

**ACADEMIC YEAR 2008-2009**  
**THE GEORGE WASHINGTON UNIVERSITY LAW SCHOOL**

**THE J.B. AND MAURICE C. SHAPIRO**  
**PUBLIC SERVICE FELLOWSHIP PROGRAM**  
**FOR THIRD YEAR STUDENTS**

**APPLICATION PACKET**

Submit completed applications to Professor Joan Strand at  
the Community Legal Clinics, 2000 G St., NW, 2d Floor  
by 5:00 P.M. on July 31, 2008

**Please submit 3 copies and the  
original application**

**THE J.B. AND MAURICE C. SHAPIRO  
PUBLIC SERVICE FELLOWSHIP PROGRAM  
FOR GEORGE WASHINGTON UNIVERSITY LAW SCHOOL STUDENTS**

**ACADEMIC YEAR 2008-2009**

Program Description

Many students choose to work part-time during their third year of law school. Educational loans and other financial pressures cause some students to pursue employment that offers the greatest compensation rather than work for public interest organizations. The J.B. and Maurice C. Shapiro Public Service Fellowship Program provides financial aid for outstanding and committed **third** year law students doing internships at non-profit public service organizations in the Washington, D.C. area. Five students will be selected to serve as “J.B. and Maurice C. Shapiro Public Service Fellows” and will receive awards of up to \$15,000 in tuition remission for the academic year. Students who receive these fellowships must work 20 hours per week at their public interest placements during both the fall and spring semesters. The public interest employers may not pay any additional compensation to the fellows. Only **third** year students are eligible for this program. Shapiro Public Service Fellows also may receive up to four academic credits during the semester for their work through the Outside Placement Program (Law 633).

Students selected for the Shapiro Public Service Fellowship Program will receive this financial aid in the form of credit against tuition for the third year of law school. To obtain academic credit, students must comply with the requirements of the Outside Placement Program (Law 633), as outlined in the “Statement of Objectives, Requirements and Procedures for Outside Placement,” available on the Outside Placement website:  
<http://www.law.gwu.edu/Academics/Outside+Placement>.

Eligibility Requirements

1. Only full-time third year students in good academic standing (cumulative average of at least 2.00) are eligible. Students in the evening law school program who have completed at least 56 credits are also eligible.
2. At the time of application, a student must have a written commitment from an eligible organization to work 20 hours per week for 12 weeks during the fall semester, and 20 hours per week for 12 weeks during the spring semester.
3. The organization employing the Fellow must be a non-profit public service organization located in the Washington, D.C. metropolitan area. Preference will be given to employers who represent, directly or indirectly, indigent individuals or populations, interests that would not otherwise be adequately represented, and environmental organizations. All public interest work will be considered; the internship may be with the government or a private non-profit organization. Such placements include, for example, legal aid societies, public defenders,

the Environmental Defense Fund, the Lawyers' Committee for Civil Rights, and the NAACP Legal Defense and Education Fund. If you have any questions concerning whether your internship qualifies, please submit an application. Clinical programs do not qualify.

4. Student applicants must submit a **COMPLETE** application (attached), a resume, transcript, a completed Employer Commitment Letter (attached), and, in addition, an essay describing the applicant's interest in public interest work in general and in the specific placement in particular. Students who have current financial profile information on file in the G.W. Law School Financial Aid Office must sign an authorization allowing access to said information (on part III. 5. of the Application). Students who have not submitted financial profiles previously must obtain the necessary forms from the G.W. Law School Financial Aid Office and submit them simultaneously with their Application. Although not required, you may attach letters of reference from prior public interest employers and/or professors. **NO INCOMPLETE OR LATE APPLICATIONS WILL BE ACCEPTED OR CONSIDERED. NO LATE SUBMISSIONS OF MATERIALS TO SUPPLEMENT TIMELY FILED APPLICATIONS WILL BE ACCEPTED OR CONSIDERED.**

5. Students awarded Shapiro Fellowships must work 20 hours per week at the internship placements for 12 weeks during the fall and spring semesters, respectively. The student must work under the supervision of a licensed attorney. Because the award committee takes into consideration the type of work proposed, the student cannot change internships in mid-semester. If the Fellow is unable to work the required number of hours during the fall or spring semester, he or she should notify the award committee immediately.

