Area) in October, this year's dates are October 26<sup>th</sup> and 27<sup>th</sup>, 2018. It is the nation's largest public service career fair and features one-on-one interviews for upper level students and information tables for 1L/1Es and other classes, along with workshops on "hot" legal issues, organizing and skills development. The event attracts more than 150 employers, 1,000 students and recent graduates from across the country. It offers law students, law graduates and employers a unique opportunity to meet and interview in one location.

***Public Interest Legal Career Fair (PILC Fair)*** – Co-sponsored by Fordham Law and held at New York University School of Law in early February (this academic year February 7<sup>th</sup> and 8<sup>th</sup>, 2019), only a few train stops from Fordham, it's a great resource and we encourage you to participate. Like the EJW Fair, the PILC Fair includes formal interviews for summer and full-time post-graduate positions, information tables and panel presentations. Approximately 250 employers from across the country participate. Many Fordham students receive their summer job offers as a result of this event. Students must register to participate and be eligible for interviews. Registration is free.

PIRC will publicize each of these events. We will provide you with all the written details you need to register for the Fairs (including deadlines) and the logistics. We will have orientation programs so that you'll know what to expect and to help prepare you to do your best. It's key that you check your email from PIRC staff so you won't miss these events and important deadlines.

## **VI. JOB SEARCH TOOLS**

### **A. Your Professional Materials**

#### **i. Resume**

##### ***Introduction***

Your resume may be the only document an employer will review to decide whether to offer you an interview. The resume is also often the 'conversation starter' at interviews. It is therefore the most important element in your job search materials. Legal resumes are specialized and therefore any version of your resume pre-dating law school is likely to need considerable revision to adapt it to your search for legal employment. Attend CPC's Resume Workshop and then make use of the experienced PIRC and CPC counselors to advise you on which of your experiences and skills you will want to include and the best way to present them to the employers you target.

You may have different versions of your resumes depending upon the employer. If you are applying for positions with both private firms and public service employers, your resume for each may have a different focus. For example, a resume submitted to a public service employer should show your commitment to public service by including a detailed description of your public or community service-related activities including volunteer work. It is important that the employer recognize that you have a



commitment to the organization's mission in addition to your legal skills you are developing. You can demonstrate this commitment by detailing your public service-related experiences during law school and before. Public service employers may choose those few who "walk the walk" over the many who can "talk the talk." PIRC and CPC can help you select and organize the content to make the most effective presentation. Many 1Ls believe they lack experience because they have not worked for a non-profit or government agency. Volunteer activities since high school, such as a neighborhood clean-up, a fundraiser for AIDS or breast cancer, religious organization's community work, or an undergraduate project can be relevant and should be on your resume. It does not matter that your work has not been legal in nature. It is important that you demonstrate a commitment to public service. Ideally, you want to show a commitment to the mission of the organization to which you are applying. If you sat on the board of a school group or a non-profit organization, mentored or tutored children, helped build houses for Habitat for Humanity, worked at a homeless shelter or did any other volunteer work, public service employers will want to know that.

If you do not yet have relevant experience, start gaining it in law school. PIRC student groups, externships and the clinics are wonderful ways to gain experience and demonstrate your commitment. Consider joining organizations in areas of your interest and/or that provide you with training and hands-on opportunities. Employers want to know that you are well-rounded, capable of juggling more than your schoolwork and you are an active member of your community. Some student groups give 1Ls immediate opportunity (after training) to act as an advocate for clients in unemployment, domestic violence, immigration matters and more. These experiences not only give you a taste of what such a career would be like but also give you marketable experience.

Tailor the information on your resume to the employer's needs. Students with less experience are likely to prepare only one version of their resume. Most 1Ls have only one resume. The more experience, the greater opportunity to edit it according to the employer (e.g. public service or private firm) or practice area. You do not need to create a different resume for every employer but you may want to have more than one version. Highlight information most applicable to the type of practice of the employer you are targeting so that it is easy for a reader to quickly and positively evaluate your qualifications. This approach conveys that you know the employer and increases your chances of being selected. Read the job notice, description of the employer, as well as their website so you may get a sense of the groups or interests served, services offered, and skills sought by an employer. Once you draft your resume, edit the text and proofread it thoroughly. Never rely only upon spell check. One typographical or grammatical error may get your application rejected. A useful proofreading technique is to read the document backwards so that you just read the words; it helps you see errors you may have overlooked. Have a PIRC or CPC counselor review your resume. Friends can also provide valuable review.

### ***Content***

Employers often skim resumes; they may spend only approximately 30-45 seconds reviewing it to decide whether they wish to interview the applicant. Format your resume so that it catches the reader's attention. Make it clear and avoid a dense or cluttered appearance. Organize the information so that it is consistent throughout. Too many different types of fonts or sizes can be distracting or confusing. Underline words or sections or use italics sparingly. Your resume is not the place to be artistic. Put the names of schools and former and current employers in bold, so that a prospective employer knows at a glance where you worked and where you went to school.

Use active verbs and be concise. For example, “worked assisting staff attorney with research,” may usually be edited to “researched.” Employers are most interested in the following verbs: wrote, edited, drafted, summarized, analyzed, researched, interviewed, advocated, counseled, advised, screened, referred. If you can, use ALL of these verbs and use them several times.

The formats found in sample resumes are those with a proven track record. *Sample resumes are included in the Appendix.*

### ***Length and Format***

Number of pages: Address the length of your resume **after** you have included all appropriate content. Reformatting margins, font size, and/or layout can do a lot to retain valuable detail. Your resume should be **one page**, almost without exception, even if you have significant work or volunteer experience. One notable exception is a resume for some post-graduate public interest fellowships.

Paragraph or bullets: Resumes may use either **paragraph or bullet format** (*samples of both resume formats are included in the Appendix*). Ask a PIRC counselor to help you edit the details of your experience and condense entries. You may not immediately grasp how that restaurant work or that marketing position can work to your advantage.

Fonts & Margins: Do not use a **font** smaller than 11 point – 12 point is preferred – or **margins** smaller than .05” – 1” is preferred – to try to fit your resume onto one page. Use your cover letter or the interview to elaborate on your experiences. You do not need to include everything you have ever done on your resume.

### ***Heading***

Your name, address, telephone number and e-mail address should be at the top of your resume. If you are applying to a city or state beyond commuting distance from Fordham Law, it is useful to include an address in that area if you have one. If you do not, consider using your parents’ or a relative’s address, but be certain that you can promptly respond to any mail you might receive at that address. Include an email address and if you use a non-Fordham Law email address, consider an address that simply states your name (e.g. be conscious of how an employer may view any ‘clever’ names you may use for emails with friends.) If you move or change telephone numbers after you submit your resume, promptly inform employers.

### ***Job Objective***

Do not include a job objective on a legal resume. Your career objectives are stated in your cover letter.

### ***Education***

While you are in law school, your resume will start with the information on your education immediately underneath your name and contact information.<sup>1</sup> List your educational credentials with

---

<sup>1</sup> Lawyers with several years of experience will most often start with their legal experience first and education thereafter.

your most recent degree first. The education section should highlight your law school and undergraduate education, but not high school (unless you are trying to show ties to a particular geographic area). Study abroad can be listed separately or as part of another education listing.

Law students should indicate the degree they expect to earn (i.e., J.D.) and the date of graduation (i.e., J.D. expected, May 2018 or J.D. Candidate, May 2018). In the education section, you may include the sub-categories of Honors and Activities. Honors include academic awards, such as dean's list, scholarships, fellowships, journals, and honors for which you were competitively selected. You should consider including your GPA if you have a 3.0 or better. List all school activities, such as student organization memberships, elected offices, and volunteer activities. Employers want to know that you took an interest in the law school and broader community; were able to balance work, school and personal priorities; and took a leadership role. Stacking academic honors or activities, one per line, makes a short list more impressive; using a paragraph format accommodates a larger number of entries. In either case, put the more important ones first.

### *Experience*

If you have legal or public service experiences that may not be best highlighted by using reverse chronological order for all of your listed experiences, you may choose to break your experiences into sections such as "Public Service Experience," "Legal Experience," or "Related Experience." List your experiences, with your most recent first, within each section. There's no need to distinguish between volunteer and paid positions, and you may call this section "Experience" rather than "Employment." If you choose to break your experience into two sections, you can call the second section, "Additional Experience."

You should list the names of the organizations in bold, then the city and state, using post office abbreviations, dates of employment by month and year, job title and descriptive text of your experience. Your resume is not a biographical sketch, so you need not list everything you have done. To fill time gaps during which you have experience unrelated to your goal, simply list the employer, time span and position held, with no description, if space allows. If space does not permit, leave gaps, but be prepared to explain them during the interview.

If you have few entries and limited text, use bullets with your descriptive text to fill out the page. If you have numerous entries or a lot of descriptive text, use a run-on paragraph format. Be articulate, specific and detailed when the experience involves writing, research, analysis of statutes, rules, regulations, case law, client contact or client interaction, or anything that parallels legal work. If your experience is of a scientific or technical nature, write as if your audience has no background in or understanding of the work.

The core of your resume is the description of your activities and experience. Describe your work and the skills you used to highlight those most relevant to legal positions: research, writing, analysis, interviewing, advising and advocating. This is your opportunity to articulate the experience that qualifies you for the position. Your most recent job does not have to have the longest description. Use longer descriptions to highlight the work experiences most relevant to your current search. You need not include all of your responsibilities in each description. Include only those tasks that portray experiences and skills relevant to the prospective public service employer.

Use short phrases led by action verbs in the descriptions; the style is more like sound bites than lengthy prose.

Review how the targeted organization or agency describes its work and then try to use similar language. Repetition of the description of your work, even if your responsibility was the same from employer to employer, when relevant to legal work, is beneficial. By using terminology familiar to employers, you convey that you understand their organizations.

Don't worry if you do not have any legal or other experience directly related to the job you are applying for. Most jobs have some similarities to legal work. Some of the more common legal experiences are research, writing, client interaction and public speaking. For example, if you worked at a software company your description might read, "wrote a training manual, maintained business records, and provided service to customers." This sketch indicates writing experience, organizational skills, a familiarity with financial issues and interpersonal skills, all of which are relevant to a legal employer.

### ***Additional Sections***

Languages: If you have language skills beyond English, list these languages in a separate section. Indicate your ability as beginner, basic, conversational, proficient, fluent or native speaker. Languages are valuable in public service as many programs serve immigrant communities. Language skills are particularly important when seeking work in international law. Accurately describe your language ability and be prepared to demonstrate it at a job interview.

Publications: Particularly relevant publications can be included in a separate section. The citations should follow Bluebook format. For school sponsored publications (e.g., a note for a law school journal, or a paper or thesis for another school), these may be included under the appropriate educational institution listed in the education section of your resume.

Interests: Generally speaking, this section is more valuable for private sector employment. Public sector employers often prefer concrete experience so best to focus on that. Only if room allows, and particularly if you need to fill space, you can include a section for interests. Avoid using common interests such as running, reading and cooking. Travel and places visited can be useful if they reinforce your listed language skills or if you are applying for an international law position. If space is tight, leave this section out.

Computer Skills: Do not list computer skills unless an employer specifically requests specific computer knowledge. However, since some law schools do not teach first-year law students to use Westlaw and Lexis, you may add these computer research skills during your first year.

