

**PUBLIC INTEREST SUBSIDY PROGRAM
FOR GEORGE WASHINGTON UNIVERSITY LAW SCHOOL**

**J.B. AND MAURICE C. SHAPIRO
PUBLIC SERVICE FELLOWSHIPS
SPRING SEMESTER 2024**

**Please submit the application to
Anapaula Pérez-Gaitan, aperezgaitan@law.gwu.edu,
Friday January 5, 2024, by 5:00 PM.**

November 2023

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OVERVIEW OF SHAPIRO PUBLIC SERVICE FELLOWSHIPS

George Washington University Law School, through the generosity of J. B. & Maurice Shapiro Trust, is providing up to \$ 90,000 in tuition remission (up to \$7500 per semester) for law students who work part time for public interest or public sector employers during the spring semester 2024. Applications are administered by the Public Interest Committee.

The Law School plans to award up to twelve Shapiro Fellowships to students who are in their third year of full-time law school course work in the spring of 2024. These awards are for students providing public interest legal services with government or nonprofit private employers located in the Washington metropolitan area. The Fellows must work 20 hours per week for 12 weeks or the equivalent. Unlike the summer Fellowships, students MAY NOT receive academic credit under the Field Placement Program for work done for these Fellowships. Recipients of Shapiro Public Service Fellowships are *not* allowed to receive any compensation from their employer nor other public interest subsidies from George Washington University, although they may receive merit or need-based scholarships from the Law School, as well as public interest subsidies from sources outside the University.

STUDENT ELIGIBILITY CRITERIA AND REQUIREMENTS

To be eligible for a Shapiro Public Service Fellowship, students must satisfy the following requirements:

1. The student must submit a COMPLETE application (attached), including a resume, a transcript, a completed organization commitment letter, and an essay describing the applicant's interest in public interest work in general and the specific job in particular. Letters of reference may be submitted but are not required.
2. The student must be in good academic standing and must have completed their second year by the end of the fall semester. LLM students are not eligible.
3. The student must work for the certifying public interest organization for 12 weeks (20 hours per week) during the spring of 2024. STUDENTS WORKING FOR GOVERNMENT AGENCIES ARE ELIGIBLE, BUT PREFERENCE WILL BE GIVEN TO STUDENTS WORKING FOR NON-PROFIT ORGANIZATIONS.
4. The student must work under the supervision of a licensed attorney.
5. Because the Committee takes into consideration the type of work proposed, a student may not change jobs and keep the Fellowship. If a student must change jobs because of extraordinary circumstances and wishes to keep the Fellowship, the student should immediately contact Dean Alan Morrison (abmorrison@law.gwu.edu).
6. If, because of unforeseen events, a student is unable to work throughout the entire specified period, the student must contact Dean Alan Morrison immediately.
7. A student may not receive any additional compensation from the public interest organization and may not accept any other public service subsidy from George Washington University. The student may receive additional compensation in the form of public interest subsidies from sources outside the University and may also receive merit or need based scholarships from the Law School.
8. Students who receive Shapiro Fellowships MAY NOT obtain academic credit for their work.
9. Students selected as Shapiro Fellows must submit a completed Organization Certification Form (copy attached) to Anapaula Pérez-Gaitan, aperezgaitan@law.gwu.edu, by April 19 2024. Failure to submit a completed form may result in loss of the previously granted tuition remission.

10. The tuition remission granted by this Fellowship is not subject to federal income tax. If a student is awarded a Shapiro Fellowship and is also receiving a need-based scholarship, the student is likely to experience a partial reduction in the scholarship in an amount that is not expected to exceed 30%. That is because the receipt of the Fellowship reduces the student's "need" as calculated by the Financial Aid Office and hence reduces the amount of a need-based scholarship.

11. *For students working for government agencies that require a security clearance, it is the responsibility of the student to submit the required paperwork as soon as possible, which may mean submission before the Shapiro awards are made.* Students are also expected to keep an eye on the progress of their clearance application and to make all efforts to assure that the process is completed well before their scheduled start date. If a student's clearance is expected to be delayed beyond the starting date, a student who receives an award should contact Dean Morrison to discuss the matter. If the student is temporarily unable to work because of a delay in obtaining a security clearance, the amount of the Shapiro award may be reduced, or, if the student is unable to work for a substantial period, the award may be rescinded.

12. Following the Covid19 pandemic, actual signatures are not required, but are acceptable. In their place, for the applicant and the organization, the following form is acceptable. /s/First Name Last Name.

