



SPILG INTERNATIONAL FELLOWSHIP SUMMER 2015 APPLICATION

About the Fellowship

The Suffolk Public Interest Law Group (SPILG) International Fellowship provides a grant of up to \$5,000 for students working in summer international internships with non-profit and government organizations. The purpose of the Fellowship program is to support Suffolk Law students dedicated to international public service while providing an invaluable service to non-profit and government organizations and the communities they serve.

Eligibility

All Suffolk Law students in good academic standing who are not in their final semester are eligible to apply. Positions at non-profit and government (US or foreign) organizations, UN agencies or other organizations working on public service issues, supervised by an attorney, are eligible for SPILG International Fellowship funding. Fellowship recipients' job responsibilities must involve substantive legal work commensurate with their skill levels. Work of a primarily clerical nature does not qualify.

The following types of jobs are NOT ELIGIBLE: (1) jobs with private for-profit law offices in a foreign country (even if the firm/office engages in pro bono work); (2) jobs with political campaigns abroad; (3) positions in the US or US territories; (4) positions in any country listed on the US sanctioned country list (www.treas.gov/offices/enforcement/ofac/programs); and (5) positions affiliated with any specially designated nationals (www.treas.gov/offices/enforcement/ofac/sdn). Recipients must sign up for services with the International SOS Travel Assistance Program. To sign up, visit www.internationalsos.com and enter Suffolk's membership number: 11BSGC000065.

Obligations

If you are offered a SPILG International Fellowship, you will be required to sign a contract outlining your obligations under the Fellowship as a condition of acceptance, as set forth below:

Summer work and reporting requirements: SPILG International Fellowship recipients must work a full-time schedule (35 hours) for a minimum of 8 weeks, and must not receive additional compensation from their employer. SPILG International Fellowship recipients must sign Code of Conduct and Release forms. SPILG International Fellowship recipients must immediately notify the Office of Professional & Career Development if they are terminated from the law school or if they file a request to withdraw or transfer with the Dean's Office. In such cases, recipients are no longer eligible for the Fellowship award and must stop submitting Payroll Vouchers. You will be paid up to the date of such action. You may be asked to return the grant money to SPILG. Please note: recipients will still be required to fulfill their SPILG service requirements for the following year.

Service requirements to SPILG: SPILG International Fellowship recipients must participate in SPILG during the following academic year. Participation entails the following: (1) securing no fewer than five different items for the SPILG auction, each valued at \$35 or more by the deadline set by SPILG's Executive Board; (2) completing ten volunteer hours at or in preparation for SPILG events; (3) completing an online survey regarding your summer work experience; (4) cooperating with SPILG

to promote the SPILG International Fellowship (see below for details), and (5) helping coordinate the SPILG/ILS Trivia Night, which raises funds for the following year's International Fellowships. Recipients who do not fulfill these requirements may be asked to return the grant money to SPILG and will be ineligible to apply for future SPILG International (and domestic) Fellowships.

Promoting SPILG: SPILG and/or Suffolk University Law School may wish to publicize individual SPILG International Fellows through the SPILG website, the law school website, or other media as a way to inform and encourage other Suffolk Law students to pursue international public interest work. SPILG recipients are required to cooperate with the SPILG Executive Board on this matter. Promotional responsibilities may include, but are not limited to: speaking at SPILG events; writing a short biography for SPILG's website; or participating in an interview for a "spotlight" article to be featured on the SPILG website.

Application Process

To apply for a SPILG International Fellowship, applicants must submit the following materials on Symplicity (click on the OCI tab and choose the "SPILG" session) by **March 2, 2015 by 10 am:**

1. A resume;
2. A project proposal – see page 3 for instructions (upload as "Cover Letter" on Symplicity);
3. A letter of support from the partnering organization (upload as "Other Document" on Symplicity);
4. A list of two references; and
5. A law school transcript (an unofficial transcript from Campus Cruiser is acceptable).

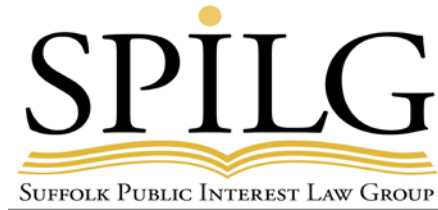
If you have not secured an internship by the application deadline, please still feel free to apply for a SPILG International Fellowship. In such instances, applicants should include as much information as possible in their project proposal regarding their summer internship prospects (positions offered to the applicant, positions applied to by the applicant, etc.). If there is any change in your internship status during the course of the application process, applicants should immediately notify the Office of Professional & Career Development.

Selection Process

A Selection Committee of faculty members will review the applications, hold interviews in mid-March, and make decisions by mid-April. Considerations which will influence the selection of SPILG International Fellows include the following: originality and significance of the project; qualifications of the student to complete the project; demonstrated commitment to public service, human rights and/or international law, based upon employment, activities, and academic work; length and duration of the project; ways in which the position will assist the student in pursuing his/her career goals in this area; whether the work of the agency or organization provides access to justice or services to traditionally underserved or oppressed communities; whether the agency or organization is located in a country listed on the State Department's Travel Warning List (travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html); the student's overall academic record; whether the student has a firm offer in place; quality of recommendations from references; and quality of finalist's interview.

Questions

Contact Sarah Bookbinder in the Office of Professional & Career Development at 617-573-8093 or by email at sbookbinder@suffolk.edu.



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PROJECT PROPOSAL INSTRUCTIONS

Your proposal should not exceed four double-spaced pages and must include the below information. If feasible, your proposal should be developed in consultation with the partner organization.

- (I) **Basic Information**
 - List the contact information of the partnering organization and the supervising attorney, as well as the start and end date of Fellowship and the total duration of the Fellowship.
- (II) **Summary**
 - Summarize the goal, impact and activities of your Fellowship, as well as the nexus between the Fellowship and your professional and academic goals.
- (III) **Description**
 - Identify and describe the public interest or human rights issues that you will focus on and explain why they are significant and how you will address them. Describe the partner organization.
- (IV) **Goal and Impact of Fellowship**
 - State briefly the overall goal of your Fellowship, what you hope to accomplish, and the impact your Fellowship will have on your clients, your partner organization, and the international community.
- (V) **Fellowship Activities**
 - Describe the specific activities you will undertake during the Fellowship period. What tasks will you perform? What type of research or work will you produce? Who will supervise your work?
- (VI) **Nexus between Fellowship and Professional and Academic Goals**
 - Describe how the goals, impact, and activities of this Fellowship intersect with your professional and academic goals and will help you achieve those goals.
- (VII) **Conclusion**
 - State briefly why you should be provided with a SPILG International Fellowship.
- (VIII) **Finances:**
 - Please list your expected expenses during the Fellowship. Please include any assistance provided by your partner organization.