References and Writing Sample: Do not state on your resume that references and a writing sample are available upon request. Employers assume that if they ask for them you will provide them. Use a separate sheet for your references. For each reference, include the name and current title, employer, address, phone number, e-mail address and brief description of the nature and timing of the relationship. If you list a reference who has moved to a new position since you worked with them, provide a brief notation in parentheses after their name of their former position and when you worked with/for them. Some more tips on references and writing samples are listed below.

Sample resumes are included in the Appendix. Other sample resumes may be found in CPC's *Guide to Resumes and Cover Letters*, Tab 11 of the *Professional Development Handbook*.

## **ii. Cover Letter**

Your cover letter is your first writing sample. It should convey in narrative format the position you are seeking, your most relevant qualifications and your particular interest in the work of the employer.

### ***Addressing the Cover Letter***

Learn the correct spelling of the name and title of the person to whom you are writing. Job notices will generally list the contact person. If you are writing "cold" it may take research to discover the name of the individual in charge of hiring, but it is worth the effort. It ensures that your letter gets to the appropriate person. You can call the organization to get the name and to confirm accurate address and spelling. Addressing your letter to a specific individual demonstrates that you are truly interested in the employer. A letter addressed, "Dear Sir or Madam," conveys the impression that you are conducting a mass mailing and not sufficiently interested in working for this employer. Occasionally this is unavoidable and it should not stop you from sending a timely application.

### ***Content***

The cover letter should be one page, should list the date it is written, and include three or four paragraphs to demonstrate:

1. *Who you are and why you are interested in the position?* In the first paragraph introduce yourself and explain why you are writing and what you are seeking, *i.e.*, "I am a 1L at Fordham Law School seeking a full-time summer externship with your office." If you were referred by someone, mention that in this paragraph, *i. e.*, "John Doe at South Middlesex Legal Services suggested I contact you." You might include a specific interest, *i.e.*, "While I have a particular interest in child advocacy, I am interested in any opportunities you may have for the summer." If you anticipate being awarded summer funding or academic credit for your summer externship, mention it as it is of interest to many public service employers.
2. *What skills you have to offer the employer to distinguish yourself from others?* The second paragraph should elaborate three or four of your experiences and skills that are most relevant to the potential employer. Use the research you have done on the employer to help you identify these. You can focus on academic achievement, writing, research, analysis, advocacy and client interaction. You may include additional skills. Don't merely restate your resume; the cover letter is an opportunity to present to the employer how you have the skills, knowledge and enthusiasm they need by detailing examples of your work and experience from your resume.
3. *Why you are interested in this particular employer?* Indicate why the work of the particular organization or agency is especially of interest to you. You may use more than one paragraph if necessary.
4. *Concluding paragraph:* State your interest in arranging an interview to discuss your qualifications and the position. Indicate your availability (which can be at a Job Fair that's scheduled a few weeks

after you send your cover letter or at a ‘mutually convenient time’ for local employers). When applying to an employer outside of the NYC metro area, indicate when you will/can be in the area and ask if you can arrange an interview during such time to visit the office. Thank the employer for his/her consideration.

Use the same heading and font style that you used for your resume.

Sample cover letters may be found in CPC’s *Guide to Resumes and Cover Letters*, Tab 11 of the *Professional Development Handbook*.

### iii. **Statement of Interest**

Some employers request a statement of interest. The content of the statement of interest is similar to that in a cover letter. It should include the specific reasons you want to work with the organization or agency and in the particular position and how your experience and skills make you a strong candidate.

### iv. **Other Commonly Requested Documents**

Your initial submission to an employer will generally consist of a cover letter and resume. With rare exception, do not include other documents with the initial submission unless the job announcement specifically requests them.

#### ***Transcripts***

Grades are generally less important to public service employers than to private law firms. Public service employers are usually more interested in the courses you took and related experience rather than grades. However, some may request a copy of your transcript. Photocopies or an unofficial transcript typically suffice until an offer is accepted; then an official copy may be required.

#### ***Writing Sample***

Choose a writing sample based on quality; select a sample you consider your best. It should be well written and well reasoned. Make sure the sample does not contain grammatical or typographical errors. Many employers put a page limit on writing samples. If not, a good practice is to send a sample that is about five pages. You may send an excerpt from a longer legal memorandum or a journal note. A sample of your written work from a summer internship may be used, but check with your employer before sending it. Client confidentiality cannot be compromised, but the employer may be comfortable if you strike reference(s) to name(s). Refer to the *Guide to Selecting a Writing Sample*, Tab 13 of the *Professional Development Handbook* for more information. Reread the writing sample before the interview and be prepared to articulate your legal arguments and analysis in the interview. If the memorandum or brief was written in connection with a case that was not resolved before you completed your internship, you may want to check in with the employer as to the status of the litigation.

#### ***References***

References are individuals who agree to be contacted by prospective employers to discuss your

qualifications. Ask each potential reference whether they would feel comfortable serving as a reference for you. You only want to include people who are going to give strong recommendations. Two to four references are typically enough, unless an employer specifies otherwise. References should be people who know your work and can comment meaningfully on it. Include a law school professor who can write more than, “this is an excellent student who would make a fine attorney.” A former employer, preferably a legal employer, should be included if possible. (Please also refer to the *Guide to References and Letters of Recommendation*, Tab 12 of the *Professional Development Handbook*). A sample format for the list of references is included in the Appendix of this Guide.

## **B. Follow-up on Your Application**

If you do not hear back from a prospective employer within seven to ten business days, you should follow up. Call or email the contact the person to whom you sent your resume and cover letter. Introduce yourself, inform the person that you recently sent a resume, and tell the employer that you are calling to verify that your materials were received. Ask about the status of your application and if you can provide anything further. Employers are encouraged by job seekers who show initiative and follow-up. You do not have to wait for the employer to call you, unless they specifically state, “No Phone Calls.”

## **C. The Interview**

The job interview is your opportunity to answer a prospective employer’s questions and to highlight your strengths and your commitment. Successful interviewees understand that an interview is not a one-way interrogation where your only role is to answer questions. An interview should be an exercise in advocacy where you demonstrate how your ‘selling points’, your education, experience, skills, interests and commitment, related to the skills the position requires.

### ***Prepare in Advance for Each and Every Interview and Learn as Much as You Can about the Prospective Employer***

1. Most organizations and agencies have websites that describe their offices, divisions or units, programs, projects, and cases or matters. The site may also have biographical sketches of the staff, newsletters, and publications such as annuals reports, guides or fact sheets.
2. Speak with alumni and students who work or have worked for the employer. Consult practitioners in the field for information about the organization. PIRC and CPC counselors can provide contact information for alumni and students.
3. Use an internet search engine or check Lexis/Nexis and Westlaw for references and news articles about the organization or agency and some of its activities.

### ***Re-Read Your Resume and Writing Sample***

Be prepared to discuss any item listed on your resume. Think of a concise and interesting way of describing activities, projects and your experience. Try to remember the names of supervisors or others you worked with at each position you list.

Be prepared to discuss the issues involved in any writing sample. If your writing sample involved a 'real live' project or case which was not completed or resolved before you left, it is useful to find out about the results or current status of the matter.

### ***Be Prepared for "Standard" Questions***

Be prepared to effectively answer the questions below as they are commonly asked at interviews. Use concrete examples in your answers, such as, "I drafted two legal memos," instead of, "I had extensive writing experience." Draw upon your past and focus on the skills and experiences that your research on the employer has indicated are important to the organization or agency.

Most public service attorneys want candidates with strong interpersonal skills, good writing and oral communication skills, commitment and determination. Focus your answers to highlight your strengths that are the most relevant to the employer. Maintain a positive tone and avoid negative comments about prior jobs or experiences.

#### *Why did you decide to go to law school?*

Discuss your academic, employment and volunteer experiences in positive terms and how they led you to a law career and to public service in particular. Discuss your interests and aspirations.

#### *Why are you interested in this position?*

This is an opportunity to discuss what you have learned through full-time paid, *pro bono* or volunteer or unpaid work experience and any contacts you have in the field. Stress how these experiences heightened your interest in this position and reinforced your conclusion that you would perform well in it. Focus on your interest in the particular area of law and why you think the work is important.

#### *Why do you want to work for our organization?*

Show that you know the organization and how it differs from others in the field. Do not speak negatively about other employers.

#### *What are your strengths?*

This is your opportunity to discuss the skills you possess that fill, or relate to, the requirements of the position. Give examples to illustrate how you have successfully used these skills in the past. PIRC and CPC counselors can help you make your best presentation.

#### *What three accomplishments are you most proud of?*

Discuss experiences that reinforce your relevant skills. To the best of your ability, select experiences that this employer will be the most interested in.

#### *What are your weaknesses?*

These cannot be critical skills. Discuss areas that you want to strengthen and steps that you have already taken to accomplish this.

#### *Discuss a significant failure.*

Mention what happened and what you learned from this experience. Try to discuss how the setback helped you to acquire new skills or hone existing ones. In general, the more time between the present and that "failure," the better.



### *How are you doing academically?*

While public service organizations are generally not as concerned with grades as many law firms are, an interviewer may still ask about your grades. Always be positive in an interview. Even if your grade point average is not what you would like it to be, stress the positive. Maybe you did well in courses that are relevant to the employer or your grades have improved since first year. Do not dwell on your grades. Provide answers and move on to another topic. If you cannot find anything positive to say about your grades, simply acknowledge in one sentence that you are not happy with them and immediately move on to those factors in your background that are more indicative of success in the position under question. If an employer does not ask about your grades, do not raise the issue, unless you have done exceedingly well.

### *What questions do you have for me?*

Having no questions to ask is an immediate red flag. Come to the interview with at least three questions. Be prepared to ask questions that show your knowledge of the employer's work and needs. Do not ask questions that could be answered through simple research or reviewing the organization's website. Ask a question that shows you researched the organization; for example, "I know that your organization covers 13 counties, how is the casework distributed?" It's also appropriate to ask the interviewer questions about his or her work experience. Example: "What do you enjoy most about working at this organization (or agency)?"

### *Is there anything you would like to add?*

This is an opportunity for you to restate your interest in the position or repeat what you feel are your two or three top selling points, qualities that make you an excellent choice for a particular position.

Prepare to answer these questions and the interview should go smoothly. It is important to be both responsive and proactive. If the interviewer does not ask questions that allow you to show your skills related to the position, then address the matter yourself. If the interviewer does not ask you a question about an issue that you feel is a weakness such as grades or lack of training, do not raise it yourself. Remember the name(s) of those who interviewed you and get their business card(s). You will want to follow-up with them after the interview.

### ***After the Interview***

Send a letter(s) to the individual(s) who interviewed you. Thank them for the interview and reaffirm your interest in working with the organization. Proof-read your letter very carefully.

### **D. When You Receive An Offer**

When an organization offers you an internship or job, thank them enthusiastically and tell them that you are very interested and would like to know when they need an answer from you. You **do not** have to accept the first offer you get. You do not have to accept an offer when it is made, even if the employer asks you to do so. Most employers will give you a week or two to decide whether or not you wish to take the job. If you receive an offer before hearing from your first choice employer, call your preferred employer(s) and tell them that you received an offer and ask them when they plan to make a decision. Some employers will accelerate their decision-making if they think they may lose a desirable candidate. At a minimum, the call will give you an idea of where you stand with the organization and how long you

should wait before getting back to the organization that offered you the job. Professionalism requires that once you accept a job, you cannot renege on it if what had been your first choice later comes through. The public service world is very small and you do not want to burn any bridges.