ORGANIZATION ELIGIBILITY CRITERIA AND THE DEFINITION OF PUBLIC INTEREST WORK

- 1. Ordinary judicial clerkships and internships do not qualify for these Fellowships.**
- 2. Fellows must work part time (at least 20 hours per week) throughout the twelve-week period during the spring semester. The employer must be engaged in public interest legal work, including but not limited to: (1) representation, direct or indirect, of indigent individuals or populations; (2) representation of interests that would not otherwise be adequately represented; (3) the use of the law to protect the environment, wildlife, and domestic and/or international human rights and civil liberties; (4) the use of the law to alleviate various social, educational, health or economic problems; or (5) the defense or prosecution of those charged with crimes. If you have any questions concerning whether your job qualifies, please submit an application.**
- 3. The employer may be a government, an international organization, or a private, non-profit organization established under either 501(c)(3) or 501(c)(4) of the Internal Revenue Code and must be located in the Washington, D.C. metropolitan area.**
- 4. The organization must complete and sign the organization commitment letter (attached). *No late commitment letters will be accepted or considered.***

THE SELECTION PROCESS

- 1. Dean Morrison will review the applications on behalf of the Committee and, if needed, add faculty, staff, and/or one student, to help select the recipients of the Fellowships.**
- 2. In making these awards, the Committee will endeavor to identify committed and capable applicants working for a broad range of public interest organizations that provide high quality legal services. The deliberations of the Committee with respect to any particular application are confidential. In evaluating the applications, the Committee will consider a wide variety of factors, and determine how much weight to attach to each, including but not limited to the following:**
 - (A) the applicant's demonstrated commitment to public interest work in general and in the particular public interest area in which the student will be working;**
 - (B) the applicant's grades at the Law School;**
 - (C) whether the applicant has received some other public interest subsidy or merit scholarship from the Law School;**
 - (D) the applicant's evidence of leadership, maturity, and responsibility;**
 - (E) the legal skills that the applicant is likely to gain from the particular work proposed;**
 - (F) the proposed job and how that job furthers the objective of serving the public interest;**
 - (G) the reputation of the organization for providing high quality public interest legal services;**
 - (H) the organization's need for additional staff assistance;**
 - (I) the diversity of organizations that are offering Fellowship opportunities.**

The Committee will exercise its discretion to determine how much weight is to be accorded to each factor. It is policy of the Committee not to discriminate on the basis of age, sex, disability, race, color, religion, ethnic/national origin, veteran status, or sexual orientation in the award of these Fellowships.

TIMETABLE

November 3, 2023	Applications available online on the Career Services and Public Interest Center websites. Applications should be completed using a computer and submitted via email.
January 5, 2024	Completed applications must be submitted online to aperezgaitan@law.gwu.edu , by 5:00 p.m. No materials submitted after this time will be accepted or considered.
January 9, 2024	Announcement of awards. Offer letters and acceptance forms, as well as rejection letters, will be sent by email to the address on the application form no later than that date. Students also will be informed if they have been selected as an alternate.
January 12, 2024	Return completed Acceptance Forms to aperezgaitan@law.gwu.edu .
January 15, 2024	Any awards to alternates will be announced by email no later than this date and earlier if possible.
April 19, 2024	Submission of completed Organization Certification Forms to aperezgaitan@law.gwu.edu .

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If you need additional information, please contact Dean Alan Morrison (abmorrison@law.gwu.edu).

**APPLICATION
GEORGE WASHINGTON UNIVERSITY LAW SCHOOL
SHAPIRO PUBLIC SERVICE FELLOWSHIPS
SPRING 2024**

PART 1:

1. First Name.....Last Name.....M.I.

2. Local Address:

.....

.....

3. Day Ph.# : Eve. Ph. # :

Email Address:.....

4. Full-time Student Part-time Student

6. Public Interest Organization– NO ACADEMIC CREDIT IS PERMITTED.

Organization:

Address:

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Contact: Phone:..... Email:

PART II:

1. Previous Public Interest Work Experience

You may answer the following question with an attachment; if you elect to do so, please so indicate below and label your answer on the attachment.

List any previous experience with public interest organizations, private or public, whether providing legal, charitable, civic, or other community services, with particular focus on your work at Law School. For each experience, indicate the name and location of the organization, the dates during which you worked, and whether you were paid or worked *pro bono* and/or for academic credit. Please use this section of your application (and/or your personal essay) to indicate how your previous public interest activities are related to your current interest in working for the listed public interest employer. Include a discussion of your pro bono work and work with public service student organizations at the Law School.