6. If the award committee (described below) decides it is necessary, applicants will be interviewed.

7. Students may not receive any compensation from the public service employer.

8. By December 1, 2008 (during the fall semester) and by April 18, 2009 (during the spring semester) students must submit a report on their internship experience, and may be asked to write a thank you letter to the donor. In addition, the attorney/supervisor at the public interest organization must submit a completed Employer Certification Form. Tuition remission will not be finalized until all required documentation has been received.

9. Students receiving Shapiro Fellowships who elect to receive academic credit also must comply with all of the requirements of the Outside Placement Program (Law 633). It is the student's responsibility to insure that the appropriate forms are submitted to both the Director of Outside Placement as well as Professor Joan Strand, the Chair of the Public Interest Subcommittee on the Shapiro Fellowship Program.

10. The award of a Shapiro Fellowship may affect the amount of financial aid that a student receives.

## Timetable and Administration of the Program

|                    |  |
|--------------------|--|
| July 31, 2008      | Completed Applications* due to Professor Joan Strand, Chair of the Public Interest Subcommittee on the Shapiro Fellowship Program, 2000 G St., N.W. or to the designated Career Counselor/Public Interest Liaison in the CDO, by 5:00 P.M. No materials submitted after this time will be accepted or considered.                            |
| By August 11, 2008 | Announcement of J.B. and Maurice C. Shapiro Fellowship Awards  |
| August 5, 2008     | First day of classes. Shapiro Public Service Fellows begin working at their placement sites. Each Fellow will receive a \$7,500 provisional credit against their fall semester tuition.  |
| December 1, 2008   | Employer Certification Forms and student reports on their internship experience must be submitted to Professor Joan Strand. If these documents are satisfactory <sup>1</sup> , the provisional credit of \$7,500 against fall tuition will be converted into a final credit (any accrued interest will be forgiven by the University).       |
| January 5, 2009    | First day of classes. Shapiro Public Service Fellows begin working at their placement sites. Each Fellow will receive a \$7,500 provisional credit against their spring semester tuition.  |
| April 18, 2009     | Employer Certification Forms and student reports on their internship experience/thank you letters must be submitted to Professor Joan Strand. If these documents are satisfactory, the provisional credit of \$7,500 against spring tuition will be converted into a final credit (any accrued interest will be forgiven by the University). |

\*Please submit 3 copies of each application plus the originals.

**Note:** Students electing to receive credit under Law 633, Outside Placement, must fulfill all of the requirements for that program in order to receive academic credit

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<sup>1</sup>If the public interest employer reports that the required number of hours has not been completed or that the student's work has been unsatisfactory, the Dean's office will make a determination as to whether the student will be entitled to any or all of the \$15,000 tuition credit.

## The Selection Process

1. A subcommittee of the GWULS Public Interest Committee (“the award committee”) will review applications and make fellowship decisions for Academic Year 2008-2009 by August 11, 2008. This award committee will include several members of the faculty and if possible a third year student who is not applying for a Shapiro Public Service Fellowship.

2. In evaluating applications, the award committee will consider a number of factors, including but not limited to the following:

- a. the applicant’s demonstrated commitment to and interest in public interest work;
- b. the applicant’s evidence of maturity and responsibility;
- c. the legal skills that the applicant is likely to gain from the particular work proposed;
- d. the proposed job and how that job furthers the objective of serving the public interest;
- e. the reputation of the employer for providing high quality public interest legal services;
- f. the employer’s need for additional outside funding, and in particular for additional outside staff assistance.
- g. the proportion of the employer’s work devoted to public interest legal representation;
- h. the applicant’s academic record;
- i. the applicant’s financial need (as a secondary consideration) and whether the applicant has received some other public interest subsidy from GWULS (students who have not received such aid may be given some preference).

The award committee, in its discretion, will decide how much weight should be given to each of the above factors.

3. It is the policy of the award committee not to discriminate on the basis of age, sex, disability, race, color, religion, ethnic/national origin, veteran status or sexual preference in the award of these fellowships.