If you decide to turn down an offer, do so with tact. Never reject an offer through a voice mail message. Instead, leave a message asking the person to call you back. Always call employers within the stated deadline. Turn down an offer as soon as you know you are not going to accept it, so the employer can move on to its next choice. If you are interested in working for the organization at a later date, you should state this.

## **E. Career Counseling Sessions**

This guide provides basic information to assist you in your public service job search. PIRC and CPC counselors are available to meet one-on-one with you to:

- Discuss your interests and recommend additional tools for your job search
- Review your resume and cover letters
- Conduct mock interviews
- Help you assess job offers
- Discuss your career path, including recommended courses, internships/externships, clerkships, post-graduate fellowships, and government honors programs.

Refer to the Fordham Law School Professionalism Standards during your public service job search. They are available on CPC's website.

## **VII. FUNDING FOR PUBLIC SERVICE WORK**

### **A. Internships: Summer, Fall and Spring Semesters**

Some public service employers are able to pay law students for their work, generally at an hourly rate. However, few public service employers have such funding. Fortunately, there are several sources of grant funding, stipends and fellowships for internships with non-profit organizations and government agencies. Most sources of funding allow you to secure your own public service position. A small number of funding opportunities are tied to particular organizations. Examples of both types of funding are described below and include:

#### **Fordham Law School Funding**

**Fordham Law Coordinated Fellowships:** Applications for private law firm sponsored fellowships are coordinated through the Public Interest Resource Center for Fordham Law students who will secure public service work for the summer.

**Government Honors and Internship Programs** for work with government agencies

**A limited number of hourly or salaried positions** with public private, public interest law firms, non-profit organizations and agencies are available

## **Additional Sources of Funding**

Note, when PIRC or the CPC become aware of funding opportunities, they are posted on Symplicity.

**Academic Credit** may be available for public service internships through the Externship Program. [law.fordham.edu/externships](http://law.fordham.edu/externships)

### **Summer**

#### **Fordham Law School Related Funding:**

The Law School administers at least **13 summer fellowships** in furtherance of its mission to educate attorneys to work “in the service of others” described below. Several of the fellowships provide awards to more than one student.

In addition, many of the Law School’s **Professors** employ students as research assistants during the summer and some of the **Centers** (<http://law.fordham.edu/centers>) and **Clinics** (<http://law.fordham.edu/clinics>) employ interns.

**Fordham Law Summer Fellowships:** Available only to Fordham Law students for full-time summer work. For guidelines and applications for these fellowships (unless otherwise indicated): <http://law.fordham.edu/summerfellowships>. These fellowships include:

- **Ann Moynihan Fellowship at The Legal Aid Society, Civil or Criminal Defense Practice** (\$5,000 for 1Ls, \$6,000 for others, for 10 weeks of full-time work) commemorates the life and work of Ann Moynihan, a life-long advocate for the poor, trial and appellate attorney in both the Civil and Criminal Defense Practices of The Legal Aid Society, Associate Clinical Professor and Associate Dean for Administration at Fordham Law School, and co-founder of Fordham’s Interdisciplinary Center for Family & Child Advocacy. The Fellow will assist lawyers in their representation of low-income people in either civil areas such as government benefits and housing or in criminal defense.
- **The Domestic Violence Action Center (DVAC) Summer Fellowship** (\$4,000 for 1Ls, \$5,000 for others) is awarded to Fordham Law students who secure summer placements for at least ten weeks in organizations or agencies dedicated to protecting the rights of survivors of domestic violence. Students are selected based on demonstrated interest in domestic violence advocacy and representation.
- **The Fordham Student Sponsored Fellowship** (Up to \$4,000 for 1Ls, up to \$5,000 for others) FSSF is the largest source of funding for Fordham Law students doing unpaid public interest work in the summer. To volunteer for FSSF, students must help in fundraising for its Annual Auction which will be held on a date TBA. To be eligible for summer funding, students obtain their own unpaid public service internships with non-profit organizations and government agencies (judicial internships and work with private law firms are not eligible). Typically, around 20 fellowships are awarded yearly. In the past several years, almost every student who secured a public service internship, was actively involved with FSSF, and applied for funding has received a

fellowship stipend. For more information, visit FSSF's website at [www.fssf.org](http://www.fssf.org), or contact FSSF at [fssf@fordham.edu](mailto:fssf@fordham.edu). FSSF's office is within the PIRC Student Group Suite in Room LL-101 in the Law School

■ **John M. Cannella Fellowship** The John M. Cannella Fellowship (\$5,000) commemorates the life of Judge Cannella, who devoted his career to public service, including 31 years of service on the bench of the United State District Court for the Southern District of New York. The fellowship is awarded to a student who devotes his or her summer to full time civil public service work. Placements may include government agencies and non-profit organizations but not judicial chambers. Applicants must secure a placement before submitting the fellowship application.

■ **Justice John Paul Stevens Fellowship Foundation** provides two Fellows with \$5,000 each in funding for legal work with either a non-profit or a governmental agency within the United States or internationally. Stevens Fellowships shall not be awarded to judicial externs, and the fellowship may not be combined with any other source of funding (including Fordham Law School, payment from an employer, or payment from any other funder or organization). Applicants are expected to secure a placement before submitting the fellowship application.

■ **The Honorable Kevin J. Quaranta Fellowship** (\$5,000 for rising 2Ls and rising 3Ls) commemorates the life of Justice Quaranta who distinguished himself in public service through the Army Judge Advocate General Corps, the Bronx District Attorney's Office, and as a town justice. Judge Quaranta was a strong supporter of social justice, which he learned from his mother, Dr. Mary Ann Quaranta, who was dean of the Fordham Graduate School of Social Service and was a founding board member of the Law School's Feerick Center for Social Justice. The fellowship will be awarded to a student who plans to devote his or her summer to full time civil public service work with a nonprofit organization. Funded by the family of Justice Quaranta in honor of his life and work, the Fellow will work on a substantive project focused on a social justice issue within the scope of the Feerick Center. Potential areas include access to justice, economic justice, domestic violence, and unaccompanied immigrant children and immigrant families. Applicants are expected to have secured a placement before submitting the fellowship application.

■ **Kirpalani Summer Fellowship** (\$4,500 for 1Ls, \$5,000 for others) Susheel Kirpalani '94 is a generous donor to Fordham Law School and recognizes the great importance of public interest work. Mr. Kirpalani cares deeply about using his financial means to support public interest work, particularly for students engaged in public interest summer internships. Kirpalani Fellows will be required to send a thank you note to Mr. Kirpalani (prior to receipt of the funding) and attend an organized breakfast/lunch to meet Mr. Kirpalani. Qualifying summer work includes unpaid work at a non-profit organization or government agency.

■ **Kirpalani Summer Fellowship in Housing Law** (\$4,500 for 1Ls, \$5,000 for others) Susheel Kirpalani '94 is a generous donor to Fordham Law School and recognizes the great importance of public interest work. Mr. Kirpalani cares deeply about using his financial means to support public interest work, particularly for students engaged in public interest summer internships. Kirpalani Fellows will be required to send a thank you note to Mr. Kirpalani (prior to receipt of the funding) and attend an organized breakfast/lunch to meet Mr. Kirpalani. Qualifying summer work includes unpaid work on housing law issues at a non-profit organization or government agency. The work must be centered on housing law. Housing law is an exciting, timely, and critically important area of

law—this fellowship provides funding specifically for students to intern at an organization doing this work.

■ **Leitner Summer Fellows Program** provides students with up to \$5,000 in funding to participate in an international human rights-related internship during the summer. Fellows work full-time for at least ten weeks at a non-governmental organization, U.N. agency, or other organization working on international human rights issues. The application deadline is generally in April. For information and application, please see <http://www.leitnercenter.org/summer-internships/>.

■ **Michael Saperstein Fellowship at the NYC Bar Association** (\$5,000 for 1Ls, \$6,000 for others), funded through an endowment established by Michael Saperstein (FLS '65), and provides summer funding for one Fellow to coordinate the placement of several dozen high school students to work in a legal setting for the summer. The Saperstein Fellow works at the New York City Bar Association and is supervised by the chair of the Thurgood Marshall Summer Internship Program Committee, which selects the fellow.

■ **Milton Pollack Fellowship at US District Court, Southern District of NY** (\$4,000) The recipient of this full-time summer fellowship will work in the chambers of the Chief Judge of the United States District Court for the Southern District of New York. Applications for the internship should be sent directly to the court.

■ **Richard A. Hill, LAW '83 Public Interest Summer Fellowship Award** (\$5000) The Richard A. Hill, LAW '83, Public Interest Summer Fellowship was made possible through the generosity of Anne Hill who established the award in memory of her husband. Richard A. Hill, LAW '83 devoted his career to public service work, serving as counsel for both the United States Department of Health and Human Services and the Social Security Administration, and was recognized for his service as the 2012 recipient of the Louis J. Lefkowitz Public Service Award. Hill fellows will be required to send a thank you note to Ms. Hill (prior to receipt of the funding) and make time to meet members of the Hill family at an organized breakfast or lunch.

■ **Venable Foundation Fellowship for 1st Year Students** (\$10,000) was created by the partners of the law firm of Venable LLP and provides a stipend to a Fordham Law School 1L student intending to serve in a legal capacity during the summer after first year at a non-profit or federal, state, or local government agency located in one of the cities where Venable LLP maintains an office (Washington, DC; Baltimore, MD; Los Angeles, CA; San Francisco, CA; Wilmington, DE; New York City; Rockville, MD, Towson, MD; and Tysons Corner, VA). This fellowship is designed to further the Venable Foundation's various goals, including providing support to the needy and underprivileged in our communities, bettering the lives of diverse groups and individuals in society, promoting the legal profession, and fostering the arts and culture. The recipient will be chosen by a selection committee at Venable LLP, in cooperation with PIRC, on the basis of the recipient's academic performance, demonstrated qualities of leadership and commitment to the use of the law to further the public good. The recipient of the Venable Foundation Fellowship will be invited to visit the Venable office during the summer, and at the end of the summer will be expected to submit a short essay about his or her experience with the Fellowship.

## Government Honors & Internships Programs:

Several branches of the federal government and some state and city government offices and agencies offer structured internship and honors programs for students and recent graduates. Resources to identify these programs include:

- **Government Honors & Internship Handbook 2017-2018:** A directory of many of these programs, with a brief description of the program, application timelines/deadlines, and links to websites, available at <http://arizonahandbooks.com/> (please ask staff in PIRC or the CPC for the current username and password), or use the link on the CPC website. Students should visit this website early and often as it is frequently updated with new listings and information.

In addition, <https://www.psjd.org/> and the CPC's Symplicity website may contain listings of paid government internships and summer positions.

## Hourly or salaried positions with private public interest law firms, non-profit organizations and agencies are available:

Some public service employers are able to pay law students for their work, generally at an hourly rate.

