

HARPUR LAW COUNCIL  
**PUBLIC INTEREST LAW INTERNSHIP**  
SUMMER 2012

**What is the Harpur Law Council (HLC) Public Interest Law Internship?**

This internship gives Binghamton University juniors and seniors the opportunity to:

- Experience the practice of law in the public sector
- Make informed decisions about the choice of a legal career, based upon their own experience
- Receive financial support to defray living expenses during the internship
- Establish professional connections with Council member attorneys and other BU law alumni

**What are the time commitments, expenses, and duties involved?**

Students chosen for the internship must work full-time at the assigned host organization for **eight to ten weeks** during the summer of 2012. Each selected student will receive a stipend of **up to \$2,500** to defray expenses. The student **will agree** to fulfill course requirements, provide periodic reports and final evaluation to the University, and return to Binghamton during the next year to describe the internship to others. The internship will carry **one credit** (tuition and fees will be paid by the Law Council).

**Where will the Internship take place?**

Five sites will be available for summer 2012 in the New York City area. The confirmed sites are:

- Legal Services NYC, Bronx [www.bronx.legalservicesnyc.org](http://www.bronx.legalservicesnyc.org)
- New York State Department of Environmental Conservation, Region 2 <http://www.dec.ny.gov>
- Office of the New York State Attorney General, NYC <http://www.ag.ny.gov>
- Office of The Appellate Defender, NYC <http://www.appellatedefender.org>
- Waterfront Commission of NY Harbor [www.waterfrontcommission.org](http://www.waterfrontcommission.org)

**Who is eligible?**

Only current full-time juniors or seniors, who expect to graduate between May 2012 and August 2013, and who will have completed at least 32 credit hours at Binghamton by the time the internship begins, may apply. An overall Binghamton GPA of 3.0 or higher is required. Please see Internship Guidelines for a complete list of requirements.

**How are students selected?**

Applications are due in Pre-Law Advising Office (AB G-18) by 4 PM, Friday, March 2, 2012.

A panel of Harpur Law Council members, representatives from host organizations, the Pre-Law Advisor, and a representative from the Harpur College Dean's Office will review the applications and invite a group of finalists to participate in an on-campus interview **during the month of March 2012**. The panel will consider academic achievement, public interest experience, letters of recommendation/references, the essay and the interview in making final selections. We expect to select **five** students for Summer 2012.

**How do I apply?** Fill out the attached **two-page** application, completing all items:

- Rank internship sites in order of preference, and sign and date the related acknowledgement
- Attach your essay and your resume
- Attach an **official transcript including Fall 2011 grades (you must obtain one from the Registrar; please allow at least two weeks for transcript preparation and mailing to your local address!)**
- Attach **two faculty** letters of recommendation (**please allow several weeks for preparation!**)
- Sign and date the authorization to release your records and the confidentiality pledge

**Questions?**

Contact the Pre-Law Secretary at 607-777-6305 or come to pre-law walk-in hours (Mon.-Thurs. 1-2:30 PM and Wed. 10 AM-12 noon) to speak with the Pre-Law Advisor.

**REQUEST TRANSCRIPTS AND LETTERS OF RECOMMENDATION IN ADVANCE!**  
**ALL MATERIALS ARE DUE**  
**IN THE PRE-LAW ADVISING OFFICE (AB G-18) BY 4 PM, FRIDAY, MARCH 2.**

## INTERNSHIP GUIDELINES

1. Only **currently enrolled full-time juniors or seniors** may apply. To be eligible for the internship, students **must expect to graduate between May 2012 and August 2013**, and **must have completed at least 32 credit hours at Binghamton by the time the internship begins.**
2. Students **must be in good standing with Binghamton University** and **must have a 3.0 GPA.**
3. The internship carries one course credit. Tuition and fees for the credit will be paid for by the Harpur Law Council. The student must agree to fulfill course requirements, which include sending the course instructor a weekly report during the internship and completing an evaluation of the internship experience.
4. The approved grade for an internship is P/F.
5. During the period of the internship, the student will submit weekly reports to the course instructor, due on each Friday of the internship (unless another day of the week is agreed to in advance). At the completion of the internship, a written self evaluation report will be submitted to the course instructor. The course instructor's review of the weekly reports and self evaluation report will determine the student's grade. The grade will be assigned by the course instructor.

## STUDENT ROLES AND RESPONSIBILITIES

1. Adhere to agency or organization work hours, policies, procedures and rules governing professional staff behavior.
2. Adhere to agency or organization policies governing the observation of confidentiality and handling of confidential information.
3. Maintain professional relationships with agency or organization employees and third parties.
4. Utilize a courteous, enthusiastic, open-minded approach to policies and procedures within the profession.
5. Be consistent and punctual in the submission of all work assignments to your agency supervisor(s) and your weekly report to the course instructor.
6. Ask for assistance if necessary. Your agency supervisor would rather spend time now to make sure something is done right than do it over in the future.
7. Ask for feedback. Constructive criticism allows you to modify or change behavior or performance for the most productive use of your internship.
8. Submit a weekly report to the course instructor of the activities engaged in, with comments on specific problems and challenges you have experienced and how you confronted, analyzed and solved (or was not able to solve) the problems. This report is due each Friday, via e-mail, unless you make other arrangements in advance with the course instructor. In addition to the weekly reports, submit an evaluation report of the internship experience by the deadline provided on the evaluation form.
9. The sponsor's evaluation of your performance will be completed at or prior to the conclusion of your internship.
10. **Students are not permitted to accept any compensation or payment from the sponsor agency or organization for work performed during the time period of the internship.**
11. In accepting an internship, students agree to comply with the requirements set forth above and with all applicable Binghamton University policies and regulations.



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• **Release of Records:**

I authorize the Pre-Law Advising Office at Binghamton University to release information from my academic and disciplinary records at Binghamton University to the Internship Review Panel, for the purposes of reviewing this application. Panel members will include Harpur Law Council members, representatives from host organizations, the Pre-Law Advisor, and a representative from the Harpur College Dean's Office. I understand that all finalists will be required to participate in an on-campus interview.

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Signature

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date

• **Confidentiality Agreement:**

I understand the need to keep professional information confidential. I hereby agree to assure the confidentiality of information I receive from others or obtain from my own observation regarding clients, business plans, private records, and other non-public information associated with my work on the Summer 2012 Public Interest Law Internship.

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Signature

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date