2. Have you received any other public interest subsidy (whether in the form of a grant, fellowship, Internship, or scholarship) from the George Washington University (including the EJF public interest grant funded by the law school auction) for providing law-related public interest services? If so, describe below the name and purpose of the subsidy, the amount awarded, and the period covered. Do not include any need-based scholarships that you received.

3. Have you received in the past and/or do you anticipate receiving a Merit Scholarship during the current academic year? If so, provide the amounts and periods covered.

PART III: APPLICATION, ATTACHMENTS AND COPIES

Please attach the following to your application in the following order:

1. RESUME
2. TRANSCRIPT (official or unofficial)

3. **PERSONAL ESSAY:**

You should provide your essay as an attachment; please label your answer on the attachment.

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 organization that you have secured for the upcoming academic year. How does this job fit into your long-range plans? Why were you interested in this particular organization? What about your past experience or particular skills suggest that you can make a meaningful contribution to the organization? Please add any additional information that might be useful in assessing your application.

4. **ORGANIZATION COMMITMENT LETTER:** Use the attached form. It is your responsibility to ensure that this form is completed by the public interest organization and submitted no later than January 5, 2024. No application will be considered without a commitment letter.
5. **LETTERS OF REFERENCE:** Although not required, you may attach letters of reference from prior employers, professors, or others (including officers of law school public interest organizations).

PART IV: CERTIFICATION

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

Signed: _____

Date: _____

SUBMIT THE APPLICATION ONLINE TO APEREZGAITAN@LAW.GWU.EDU, NO LATER THAN 5:00 PM ON JANUARY 5, 2024.

**SPRING 2024 GEORGE WASHINGTON UNIVERSITY LAW SCHOOL
SHAPIRO PUBLIC SERVICE FELLOWSHIPS
ORGANIZATION COMMITMENT LETTER**

NAME OF STUDENT:

ORGANIZATION:

ADDRESS:

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NAME OF PROPOSED SUPERVISING ATTORNEY:

PHONE: **EMAIL ADDRESS:**

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 WORK AND WILL WORK FOR TWELVE WEEKS OR MORE (20 HOURS PER WEEK) DURING THE SPRING OF 2024. This statement may be marked "correct" even if the student's acceptance is contingent upon receipt of the Shapiro Fellowship.

CORRECT

**SEE REMARKS
BELOW**

NO

B. IF STATEMENT "A" IMMEDIATELY ABOVE IS INCORRECT, THE ABOVE-NAMED STUDENT WILL WORK FOR US DURING THE SPRING OF 2024 FOR _____ WEEKS (_____ HOURS PER WEEK).

C. IF A BACKGROUND CHECK IS REQUIRED FOR THE POSITION, PLEASE COMPLETE THE FOLLOWING APPLICABLE STATEMENT:

(1) The background check has been completed and the student passed. _____

(2) The background check has NOT been completed and the estimated completion date is _____.

Additional remarks: _____

2. In the space below or in a separate attachment, briefly describe the work of your organization, including whether it is a governmental agency or unit, an international organization, or a §501(c)(3) or §501(c)(4) organization.

3. Briefly describe the work that the student will be expected to perform. Are there particular reasons why the assistance of a student from George Washington University Law School would be helpful to your organization?

4. If the student receives a Shapiro Public Service Fellowship, please confirm that your organization will not provide the student with any *additional* compensation.

This organization will NOT pay the student for work performed during the Spring Semester 2024.

CORRECT..... INCORRECT

Supervising Attorney Signature Date

Supervising Attorney Name

Organization

**SPRING 2024 GEORGE WASHINGTON UNIVERSITY LAW SCHOOL
SHAPIRO PUBLIC SERVICE FELLOWSHIPS
ORGANIZATION CERTIFICATION LETTER**

NAME OF STUDENT:

ORGANIZATION:

ADDRESS:

.....

.....

PHONE:

1. The above-named student has worked at this organization for weeks during the spring of 2024
(at least 20 hours per week).

2. This organization has not paid the student for his or her work.

Supervising Attorney Signature Date

Supervising Attorney Name

**PLEASE ASK YOUR PUBLIC INTEREST ORGANIZATION TO COMPLETE AND SIGN THIS FORM
IN EARLY APRIL 2024 YOU MUST RETURN THE COMPLETED FORM TO
aperezgaitan@law.gwu.edu , BY 5 PM, APRIL 19, 2024 TO ENSURE THAT TUITION CREDIT IS
RETAINED.**