- Check **Symplicity**, maintained by the CPC, and <https://www.psjd.org/> regularly for updated job listings.
- Some **private public interest law firms** hire summer associates. The Private Public Interest and Plaintiff's Firm Guide (courtesy of the Center for Public Interest Law at Columbia Law School and the Bernard Koteen Office of Public Interest Advising at Harvard Law School) is available at: <http://hls.harvard.edu/content/uploads/2015/08/Private-Public-Interest-and-Plaintiffs-Firm-guide.pdf>

## Independent Funding:

Resources to identify summer fellowships are available on PSJD at [http://www.psjd.org/Funding\\_Sources](http://www.psjd.org/Funding_Sources) under the "Summer Funding" Tab. We highlight several of the largest:

- **Equal Justice America:** Provides up to \$4,000 to work full-time during the summer for organizations providing direct civil legal assistance for the poor anywhere in the United States. May be combined with other fellowship stipends (at the discretion of the other funding source) up to \$7,500 for the summer. The application process is described at [http://www.equaljusticeamerica.org/prev\\_applications/ApplicationSummer.htm](http://www.equaljusticeamerica.org/prev_applications/ApplicationSummer.htm)
- **Equal Justice Works Summer Corps:** Provides an educational award of \$1,230 which may be applied to your law school tuition and may be combined with other fellowship stipends such as FSSF. Only limited awards are available which fund work with nonprofit public interest organizations which have different particular substantive focuses every year. The deadline is the early spring and the priorities will be available at <http://www.equaljusticeworks.org/law-school/amicorpsjd>

- Haywood Burns Memorial Fellowships for Social and Economic Justice is a project of the National Lawyers Guild (NLG) as part of its tradition of providing legal, political and educational support to the important progressive movements of the day and to strengthen student's long-term commitment to promote justice and equity. The \$2,000 Fellowship helps support 10 weeks of full-time work (which can be supplemented by other funds secured by you) for work with an organization of your choosing which advances social justice. The deadline is typically in January. Details and instructions on how to apply are available on the NLG's homepage, <http://www.nlg.org/fellowships>.
- New Jersey Summer Public Interest Legal Intern Summer Fellowship Program: Legal Services of New Jersey (LSNJ) awards summer intern fellowships to work in New Jersey public interest legal organizations. The purpose of this program is to promote awareness of and commitment to careers in public interest law by offering rewarding employment opportunities to law students. Placements are typically for a 10 week period, but frequently can be extended. All applications are considered in the order in which they are received and hiring decisions are made on a rolling basis, starting in the fall. Interested students are therefore strongly encouraged to apply as early as possible. For more information: <http://www.lsnj.org/Internships.aspx>
- The Peggy Browning Fund Summer Fellowship Program: The mission of the Fund is to educate law students about the rights and needs of workers. In 2017, 80 Summer Fellowships were funded in a variety of unions and other legal organizations (see <http://www.peggybrowningfund.org/fellowships/for-law-students>). The total stipend payment for the ten-week Summer Fellowship is \$6,000 (which may be supplemented by the organization you are placed with unless otherwise indicated by the Mentor Organizations who may supplement the stipend). Refer to each respective fellowship description for details. Information and instructions on how to apply and the list of placements will be available in the late fall on the organization's website. The application deadline will be sometime in January, 2019.

### **Fall and Spring Semester Internships (Part-time)**

There are many volunteer part-time internship opportunities during the fall and spring. However, funding is limited. Academic credit may be available through the Externship Office of the Clinical Program. <http://law.fordham.edu/externships>

**Fordham-Sponsored Semester-Long Fellowships** are available. The application process and deadline for each will be announced by email to your Fordham account. The fellowships include:

- Women's Bar Foundation/Sanctuary for Families: This Fellowship is awarded to a student to work part-time with the legal division of Sanctuary for Families (SFF). The intern assists attorneys working in domestic violence, criminal, matrimonial and immigration matters. The fellow works 15 hours a week and receives \$4,000 for the academic year and, at the fellow's option, may receive up to four academic credits for participation in the Externship Program. At the discretion and approval of SFF, a student may be able to participate in the Fellowship for one semester to enable two separate students to take part, one during the fall and the other during the spring semester; the academic credit and stipend will then be divided. For information contact [PIRC@law.fordham.edu](mailto:PIRC@law.fordham.edu).

## B. After Graduation: Post-Graduate Financial Assistance for Public Service Lawyers

The Classes of 2021/22 enter law school with access to several significant resources to make it possible to pursue full-time public service work immediately after graduation, and to make this work for your career:

- The provisions of the **College Cost Reduction and Access Act of 2007 (CCRAA)** make it financially possible to pursue public service careers regardless of your law school, graduate school, and undergraduate loan debt.
- **Fordham Law School's own Loan Forgiveness Program:** Fordham Law Loan Repayment Assistance (LRAP), see <http://law.fordham.edu/financialaid>, as well as **Employer-Sponsored LRAP Programs**, can supplement the benefits of the CCRAA.

### College Cost Reduction and Access Act of 2007 (CCRAA)<sup>2</sup>

CCRA, signed into law in September 2007, provides for lower monthly student loan payments on federally guaranteed student loans, and cancels remaining debt for public servants after 10 years (which can be non-consecutive) of public service employment. CCRAA helps public service lawyers in two main ways; it:

- Lowers monthly student loan payments on federally guaranteed student loans (Income Based Repayment or IBR); and
- Cancels remaining debt for public servants after 10 years of public service employment.  
**Income Based Repayment (IBR):** The CCRAA's income based repayment (IBR) program, significantly reduces monthly payments for high debt/low income borrowers with "partial financial hardship." Annual educational debt payments made under IBR are capped at 15% of discretionary income (defined as adjusted gross income minus 150% of the poverty level for the borrower's family size).

#### *Example*

Jane Justice owes \$100,000 in qualifying debt at 6.8% interest and takes a job paying \$40,000 to start. She elects the income-based repayment (IBR) plan. Jane is not married and has no dependents. The 2007 Federal Poverty Guideline for a household of one is \$10,210 and in her first year, Jane's monthly payments under IBR are \$309 (as opposed to \$1151 under standard ten-year repayment). As Jane gets annual salary increases of 5%, her monthly payments under IBR gradually rise, until in year 10 her monthly payments are \$526.

***Spouse's Income and IBR:*** A married borrower who files a separate Federal income tax

---

<sup>2</sup> This section is based upon the summary provided by Equal Justice Works (EJW) "The Federal Student Loan Forgiveness Law, the College Cost Reduction and Access Act of 2007" available at [http://www.equaljusticeworks.org/sites/default/files/ejw\\_ccraa.pdf](http://www.equaljusticeworks.org/sites/default/files/ejw_ccraa.pdf). EJW has extensive materials on CCRAA available on its website at <http://www.equaljusticeworks.org/law-school/student-debt-relief>. Fordham Law's Financial Aid Office also has useful information on its website at <http://law.fordham.edu/financialaid>



return will have the amount of the borrower's income-based repayment calculated solely on the basis of the borrower's student loan debt and adjusted gross income, rather than on the combined income of the borrower and the spouse.

***Student Loans Eligible for IBR:*** All Federal Direct Loans (FDL) and Federally Guaranteed Loans (FFEL) are eligible including: subsidized and unsubsidized Federal Stafford Loans; Federal Grad PLUS Loans (but not Parent PLUS Loans); and Federal Direct Consolidation Loans. However, only Federal Direct Loans (including Federal Direct Consolidation Loans) are eligible for Loan Forgiveness for Public Service.

***Student Loans Ineligible for IBR:*** Loans made by a state or private lender and not guaranteed by the federal government are never eligible. Also, Parent PLUS Loans are not eligible for IBR. Federal Perkins Loans are only eligible when they are part of a Federal Direct Consolidation Loan. Borrowers should seek advice before consolidating a Perkins Loan because Perkins Loans include cancellation provisions.

**Loan Forgiveness for Public Service Employees:** If a borrower makes 120 qualifying loan payments on a Federal Direct Loan (including Federal Direct Consolidation Loans) while working full-time for 10 years in public service employment, the unpaid balance on the loan is forgiven by the federal government. The 120 qualifying payments may be non-consecutive.

***Example:*** Using the same example above, Jane Justice started out owing \$100,000 in qualifying debt at 6.8% interest and took a full-time public service job with a starting salary of \$40,000 with annual increases of 5%. Jane stayed in public service and paid \$49,132 over 10 years under the IBR plan. The federal government cancels \$118,868, the principal and interest remaining.

***Public Service Employment:*** CCRAA defines “public service employment” broadly as: “(i) a full-time job in emergency management, government, military service, public safety, law enforcement, public health, public education (including early childhood education), social work in a public, child or family service agency, public interest law services (including prosecution or public defense or legal advocacy in low-income communities at a nonprofit organization), public child care, public service for individuals with disabilities, public service for the elderly, public library sciences, school-based library sciences and other school-based services, or at an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from taxation under section 501(a) of such Code.”

***Qualifying Loan Payment:*** Only payments on a Federal Direct Loan (including a Federal Direct Consolidation Loan) are considered qualifying payments. The amount of the payment should be calculated under the Income-Based Repayment (IBR) plan (or the pre-CCRAA Income-Contingent Repayment plan). Beginning October 1, 2007, borrowers who have Federal Direct loans (including Federal Direct Consolidation Loans) may begin counting time in public service.

**Calculate Your Potential Benefits under the CCRAA:** There are resources available that will help you calculate your loan payments under CCRAA based upon your own debt and an estimate of your income upon graduate, assist you to assess the benefits of CCRAA, and help you consider the relative

advantages of various educational loan financing available. These resources are available on the website of Equal Justice Works at <http://www.equaljusticeworks.org/resources/student-debt-relief/income-based-repayment> and Fordham Law's Financial Aid Office at <http://law.fordham.edu/financialaid>. Fordham Law's Financial Aid Office is available to meet with you and answer your questions.

Fordham Law School recognizes that student debt may impact job choice and offers two post-graduation loan relief programs: Fordham Law Loan Repayment Assistance (LRAP) and Loan Forgiveness (See LRAP/Loan Forgiveness pages on the Financial Aid Office's website). Both programs supplement benefits provided under the CCRAA. The LRAP programs of Fordham Law and many other employers are available to students who may not be eligible for CCRAA (e.g. because CCRAA is limited to Federal Direct Loans, including Federal Direct Consolidation Loans). Below we will provide a summary of both Fordham programs.

An increasing number of states, public service employers, and fellowship programs have developed/are developing post graduate loan relief programs because educational debt has far reaching effects that harm the legal profession and our justice system. Some useful resources include:

- *Take Control of Your Future* by Equal Justice Works (<http://www.equaljusticeworks.org/student-debt-resources>) is a comprehensive guide to managing student debt for lawyers and law students. It is especially valuable for anyone with an interest in a public interest legal career who wants to learn how income-driven repayment plans, Public Service Loan Forgiveness and loan repayment assistance programs can help protect their financial future.
- The American Bar Association's Standing Committee on Legal Aid & Indigent Defendants has useful resources on its website, *Loan Repayment Assistance Programs Overview* at <http://www.abanet.org/legalservices/sclaid/lrap/home.html>
- Information on Legal Services Corporation organizations with employer LRAP is available at <http://www.lsc.gov/grants-grantee-resources/our-grant-programs/loan-repayment-assistance-program>
- A list of federal agencies with employer LRAP is available at <http://opm.gov/oca/pay/studentloan/index.asp>

### **Brief Summary of Fordham's Loan Repayment Program:**

**The Fordham Loan Repayment Assistance Program** is available to J.D. graduates who

- Borrowed federal and/or private educational loans approved by Fordham
- Work full-time in law-related positions in 501(c)(3) non-profit organizations, and
- Have qualifying incomes below \$68,000, which may be adjusted based on inflation and career progression increases.