Additional Information

If you need additional information that cannot be obtained from the Career Development Office, please contact:

Professor Joan Strand  
Chair, Public Interest Subcommittee on the Shapiro Fellowship Program  
E-mail: [Joan@law.gwu.edu](mailto:Joan@law.gwu.edu)  
Tel: 994-6798

or

Professor Alexa Freeman  
Member, Public Interest Subcommittee on the Shapiro Fellowship Program  
Email: [afreeman@law.gwu.edu](mailto:afreeman@law.gwu.edu)  
Tel: 994-7039



6. I do \_\_\_\_\_ do not \_\_\_\_\_ intend to seek academic credit for my work through the Outside Placement Program (Law 633).

**PART II:**

1. Public Interest Employer for Academic Year 2008-2009

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

2. Please describe the work of the employer immediately below. In your answer, explain whether this employer engages in work benefitting indigent individuals or populations. Does this employer provide services in the public interest to populations or interests that cannot afford lawyers or would not otherwise be adequately represented? What portion of your work will be on behalf of indigents or other under-represented populations?

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3. Previous Public Interest Work Experience

List any previous experience with public interest organizations, private or public, whether providing legal, charitable, civic or other community services. For each experience, indicate the name and address of the organization, the dates during which you worked, the name of a contact person, and whether you were paid or worked pro bono.

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4. Have you received any other public interest subsidy (whether in the form of a grant, fellowship, internship, or scholarship) from the George Washington University for providing law-related public services? If so, describe below the name and purpose of the subsidy, the amount awarded, and the date received.

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PART III: ATTACHMENTS

Please attach the following to your application:

1. Employer Commitment Letter. Use attached form. It is the student applicant's responsibility to ensure that the signed letter is submitted by the deadline. No late Employer Commitment Letters will be accepted or considered.

2. Personal Essay. In no more than two typed pages, describe your interest in and commitment to public interest work in general. (In explaining your dedication to public service, you may include information concerning personal hardships you have experienced in pursuing public interest opportunities in the past.) Describe in particular your interest in the employment that you have secured for the academic year 2008-2009. How does this internship fit into your long range plans? Why were you interested in this particular organization? Please add any additional information that might be useful in assessing your application. Include a description of your employment/internship experience during summers. If you have unusually high living expenses during the academic year 2008-2009, please explain and describe.

3. Resume.

4. Transcript.

5. Financial Information - Complete either Part A or Part B:

A. I have current financial profile information on file in the G.W. Law School Financial Aid Office, and hereby authorize the J.B. and Maurice C. Shapiro Award Committee to access said information for purposes of deciding this award.

\_\_\_\_\_  
Signature

OR

B. I did not have financial profile information on file in the G.W. Law School Financial Aid Office prior to filing this Application. I obtained and completed financial profile forms and am submitting them concurrently with the filing of this Application. I authorize the J.B. and Maurice C. Shapiro Award Committee to access said information for purposes of deciding this award.

\_\_\_\_\_  
Signature

6. Letters of Reference. Although not required, you may attach letters of reference from prior public interest employers and/or professors.

**NOTE: NO INCOMPLETE OR LATE APPLICATIONS WILL BE ACCEPTED OR CONSIDERED. NO LATE SUBMISSIONS OF MATERIALS TO TIMELY FILED APPLICATIONS WILL BE ACCEPTED OR CONSIDERED.**

**PART IV: CERTIFICATION**

I hereby certify that the information submitted for this fellowship is true to the best of my knowledge.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: ORIGINALS PLUS 3 COPIES OF ALL MATERIALS MUST BE SUBMITTED TO EITHER PROFESSOR JOAN STRAND, 2000 G STREET, NW OR TO THE DESIGNATED CAREER COUNSELOR/PUBLIC INTEREST LIAISON IN THE CDO OFFICE BY THE DEADLINE: 5:00 P.M. ON JULY 31, 2008.**

THE J.B. AND MAURICE C. SHAPIRO  
PUBLIC SERVICE FELLOWSHIP

EMPLOYER COMMITMENT LETTER - Fall 2008 and Spring 2009

NAME OF STUDENT: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

NAME OF PROPOSED SUPERVISING ATTORNEY: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_

1. Please read the following statements and indicate your certification of the following requirements of the program. If necessary, use the "remarks" section below to discuss any problems with or limitations upon your certification.