Qualifying graduates receive up to \$8,900 per year in the form of forgivable Fordham LRAP Loans.

**Application Deadline** for Loan Repayment Assistance: September 1 to November 1 prior to the calendar year for which benefits are sought, except for graduates who secure eligible employment after

November 1. Applications and information are available on the website of the Financial Aid Office's website, which may be accessed at <http://law.fordham.edu/financialaid>

### C. Post-Graduate Fellowships

Post-graduate public interest fellowships are wonderful opportunities for recent graduates to secure entry-level positions with non-profit organizations that otherwise might not have the resources to hire them. Most fellowships are for terms of one to two years, although some organizations are able to hire fellows after the term of the fellowship. Fordham Law School provides support to students interested in applying for fellowships. PIRC:

- Co-sponsors with the Faculty Fellowships Committee a series of workshops and panels on fellowships, and distributes hand-outs such as "*Post Graduate Public Interest Fellowships: An Introduction and Overview of the Process*" at such programs.
- Has resources describing fellowship opportunities, both domestic and international, and maintains a listing of Fordham Law School alumni and faculty who received post-graduate public service fellowships.
- Works with the Faculty Fellowships and Public Interest Placement Committee so that each student who intends to apply for fellowships has a faculty mentor.

Students interested in public service should learn about post-graduate fellowships early in their law school career. Attend the workshops and panels. Meet with PIRC counselors and let them help you partner with a faculty mentor. Early discussion will help guide you as you consider summer and semester long internships and select classes.

### Types of Fellowships

Consider the various types of fellowships which include:

- (1) ***Project Based Fellowships*** in which the applicant develops a project in conjunction with a non-profit sponsoring organization and then jointly seek funding from external fellowship funders.
- (2) ***Organization Based Fellowships*** offered by a non-profit organization to carry out specific work such as the American Civil Liberties (ACLU) which has fellowships in several areas including National Security and Racial Justice.
- (3) ***Entrepreneurial Fellowships*** where applicants start a new organization.
- (4) ***Law School Sponsored Fellowships*** offered by the law school attended.
- (5) ***Law School Based Fellowships*** which may lead to an LL.M. at a sponsoring law school and/or Clinical Fellowships to work in a law school clinic as an instructor.
- (6) ***Firm Sponsored Fellowships*** offered by a private law firm that enable an entry level

attorney to work primarily or exclusively on *pro bono* matters either at the firm or at a partnering organization.

(7) ***Government Honors Programs*** for recent graduates.

(8) ***Prestigious Fellowships and Scholarships*** such as Fulbright Fellowships.

## Resources

For a variety of types of fellowships:

a. **PSJD** (<http://www.psjd.org/>): PSJD's Postgraduate Fellowships [https://www.psjd.org/Postgraduate\\_Fellowships](https://www.psjd.org/Postgraduate_Fellowships) contains:

- An online, searchable database for finding organizations looking for students to sponsor project-based fellowships as well as organization based fellowships (see below).
- A calendar of fellowship application deadlines.
- Guides such as:
- 2015-2016 Public Interest Fellowships courtesy of the Yale Law School Career Development Office, also available at [https://law.yale.edu/system/files/area/department/cdo/document/cdo\\_fellowships\\_i\\_public.pdf](https://law.yale.edu/system/files/area/department/cdo/document/cdo_fellowships_i_public.pdf)

b. ***The Comprehensive Fellowships Guide: The Ultimate Resource for Law Students & Lawyers:*** This Guide is published by PSJD and is available in hard copy in the PIRC Office, the CPC Resource Room, and on Reserve in the Law Library.

*Note! The print Guide contains resources which are not completely available on-line at PSJD.org.*

c. ***Serving the Public: A Job Search Guide:*** A two volume set covering domestic and international opportunities is available in the PIRC Office, the CPC Resource Library and on reserve in the Law Library.

d. **Fordham Law Faculty:** Support is available from the Faculty Fellowship and Public Interest Placement Committee. Committee members are Fordham Law professors who are former fellows or have significant grant writing experience. Faculty advise students on the fellowship application process, review fellowship proposals, and conduct mock interviews.

e. The resources outlined above help identify sources of post-graduate fellowships.

**A sample of fellowships is listed below for the various types of fellowships:**

1. ***Project Based Fellowships:***

The majority of these fellowships are awarded by two organizations, *Equal Justice Works* and the *Skadden Fellowship Foundation*.

- **Equal Justice Works (EJW)** has the largest national public interest fellowship program providing financial and technical support to lawyers working on innovative and effective legal projects. EJW funds approximately 50 fellows annually. The two-year fellowships offer salary and generous loan repayment assistance, a national training and leadership development program, and other support. Fellows develop and launch projects with host non-profit organizations that benefit individuals or groups and/or promote issues not otherwise adequately represented by the legal system. Deadline is September (for 2019-2021 EJW Fellowships the deadline is September 21, 2018). For more information, including the application materials, see EJW's website at <http://www.equaljusticeworks.org/post-grad/equal-justice-works-fellowships>
- **Skadden Foundation Fellowship (Skadden)** awards some 30-35 fellowships yearly to graduating law students and outgoing judicial clerks. Fellows provide legal services to the working poor, elderly, homeless and disabled, as well as to those deprived of their human or civil rights. In recent years, fellows have also worked on issues concerning economic development and community renewal. The aim of the foundation is to give fellows the freedom to pursue their interests in public interest work. Fellowships are for one year, with the expectation of renewal for a second year. For those fellows not covered by a law school loan repayment assistance program, the firm will pay a fellow's law school debt for the duration of the fellowship. Deadline is September (for 2019-2021 Skadden Fellowships, the deadline is September 17, 2018). For information, including the application materials, see the Skadden website at <https://www.skaddenfellowships.org/>

2. **Organization Based Fellowships**: The practice areas of these fellowships are very broad and include children's rights, civil liberties, health law, and media law to name just a few. The organizations are based throughout the country, but with a concentration in NYC and Washington, DC. The Comprehensive Fellowship Guide has an extensive list. Some fellowships include:

- **American Civil Liberties (ACLU)** which has fellowships in issue and geographic areas including Aryeh Neier Human Rights Fellowship (NYC), Brennan First Amendment (NYC), Nadine Strossen National Security (NYC), and Karpatkin Racial Justice (NYC). For details <http://www.aclu.org/careers>
- **Human Rights Watch** (<http://www.hrw.org/about/fellowships>)

3. **Entrepreneurial Fellowships**: A funder of such endeavors includes:

- **Echoing Green Foundation** (<http://www.echoinggreen.org/>) offers full-time fellowships to emerging social entrepreneurs. The foundation applies a venture capital approach to philanthropy by providing seed money and technical support to individuals creating innovative public interest projects that seek to catalyze positive social change. The Echoing Green Foundation manages three distinct Fellowship Programs: *The Global Fellowship*, a program for smart leaders who are deeply connected to the needs and potential solutions that may work best for their communities from any part of the world; *The Black Male Achievement*

(*BMA Fellowship*), founded and supported by the Open Society Foundation, invests in emerging leaders dedicated to improving the life outcomes of black men and boys in the United States; and *The Climate Fellowship*, specifically targeted for the best next-generation social entrepreneurs committed to working on innovations in mitigation and adaptation to climate change.

4. **Fordham Law School Sponsored Fellowships:** Fordham Law sponsors the James E. Tolan Fellowship in International Human Rights, a one year post-graduate Fellowship that funds Fordham Law School graduates to work for an international human rights organizations For information, <http://www.leitnercenter.org/programs/JETHRF/>. Fordham Law also sponsors the Public Service Fellowship Program (Fordham PSFP), providing stipends for graduates volunteering for nonprofit organizations, government agencies, or the judiciary for a period of up to one year following graduation and the bar exam.

4. **Law School Based/Clinical Fellowships:** A growing number of law schools are offering fellowships to work in clinical programs. The Comprehensive Fellowship Guide has a section of such fellowships. Symplicity and [www.PSJD.org](http://www.PSJD.org) will list newly created fellowships. One of the largest such programs is based at Georgetown University Law Center, through its Clinical Graduate Fellowship Opportunities in Teaching & Advocacy which offer new and experienced attorneys the opportunity to combine study with practice in the fields of clinical legal education and public interest advocacy. Each fellowship is associated with one of the Law Center's clinical programs, see <https://www.law.georgetown.edu/experiential-learning/clinics/>

5. **Firm Sponsored Fellowships:** Several private firms sponsor fellowships which allow entry level attorneys to work primarily or exclusively on *pro bono* matters either at the firm or at a partnering organization, for example:

- **Fried, Frank, Harris, Shriver & Jacobson LLP** (Fried Frank) sponsors fellowships (<http://www.friedfrank.com/index.cfm?pageID=49>) with the NAACP Legal Defense and Education Fund (LDF) and Mexican American Legal Defense and Educational Fund (MALDEF) that give junior lawyers the chance to spend two years in the litigation department of Fried Frank's New York office and then two years at either the LDF or MALDEF. After satisfactory completion of the program, fellows may return to Fried Frank, with full seniority, or if there are openings, they may continue to work as staff attorneys with LDF or MALDEF.
- **The John J. Gibbons Fellowship in Public Interest & Constitutional Law** is housed at Gibbons P.C. (<http://www.gibbonslaw.com/careers/attorneys/>) and provides for fellows to undertake public interest and constitutional law projects and litigation on behalf of public interest organizations, legal services or public defender offices, government agencies, private non-profit corporations, courts and individuals.

6. **Government Honors Programs:** Many of these programs, sometimes considered as fellowships, provide a guarantee of permanent employment upon successful completion of the program.

- Government Honors & Internship Handbook, an on-line resource, (<http://arizonahandbooks.com/>) contact PIRC or the CPC for current username and password,

or access through the CPC website) contains an excellent directory of many of the federal, and some state and city government offices and agencies which offer honors programs for recent graduates and includes application timelines/deadlines.

7. **Prestigious Fellowships and Scholarships:**

- **Fordham University Office of Prestigious Fellowships and Scholarships** prepares students to compete for such scholarships and fellowships as the Rhodes, British Marshall, Fulbright, George Mitchell and Luce. For information: <http://www.fordham.edu/fellowships> or contact Anna Beskin PhD, International Fellowships Coordinator and Fulbright Campus Representative at [abeskin@fordham.edu](mailto:abeskin@fordham.edu) or 718.817.2771.

**How and When to Begin:**

Exploring post-graduate fellowships is exciting. It may provide you an opportunity to create your dream job! You will enjoy the process more if you start early.

1. Become familiar with the various types of fellowships. The summer after your first year is an ideal time to begin.
2. Attend PIRC programs on post-graduate fellowships during your first and second year.
3. Meet with a PIRC counselor in your second year to discuss your interests and particular fellowships. It is never too soon to meet with PIRC and the Faculty Fellowship and Public Interest Committee (Faculty Fellowships Committee) to discuss placements, projects and fellowships. Many students benefit from meeting with PIRC and faculty members before choosing a summer job because many find sponsoring organizations through their internships.
4. Meet with faculty. Support is available from the Faculty Fellowships Committee. Committee members are Fordham Law professors who are former fellows or have significant grant writing experience. Faculty advise students on the fellowship application process, review fellowship proposals and conduct mock interviews. To be partnered with a faculty member, students should contact a PIRC counselor in the spring before the end of their second year (day)/third year (evening). Requests should be made well before the fellowship deadline.
5. Talk with prior fellows. Current and former fellows are excellent sources of advice. PIRC counselors can help connect you with Fordham Law alumni who are recipients of a wide range of fellowships including those with the ACLU, Center for Appellate Litigation, Center for Reproductive Rights, Echoing Green, Equal Justice Works, Fulbright, Georgetown Law Clinical Fellowships, and the Skadden Foundation.

## **APPENDIX**



[Sample 1L Resume]

**PAT GRILLER**

82 West 122nd Street #409, New York, NY 10019 • (646) 342-9941 • [pgriller@fordham.edu](mailto:pgriller@fordham.edu)

**EDUCATION**

**Fordham University School of Law, New York, NY**

J.D. Candidate, May 2018

Honors: Fordham Law Merit Scholarship

Activities: Fordham Law Democrats  
Fordham Student Sponsored Fellowship (2016 summer fellowship anticipated)

**University of Wisconsin, Madison, WI**

B.A. Political Science, May 2015

Honors: Dean's List (two semesters)

Activities: Student Government Representative – 1 year elected term  
The Wisconsin Advocate – Staff Writer  
The Choral Society

**L'Universidad de Granada, Granada, Spain**

Junior year abroad – studied Spanish language and culture; housed with local family.

**EXPERIENCE**

**Wisconsin Mutual Financial Group, Madison WI**

June 2014 - August 2015

Sales Associate – part- and full-time

- Marketed services to potential clients
- Researched potential clients sorted by geography and income
- Analyzed markets to determine sales strategy
- Wrote summaries of client data

**Atento-Telefonica, Madrid, Spain**

December 2013 - April 2014

In-house English Teacher for executives of multi-national telecommunications firm.

**Volunteers of Legal Service (VOLS), Madison, WI**

May 2012 - August 2013

Intern

- Answered hotline
- Identified client issues
- Referred clients to resources
- Counseled clients on simple matters (non-legal advice only)
- Maintained log of calls, issues and outcomes

**Whitson Senate Committee, Madison, WI**

March 2011 - August 2011

Campaign Volunteer

- Drafted responses to constituent letters for U.S. Senator Randall Whitson campaign
- Door to door campaigning

**LANGUAGES:** Fluent Spanish

[Sample 2L Resume]

**Pat Griller**

[pgriller@fordham.edu](mailto:pgriller@fordham.edu)

82 West 122 Street #409

New York, NY 10019

(646) 342-9941

**EDUCATION**

**Fordham University School of Law, New York, NY**

J.D. Candidate, May 2018

Honors: Fordham Urban Law Journal

Activities: Fordham Law Democrats – elected Secretary, Fordham Student Sponsored Fellowship (summer fellowship anticipated)

**University of Wisconsin, Madison, WI**

B.A. Political Science, May 2015

Honors: Dean’s List (two semesters)

Activities: Student Government Representative – 1 year elected term, The Wisconsin Advocate – staff writer The Choral Society

**L’Universidad de Granada, Granada, Spain** Junior year abroad – studied Spanish language and culture; housed with local family.

**EXPERIENCE**

**New York City Law Department, New York, NY**

June 2016 - Aug. 2016

*Summer Honors Program Intern:* Interviewed witnesses; took depositions; drafted pleadings, briefs and motion papers; conducted hearings; and attended court hearings and trials.

**Wisconsin Mutual Financial Group, Madison WI**

June 2014 - Aug. 2015

*Sales Associate:* Marketed services to potential clients; researched potential clients sorted by geography and income; analyzed markets to determine sales strategy; wrote summaries of client data.

**Atento-Telefonica, Madrid, Spain**

Dec.2013 – April 2014

*Teacher:* In-house English Teacher for executives of multi-national telecommunications firm.

**Volunteers of Legal Service (VOLS), Madison, WI**

May 2012 - Aug. 2013

*Intern:* Answered hotline; identified client issues; referred clients to resources; counseled clients on simple matters; maintained log of calls, issues and outcomes.

**Whitson Senate Committee, Madison, WI**

March 2011 - Aug. 2011

*Campaign Volunteer:* Drafted responses to constituent letters for U.S. Senator Randall Whitson campaign; door to door campaigning.

**LANGUAGES:** Fluent Spanish

[Sample 3L Resume]

**PAT GRILLER**

82 West 122nd Street #409, New York, NY 10019  
Cell (646) 342-9941 [pgriller@fordham.edu](mailto:pgriller@fordham.edu)

**EDUCATION**

**Fordham University School of Law, New York, NY**

J.D. Candidate, May 2018

Honors: Fordham Urban Law Journal

Activities: Fordham Law Democrats – elected Secretary  
Fordham Student Sponsored Fellowships (2 summer fellowships)  
Community Economic Development Clinic

**University of Wisconsin, Madison, WI**

B.A. Political Science, May 2015

Honors: Dean's List (two semesters)

Activities: Student Government Representative – 1 year elected term; The Wisconsin Advocate – Staff  
Writer; The Choral Society

**L' Universidad de Granada, Granada, Spain.** Junior year abroad.

**EXPERIENCE**

**Brooklyn Legal Services, Corp A, Brooklyn, NY**

June 2017 - Aug. 2017

Community Economic Development Intern: Drafted papers; interviewed clients; participated in discovery (including depositions); courtroom exposure; and research.

**Martha Rayner, Assoc. Professor of Law, Fordham Law, New York, NY**

Jan. 2017 – May 2017

Litigation Assistant: Conducted research, drafted motions and helped develop litigation strategy in *habeas corpus* litigation on behalf of a detainee at the U.S. Naval Base in Guantanamo Bay.

**US District Court, 2nd Circuit, EDNY, New York, NY**

Sept. 2016 - Dec. 2016

Hon. Denny Chin, Judicial Intern: Legal research; drafted opinions and memoranda; attended court proceedings and conferences.

**New York City Law Department, New York, NY**

June 2016 - Aug. 2016

Summer Honors Program Intern: Interviewed witnesses; took depositions; drafted pleadings, briefs and motion papers; conducted hearings; and attended court hearings and trials.

**Atento-Telefonica, Madrid, Spain**

Dec. 2013- April 2014

Teacher: In-house English Teacher for executives of multi-national telecommunications firm.

**Volunteers of Legal Service (VOLS), Madison, WI**

May 2012 - Aug. 2013

Intern: Answered hotline; identified client issues; referred clients to resources; counseled clients on simple matters; maintained log of calls, issues and outcomes.

**Whitson Senate Committee, Madison, WI**

March 2011 - Aug. 2011

Campaign Volunteer: Drafted responses to constituent letters for U.S. Senator Randall Whitson campaign; door to door campaigning.

**LANGUAGES:** Fluent Spanish

## **REFERENCES FOR PAT GRILLER**

### **JOHN GALWORTH**

Professor of Law  
Fordham University School of Law  
150 West 62 Street  
New York, NY 10023-7477  
212-636-7883  
[jgalworth@fordham.edu](mailto:jgalworth@fordham.edu)

Professor Galworth is/was my Contracts Professor Fall Semester 2014.

### **GLORIA SPENCER**

Senior Vice President for Marketing  
Wisconsin Mutual Financial Group  
5321 Broadway #301  
Madison, WI 53706-2332  
614-288-7712  
[gloriaspender@wmfg.com](mailto:gloriaspender@wmfg.com)

Ms. Spender was my direct supervisor during my 14 months with Wisconsin Mutual Financial Group.

### **JANET CALVO**

Professor University of Wisconsin  
Department of Political Science  
831 Court Drive  
Madison, WI 53706-2111  
614-832-9954  
[jcalvo@mail.uw.edu](mailto:jcalvo@mail.uw.edu)

Professor Calvo was my advisor junior and senior years at UW and supervised my senior thesis.

### **ALICIA FERNANDO**

Staff Attorney  
Volunteers of Legal Services  
300 Mills Street  
Madison, WI 53706-7659  
614-297-8923  
[afernando@volswi.org](mailto:afernando@volswi.org)

Ms. Fernando was my direct supervisor during my summer internship at Volunteers of Legal Services.



Public Interest Resource Center (PIRC)

# FALL 2018 PROGRAMS

AUGUST	01	<b>DOJ Webinar re: DOJ Honors Program</b>   1-1:45 p.m.   Room 2-01A
	25	<b>Public Service Project 2018 for the Incoming Class*</b>
SEPTEMBER	04	<b>Post Public Service Day Luncheon*</b>   12:30-1:30 p.m.   Room 3-02
	06	<b>Equal Justice Works Career Fair Orientation</b>   12:30-2 p.m.   Room 4-09
	11	<b>Fall Blood Drive</b>   11 a.m.-6 pm   Costantino
	12	<b>SBA/PIRC Student Group Fair*</b>   4:30 p.m.   Costantino
	13	<b>Tips for Table Talk/Prep for Public Interest Legal Career Reception*</b> 12:30-1:30 p.m.   Room 4-09
	13	<b>Public Interest Legal Career Reception*</b> 5:30-8 p.m.   Skadden Conference Center
	25	<b>Charting your Public Interest Career @ Fordham Law School*</b> 12:30-1:30 p.m.   Room 4-09
	27	<b>The Legal Aid Society - Open House</b>   12:30-1:30 p.m.   Room 4-09
OCTOBER	02	<b>3L Post Graduate Public Service Job Search</b> 12:30-1:30 p.m.   Room LL-100A
	02	<b>2L Summer Public Service Job Search</b>   12:30-1:30 p.m.   Room LL-124
	09	<b>PIRC Open House*</b> 12:30-1:30 p.m.   Room LL-100 - PIRC Student Group Space
	11	<b>Immigrant Justice Corps Fellowship Orientation</b> 12:30-1:30 p.m.   Room 4-09
	16	<b>Interviewing with Public Defenders</b>   12:30-1:30 p.m.   Room 4-07
	23	<b>PIRC Public Service Job Search Orientation for 1L's*</b> 12:30-1:30 p.m.   Room 3-01
	26	<b>Equal Justice Works Conference &amp; Career Fair</b>
	27	Crystal City Marriott, VA
	30	<b>What I Did Last Summer - Student to Student Fair*</b> 12:30-1:30 p.m.   Costantino
NOVEMBER	06	<b>Public Interest Legal Career Fair Orientation*</b> 12:30-1:30 p.m.   Room 3-02
	13	<b>Career Opportunities at the NYS Office of the Attorney General</b> 12:30-1:30 p.m.   Room 3-08
	15	<b>New York Legal Assistance Group (NYLAG) Info. Session</b> 12:30-1:30 p.m.   Room 4-05

For full program descriptions and additional information, see the calendar on the PIRC website: [law.fordham.edu/pirc](http://law.fordham.edu/pirc), or the calendar on the law school website. Questions? Contact **Leah Horowitz** at [lorowitz2@law.fordham.edu](mailto:lorowitz2@law.fordham.edu)

All listed events are open and attendance is encouraged

\*1Ls particularly encouraged to attend

+ Event co-sponsored by other centers, institutes and/or student groups



FORDHAM UNIVERSITY  
THE SCHOOL OF LAW

# Centers and Institutes at Fordham Law School

---

## *Opportunities for Student Involvement*

Students at Fordham Law School have a unique opportunity to become involved in projects that are helping people and changing the world. The Centers & Institutes at the law school—17 in total—are working to accomplish goals that are critically important in our society, involving a range of legal issues. By participating in projects with the Centers & Institutes, students can gain knowledge, acquire skills, connect with other students and mentors, and importantly, make a difference. For general questions about student involvement in Centers & Institutes, contact Leah Horowitz at [lhorowitz2@law.fordham.edu](mailto:lhorowitz2@law.fordham.edu)

**[law.fordham.edu/centers](http://law.fordham.edu/centers)**

# Centers and Institutes at Fordham Law School *Opportunities for Student Involvement*

---

## The Brendan Moore Advocacy Center

The Brendan Moore Advocacy Center (“BMAC”) provides all of Fordham’s “hands on” training in trial advocacy. In courses and trial competitions, law students learn the diverse practical skills involved in trying a lawsuit before a jury through the intense “performance-critique-repeat” process of preparing for — and then conducting — simulated trials. You will find alumni of the Moore Advocacy Center winning trials in courtrooms across the country.