- |       |       |   |
|-------|-------|---|
| _____ | _____ | A. The above Named student has accepted our offer of part-time employment for the fall of 2008 and spring 2009. (This statement may be marked "true" even if the student's acceptance is contingent upon receipt of this fellowship.) |
| TRUE  | FALSE |   |
| _____ | _____ | B. This organization will employ the student part-time (at least 20 hours per week) for twelve weeks during the fall of 2008 and spring of 2009.  |
| TRUE  | FALSE |   |
| _____ | _____ | C. This organization will not provide any compensation to the student for the work performed as an intern during the fall of 2008 and spring of 2009.   |
| TRUE  | FALSE |   |

\_\_\_\_\_  
TRUE

\_\_\_\_\_  
FALSE

D. The student will not be working on behalf of a political candidate or political party or on a political campaign as part of his or her responsibilities in this position.

REMARKS: Please use this section to further expand on any of the above, if necessary.

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2. Briefly describe the work of your organization, including whether it is a governmental agency or a 501(c)(3) or 501(c)(4) organization. Explain whether your organization primarily represents or provides legal services that benefit persons who, because of insufficient income or net worth, cannot afford lawyers. Does your organization represent interests that would not otherwise be adequately represented? Does a substantial part of your work involve environmental representation?

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3. Briefly describe the work that the student will be expected to perform. Are there particular reasons why the assistance of an intern would be particularly helpful to your organization during the fall of 2008 and spring of 2009?

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4. Please describe the method of supervision which you will be using with the intern. (We expect that the field supervisor will meet with the intern at least on a weekly basis):

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5. If this student receives a Fellowship, he or she may elect to receive academic credit for this internship as well. If so, the student should provide you with the "Statement of Objectives and Requirements of the Outside Placement Program". For each credit hour earned, the student must work sixty hours per semester. Four credits is the maximum that can be received in any one semester.

Is it your understanding that this student will be receiving academic credit?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes:

A. How many credits is the student seeking? \_\_\_\_\_ credits

B. Has the student given you a copy of the "Statement of Objectives and Requirements of the Outside Placement Program"? \_\_\_\_\_ YES \_\_\_\_\_ NO

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Supervising Attorney

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Date

THE J.B. AND MAURICE C. SHAPIRO PUBLIC SERVICE FELLOWSHIP PROGRAM

FALL 2008  
EMPLOYMENT CERTIFICATION LETTER

NAME OF STUDENT: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
TRUE      FALSE      The above named student has worked at this organization for a minimum of twelve weeks during Fall 2008 (at least 20 hours per week)

\_\_\_\_\_  
TRUE      FALSE      The above named student has not received any compensation from this organization.

\_\_\_\_\_  
Supervising Attorney

\_\_\_\_\_  
Date

PLEASE RETURN TO PROFESSOR JOAN STRAND, 2000 G ST. N.W. 2<sup>nd</sup> FLOOR, BY DECEMBER 1, 2008.

Note: Student must also submit a 1-2 page description of the internship experience to Professor Strand.

THE J.B. AND MAURICE C. SHAPIRO PUBLIC SERVICE FELLOWSHIP PROGRAM

SPRING 2009  
EMPLOYMENT CERTIFICATION LETTER

NAME OF STUDENT: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
TRUE      FALSE      The above named student has worked at this organization for a minimum of twelve weeks during spring 2008 (at least 20 hours per week)

\_\_\_\_\_  
TRUE      FALSE      The above named student has not received any compensation from this organization.

\_\_\_\_\_  
Supervising Attorney

\_\_\_\_\_  
Date

PLEASE RETURN TO PROFESSOR JOAN STRAND, 2000 G ST. N.W. 2<sup>nd</sup> FLOOR, BY APRIL 18, 2009.

Note: Student must also submit a 1-2 page description of the internship experience to Professor Strand, and may be asked to write a thank you letter to the donor.