**Opportunities for student involvement:** Compete in the Summer Closing Argument Competition (June 7-9, 2018); Compete in the Fall Intra-school Trial Competition Tournament (September 8-10, 2018); Take Trial & Arbitration Advocacy and then compete in the Tandy Competition.

**Contact:** [fordham.edu/mooreadvocacycenter](http://fordham.edu/mooreadvocacycenter); Adam Shlahet, Center Director, Room 9-03, [shlahet@law.fordham.edu](mailto:shlahet@law.fordham.edu), 646-346-5186; Stop by the Moore Advocacy student office on the 1st floor and speak to any of our outstanding Moore Advocates.

---

## Center on European Union Law

The Fordham Center on European Union Law was established in 1984. The center provides a teaching and resource facility devoted to European Union law, as well as European Union and international antitrust. It was created by the late Professor Roger Goebel.

**Opportunities for student involvement:** The center is interested in cooperating with students on organizing events in the area of EU Law and the laws of the EU member states. It often cooperates with the Fordham International Law Journals and other student groups on events. Students are encouraged to contact the center directors if they are interested in setting up an event that the center could co-sponsor or co-organize.

**Contact:** [law.fordham.edu/eulaw](http://law.fordham.edu/eulaw); Co-Directors: Professor Martin Gelter, [mgelter@law.fordham.edu](mailto:mgelter@law.fordham.edu) & Professor Mark R. Patterson, [mpatterson@law.fordham.edu](mailto:mpatterson@law.fordham.edu)

---

## Center on Law and Information Policy

As the field of information technology continues to grow at breakneck speed, our society increasingly relies on its developments and innovations. Law and policy, however, often trail the technological advances. Fordham CLIP, the Center on Law and Information Policy, was founded in 2005 to make significant contributions to the development of law and policy for the information economy and to teach the next generation of leaders.

### Opportunities for student involvement:

**Research:** Engage in scholarly and policy-focused publishable research in close collaboration with faculty and CLIP staff. Topics include: Intellectual Property, Intermediary Liability, Internet Jurisdiction, Online Harassment, Defamation, Hateful Speech, Privacy.

**Law & Information Society Symposia:** Explore the challenges posed by information technologies and the changing role of law in our information society. Past symposia have examined key information law and policy issues in the context of societal values across a range of related domestic and international areas including intellectual property, trade, and privacy.

**CLIP-ings:** Write and publish CLIP-ings, CLIP’s weekly law and information policy e-newsletter highlighting news in five major areas: Internet Governance, Privacy, Information Security and Cyberthreats, Intellectual Property, and Free Expression and Censorship.

**Spring Tech Law Career Series:** Meet practitioners in a casual setting to discuss a range of careers in technology and information law.

**Privacy Educators Program:** Teach local middle schoolers about privacy, how it is relevant to their lives, and how the technologies they regularly use impact it. Specific topics include managing an online reputation, understanding emerging technologies, gaming, dealing with social media, and maintaining secure passwords.

**Contact:** [law.fordham.edu/CLIP](http://law.fordham.edu/CLIP); Come visit us in Room 7-137 or 7-140.

---

## The Center on National Security at Fordham Law (CNS)

A non-partisan law and policy think tank dedicated to providing thought-leaders, policy makers and the public with the tools to better understand today’s national security issues. The Center fosters debate and dialogue on some of the most complex issues around national security and strives to inform and engage the public on national security policy, the ongoing war on terror and other emerging threats. The Center’s work includes research, public educa-

tion, public/private workshops, policy recommendations, media outreach and publications. In practice, CNS produces daily, weekly and yearly publications, convenes dozens of public and private events on topics of note each year, hosts major figures from government, media, the private sector and academia, and is cited or reported on in the press frequently, often on a weekly basis. The Center produces two Morning News Services: The TSG Morning Brief and the Stroz Friedberg Cyber Brief both which are accessed by thousands of readers around the world daily.

**Opportunities for student involvement:** The Center brings on numerous Fordham Law students each year who are an integral part of our research team. Students regularly assist in tracking terrorism cases, examining legal documents associated with terrorism prosecutions and extracting pertinent details to help keep our terrorism database current.

**Contact:** [centeronnationalsecurity.org](http://centeronnationalsecurity.org); [nationalsecurity@law.fordham.edu](mailto:nationalsecurity@law.fordham.edu)

---

## Center on Race, Law and Justice

The Center works to generate innovative responses to racial inequality and discrimination. It prioritizes law, data, and social science-informed interventions capable of creating concrete change in communities, institutions, and public policy in a number of areas in the domestic and global contexts. The Center maximizes real-world impact through cross-disciplinary collaborations, comparative analyses, and systemic interventions that push the boundaries of traditional approaches to race and inequality. Founded in 2016, the Center marks an effort to marshal the tremendous research capacity and expertise at Fordham University on race and urban issues directly relevant to the University’s social justice mission, location in New York City, and status as one of the premiere research institutions in the country.

**Opportunities for Student Involvement:** The Center recently created a student advisory board designed to facilitate its collaborations and engagement with students, and to promote discourse on issues of race, law, and justice at Fordham. The Center seeks students interested in doing research on issues of race and equality. It also welcomes opportunities to support student programming and to collaborate with student organizations. Further, the Center looks to partner with students in community-based projects and outreach. Finally, the Center invites students to enroll in courses offered by Center leadership and to attend its numerous programs as a way of expanding understanding and knowledge of issues pertaining to race and structural inequality in the U.S., as well as around the globe.

**Contact:** [law.fordham.edu/racelawandjustice](http://law.fordham.edu/racelawandjustice); [racelawjustice@fordham.edu](mailto:racelawjustice@fordham.edu)

---

## Competition Law Institute

Now in its 45th year, the Fordham Competition Law Institute, part of Fordham Law School, has presented the annual International Antitrust Law and Policy Conference, which is widely recognized as one of the premier events in the field and examines and analyzes the most important issues in international antitrust and trade policy. The conference brings together rising and influential leaders from around the world, as well as attorneys from private practice, top academics, and members of the judiciary.

**Opportunities for student involvement:** Students are invited to attend the conference free of charge.

**Contact:** [Law.fordham.edu/fcli](http://Law.fordham.edu/fcli); [fcli@law.fordham.edu](mailto:fcli@law.fordham.edu); James A. Keyte, Director; Karen Hoffman Lent, Associate Director

---

## Corporate Law Center

The Fordham Corporate Law Center brings together scholars, professionals, policy makers and students for the discussion and study of business and financial law. Created in 2001 as a think tank for research in business and financial law, the Center convenes public lectures, roundtable discussions, expert panels, and academic symposia on topics of current interest in business and financial law. The Center also serves as a platform to showcase the business law scholarship of Fordham law faculty and research affiliates in a wide variety of financial subspecialties. The Center is a resource for Fordham Law students, connecting them to our distinguished alumni through our Business Law Practitioners Series (BLPS) and mentoring programs.

**Opportunities for student involvement:** Fordham Law students can participate in public lectures, roundtable discussions, and career-focused events organized and sponsored by the Corporate Law Center. The career-focused Business Law Practitioners Series (BLPS) invites distinguished alumni of the law school to share with students career insights and experiences in an informal lunch time setting. The Committee on Diversity in Business Law (CDBL) provides mentorship opportunities and resources to encourage interest among students of diverse backgrounds in corporate and business law careers. Additional student initiatives include the Entrepreneur Law Society (ELS) and the Fordham Compliance & Ethics Society (FCES).

**Contact:** law.fordham.edu/corporatecenter; corporatecenter@fordham.edu; 212-636-7985

---

## The Fashion Law Institute

The world's first center dedicated to law and the business of fashion – and it's headquartered at Fordham Law School. A 501(c)(3) nonprofit organization created with the generous support and advice of the Council of Fashion Designers of America and its president, Diane von Furstenberg, the Institute offers training for the fashion lawyers and designers of the future, provides legal services for design students and professionals, and shares information and assistance on issues facing the fashion industry. Course offerings include: Fashion Law (Recommended as a pre-requisite for all other fashion-law-related course); Fashion Law Practicum (by application only); Fashion Law & Finance; Fashion Licensing; Fashion Ethics, Sustainability & Development; Fashion Modeling Law; Fashion Retail Law; Intellectual Property Law & Design.

### Opportunities for student involvement:

**Volunteer for a Fashion Law Pop-Up Clinic:** Partner with experienced attorneys to assist emerging designers and other fashion professionals with their legal questions; Network at law firms and meet colleagues with a wealth of knowledge about the fashion law field. Join the Student Fashion Law Society: Learn about opportunities to volunteer for Fashion Law Institute events and work closely with Fashion Law Institute faculty; Plan and attend Fashion Law Society events.

**Contact:** fashionlawinstitute.com; info@fashionlawinstitute.com; 646-293-3926; Room 8-127.

---

## The Feerick Center for Social Justice

Promotes the rights and addresses the problems facing marginalized and low-income New Yorkers through the creation of strategies to reform policies, educate, and provide assistance to right wrongs. Highly regarded for its efficacy and dedication to combating inequities, the Center works with wide-ranging networks to rally partners in the legal community and beyond to respond to the challenges of those in need. Fordham Law faculty and students involved at the Center collaborate with the City's nonprofit, legal services, and public sectors to create long-term innovative solutions critical to real change.

### Opportunities for student involvement:

**Lunchtime Social Justice Lecture Series:** Attend lecture series featuring some of the most innovative social change-makers in NYC and State. 2018-2019 dates: are 9/27, 10/25, 1/31, 2/28; Rm 3-02, 12:30pm.

**Research:** Engage in research related to the Center's substantive areas, including immigration, consumer protection and economic justice, educational equity, and gender-based rights.

**Service:** Get involved with PIRC groups Consumer Law Advocates and Immigration Advocacy Project and their collaborations with the Center. Service opportunities include: (1) the CLARO Programs, acclaimed limited-scope consumer law clinics for unrepresented New Yorkers in need; and (2) the Dilley Pro Bono Project, providing limited-scope assistance to asylum-seeking women with children detained in the South Texas Family Residential Center. Non-legal service opportunities focus on educational equity and involve assisting families and students navigate New York City's complex public high school admissions process.

**Academic:** The Center will sponsor a 2019 Winter Term course, which will focus on border enforcement and humanitarian asylum law and include an experiential learning component, i.e., volunteering through the Dilley Pro Bono Project to provide limited-scope legal assistance to detained asylum-seeking women with children in Dilley, Texas. In Spring 2019, Adjunct Professor Olga Byrne will offer a course on children and immigration law.

**Fellowships:** The Center makes available school-year and summer fellowships to work with

the Feerick Center and public interest organizations.

**Career Mentorship / Support.** The Center's staff provide mentorship and support to students interested in public interest careers. The Center works with other centers and institutes in helping to organize the Pathways to Practice Series, bringing in alumni who are public interest practitioners to share career advice.

**Contact:** law.fordham.edu/feerickcenter; Professor Elizabeth B. Cooper, Faculty Director, ecooper@fordham.edu; Dora Galacatos, Executive Director, galacatos@fordham.edu; Wilma Tamayo-Abreu, Program and Administrative Coordinator, wtamayoabreu@fordham.edu.

---

## Institute on Religion, Law and Lawyers Work

The Institute encourages open, positive and constructive dialogue on issues relating to religion and law and provides students, faculty, lawyers, and judges with the opportunity to explore the implications of religion for their lives in the law

**Opportunities for student involvement:** Join our Student Advisory Board to engage in intensive dialogue with JD and international students of different religious, legal and cultural backgrounds. The Advisory Board has also developed programs for the law school community, including the presentation of an Oscar nominated Iranian film and a multifaith panel on Sanctuary for Immigrants. Advisory Board Students have also spoken at national and international programs outside Fordham. Participate in our Faith-Based Mentorship Project that offers students the opportunity to work with lawyer mentors. Study religious topics in law school courses, such as The Islamic, Catholic and Jewish Laws of War, Economic Regulation and the Environment: A Comparative Approach (Fall 2018).

**Contact:** law.fordham.edu/lawreligion; lawreligion@law.fordham.edu

---

## The Intellectual Property Law Institute

The Intellectual Property Institute was originally established to build an infrastructure for developing various IP initiatives and projects. Principal among these was the annual Intellectual Property Law and Policy Conference, known as the "Davos of IP."

The Institute promotes a legal realist approach to IP law in order to better understand what the law actually is and does, and to predict where it is going. In doing so, it hopes to foster progress toward identifying and resolving issues of concern to the IP community. A critical mission of the Institute is to develop the next generation of IP law practitioners and to encourage them to think critically about the importance of IP rights.

**Opportunities for Student Involvement:** The Institute employs a number of current Fordham students as Research Assistants and recent graduates as Fellows. This provides them with the opportunity to work on emerging issues, gain hands-on experience with legal research, legal writing and strategic legal thinking and to connect with IP leaders. Students research and help execute the annual conference, various IP events and the Institute's monthly podcast. In addition, they meet with the graduate Fellows and Prof. Hansen once a week to discuss key IP issues.

**Contact:** (212) 636-7177; team@hansenipinstitute.com; fordhamipinstitute.com

---

## Leitner Center for International Law and Justice

The Leitner Center for International Law and Justice provides hands-on education and real-world training to law students, facilitates capacity building and advocacy with activists and grassroots groups around the world, and contributes to critical research among legal scholars in international human rights. An advocacy team housed in a world-class university, the Leitner Center aims to make international human rights protections an everyday reality for marginalized communities around the world. From its base at Fordham Law School in New York City, the Center develops long-term partnerships with local social justice organizations and other stakeholders across the globe. Through its pioneering programs, clinics, and education initiatives, the LeitnerCenter trains students to become international legal experts and impassioned human rights advocates by placing students at the core of each of its innovative projects.

**Opportunities for student involvement:** Events - Weekly lunchtime Leitner Human Rights Speaker Series and evening film screenings and panel discussions; Student funding - Leitner Summer Fellows Internship Program and James E. Tolan Human Rights Fellowship; Clinics and experiential programs - Crowley Program in International Human



# Centers and Institutes at Fordham Law School *Opportunities for Student Involvement*

Rights; Walter Leitner International Human Rights Clinic; Asia Law and Justice Program; Corporate Social Responsibility Clinic; International Law and Development in Africa Clinic; and Sustainable Development Legal Initiative

**Contact:** [LeitnerCenter@law.fordham.edu](mailto:LeitnerCenter@law.fordham.edu); [leitnercenter.org](http://leitnercenter.org); [facebook.com/LeitnerCenter](https://facebook.com/LeitnerCenter); [twitter.com/leitnercenter](https://twitter.com/leitnercenter); [instagram.com/leitnercenter](https://instagram.com/leitnercenter); Sign up for the Leitner Centers weekly job, internship, and events newsletter by signing up on our website or emailing the Leitner Center.

---

## National Center for Access to Justice at Fordham Law School

We count on the American justice system to halt domestic violence, stop unlawful evictions and foreclosures, preserve the unity of families, enable people to secure the wages they are owed, and in some circumstances to halt and reverse unfair criminal proceedings. The system should deliver equal justice, but too often it can be a source of oppression. For those who have modest incomes or who are members of excluded communities, it is difficult and sometimes impossible to learn about rights, assert rights, obtain a just result, or enforce that result. In civil cases, 80% of the legal needs of the poor are unmet. In criminal cases, people are entitled to free counsel if they cannot afford representation. However, only the poorest obtain it, often it is late, and in many communities its quality is impaired. The National Center for Access to Justice at Fordham Law School, is relying on data to support reforms that create a meaningful opportunity for all people to be heard and to secure their rights.

**Opportunities for student involvement:** Students are welcome to join forces with NCAJ on its current initiatives, including to expand the Justice Index, [justiceindex.org](http://justiceindex.org), support the implementation of Goal 16 of the Sustainable Development Goals in the United States, investigate different models for consumer rights enforcement by attorneys general and other public law authorities, and grow the national and global civil justice system reform movement. Opportunities for students to participate in NCAJ's policy reform, data, and tech initiatives, include: independent study; school-year internships; summer fellowships; post-graduate fellowships; research assistant positions; supporting conferences and special events; collaborating on projects through journal symposia.

**Contact:** [ncforaj.org](http://ncforaj.org); [justiceindex.org](http://justiceindex.org); [law.fordham.edu/accesstojustice](http://law.fordham.edu/accesstojustice); [info@ncforaj.org](mailto:info@ncforaj.org); David Udell, NCAJ's Executive Director, Room 7-165, [dudell@fordham.edu](mailto:dudell@fordham.edu); Amy Widman, NCAJ's Deputy Director, at Room 7-120, [awidman@fordham.edu](mailto:awidman@fordham.edu). Students are welcome to drop in and visit or send an email to arrange a time to meet.

---

## Neuroscience and Law Center

The Fordham Neuroscience and Law Center takes an evidence-based and multidisciplinary approach to examining the current and potential uses of neuroscience evidence in the legal system as well as to anticipate how this information will be applied in the next three to five years. Such a goal advances legal scholarship and the responsible incorporation of neuroscience in legal circles by way of educating judges, lawyers, academics (both legal and scientific), and the public. Through its innovative programs and in collaboration with academic partners, the Center aims to be a premier research hub and resource about neuroscience's increasing prevalence in 21st Century courtrooms.

**Opportunities for student involvement:** Summer and year-long research assistance, helping at conferences, participating in the student-run Law and Neuroscience Club.

**Contact:** Deborah W. Denno: [ddenno@law.fordham.edu](mailto:ddenno@law.fordham.edu)

---

## Stein Center for Law and Ethics

Works in collaboration with law students, practitioners, judges and legal scholars to study and improve the legal profession by: honoring exemplary lawyers; inculcating ethics into teaching law; training future lawyers "in the service of others"; incorporating ethical and professional values into academic and mentoring programs; and encouraging scholarly inquiry, scholarship and professional writings on the professional conduct and regulation of lawyers. Above all, the Center fosters an understanding of "ethical legal practice" that goes beyond adherence to the rules set forth in professional codes of conduct. The Stein Center funds and,

jointly with the Public Interest Resource Center, oversees the student-driven Stein Scholars Program, an academic and service program.

**Opportunities for Student Involvement:** The Center welcomes inquiries from, and collaboration with, other law school centers and student organizations that are interested in presenting programs on topics relating to the legal profession, ethical norms and professional values. Additionally, the Center would be happy to work with and assist individual students who are interested working in these areas. In the past, the Stein Scholars faculty has supervised students on independent study projects, has facilitated students' membership on bar association ethics committees, and has assisted students in, or drawn on student support for, other projects relating to the legal profession.

**Contact:** [law.fordham.edu/stein](http://law.fordham.edu/stein); Director Bruce Green, [bgreen@law.fordham.edu](mailto:bgreen@law.fordham.edu)

---

## Public Interest Resource Center (PIRC)

PIRC is the place where Fordham Law students can devote their passions, interests, and skills to pro bono, public service and community service work from their first week in law school. PIRC is the home of dynamic 28 student-run organizations involved in public interest work. These groups perform meaningful work in the form of direct legal services and representation, educational programming within the law school and in the community, advocacy on behalf of those in need, community legal information, and community service. These groups also organize the Alternative Winter/Spring Break Service Projects. PIRC-UP! is the weekly email bulletin from PIRC sent to the Fordham Law community. PIRC offers two guides: A Guide to Public Service at Fordham Law School and Public Service Job Search Guide. Additionally, PIRC, complementing the services of CPC, assists students in exploring public service career opportunities including summer/semester internships and post-graduation work. We advise students how to meet the 50 hour pro bono requirement for admission to the NYS Bar.

PIRC informs students about the range of public interest opportunities available at Fordham. Throughout the school year, PIRC offers a range of programming designed to educate, prepare and inspire students to do public interest work.

**Opportunities for student involvement:** Get involved in one of the PIRC student groups, as a member or a student leader. Attend PIRC programming. Reach out to schedule an individual career counseling session.

**Contact:** [law.fordham.edu/pirc](http://law.fordham.edu/pirc), [facebook.com/pircfordhamlaw](https://facebook.com/pircfordhamlaw); [pirc@law.fordham.edu](mailto:pirc@law.fordham.edu); LL-101 (PIRC student groups), LL-100 (PIRC administrative staff). (212) 636-6952

---

## Urban Law Center

The Urban Law Center works on the intersection of cities and law. The Center promotes an interdisciplinary understanding of the legal, governance, and regulatory aspects of urban environments through collaborative research, local and global convenings, and knowledge sharing, career pathways and pedagogy in the world of urban law. In particular, the Center's efforts focus on forces that shape urban inequality and urban innovation, targeting the most pressing issues facing our nation's cities and their metropolitan regions.

**Opportunities for student involvement:** The Urban Law Center works with Fordham law student research assistants in urban law, in areas such as state preemption, social and economic justice, and international law vis-à-vis cities. Presently, we are seeking paid research assistants, Student Urban Law Fellows, for collaboration with several of our partners including UN-Habitat and the Local Solutions Support Center, and also for general Urban Law Center research support. We also launched a Housing Justice Initiative with PIRC and the A2J Initiative, and are seeking student Urban Law Fellow collaboration in this important cause. Currently, we partner with the Fordham Real Estate Society and the Housing Advocacy Project. Urban law intersects with a range of important societal issues, and we are delighted to collaborate with additional student groups as well.

**Contact:** [urbanlawcenter.org](http://urbanlawcenter.org); Geeta Tewari, Associate Director, Office 7-143, 212.636.7241; [gtewari@fordham.edu](mailto:gtewari@fordham.edu); Twitter: @UrbanLawCenter