

HARPUR COLLEGE NATIONAL ALUMNI LAW ADVISORY COUNCIL  
(HARPUR LAW COUNCIL)

**PUBLIC INTEREST LAW INTERNSHIP  
SUMMER 2009**

**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

**How much time is involved?**

Students chosen for the internship must work full-time at the assigned host organization for **eight to ten weeks** during the summer of 2009.

**Where will the Internship take place?**

Two sites are available for summer 2009, both in the New York City area:

- NYS Department of Environmental Conservation, Legal Division <http://www.dec.ny.gov/>
- Federal Trade Commission Northeast Regional Office <http://www.ftc.gov/ro/northeast.shtm>

**Who is eligible?**

Currently enrolled full-time Binghamton University juniors or seniors may apply. For purposes of this internship, this includes students who plan to graduate between May 2009 and May 2010. To be eligible, a student must have completed at least 32 credit hours at Binghamton by the time the internship begins.

**How are students selected?**

Applications are due in the Academic Advising Office (AB G18) by **4 PM, Wednesday, March 4, 2009**. A panel of Law Council members, the Pre-Law Advisor, a representative from the host organization(s), and a representative from the Harpur College Dean's Office will review the applications and invite a group of finalists to participate in a conference call interview March 25, 2009. The panel will consider academic achievement, public interest experience, essays, letters of recommendation, references, and the interview in making final selections. We expect to select **two** students for Summer 2009.

**Tell me more!**

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 the Binghamton campus during the next academic year to describe the internship to other students. The internship will carry one credit (tuition and fees will be paid by the Law Council).

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

- Attach your essay
- Attach an official transcript (you must obtain one from Registrar)
- Attach your resumé
- Attach **one** faculty letter of recommendation (please allow at least two weeks for preparation of this letter!!)
- Sign the authorization to release your records and sign the confidentiality form

**Questions?**

- **Stop by Harpur Advising (AB G18)**
- **Pre-Law Walk-ins: M - Th, 1-2:30 PM and Wed, 10 AM - 12 PM.**
- **Send an e-mail message to Mary Daly, Director of Pre-law Services:** [mdaly@binghamton.edu](mailto:mdaly@binghamton.edu)  
or **Lee Nesslage, Harpur Dean's Office :** [nesslage@binghamton.edu](mailto:nesslage@binghamton.edu)

**DEADLINE:** Complete applications are due in AB G18 by **4 PM on Wednesday, March 4, 2009**

### INTERNSHIP GUIDELINES

1. Only Juniors and Seniors in good standing are eligible to file an application. For purposes of this internship, this includes students who plan to graduate between May 2009 and May 2010. To be eligible, a student must have completed at least 32 credit hours at Binghamton by the time the internship begins. The Federal Trade Commission requires interns to be U.S. citizens.
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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**PUBLIC INTEREST LAW INTERNSHIP**  
**SUMMER 2009 APPLICATION**

NAME: \_\_\_\_\_  
LOCAL ADDRESS: \_\_\_\_\_

SSN#: \_\_\_\_\_  
PERMANENT ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

LOCAL PHONE: \_\_\_\_\_  
CURRENT E-MAIL: \_\_\_\_\_  
MAJOR(s): \_\_\_\_\_  
\_\_\_\_\_

PERMANENT PHONE: \_\_\_\_\_  
PERMANENT E-MAIL: \_\_\_\_\_  
  
DATE OF GRADUATION: \_\_\_\_\_

I am a full-time \_\_\_ Junior \_\_\_ Senior (see guidelines) U. S. citizen \_\_\_ Yes \_\_\_ No

• **Please attach the following essay:**

In a typed essay, not to exceed 500 words, describe your interests in public interest law issues, how these relate to your desire to pursue law as a career, and why you should be chosen to represent Binghamton University. Relevant interests can include academic courses, internships, employment, and extracurricular and community service activities.

• **Please attach an official transcript (you must request one from Registrar)**

• **Please list two references, and include a letter of recommendation from your faculty reference (please allow at least 2 weeks for preparation of this letter):**  
(One reference must be a faculty reference; the second reference can be from faculty, employment, internship, or other)

1. **Name:** \_\_\_\_\_ **Phone:** ( ) \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_

2. **Name:** \_\_\_\_\_ **Phone:** ( ) \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_

• **Release of Records:**

I authorize the Harpur Academic 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 the Pre-law Adviser, members of the Harpur Law Council, a representative from the host organization(s), and a representative from the Harpur College Dean's Office. A conference call interview may be required.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

• **Confidentiality Form:**

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 2009 Public Interest Law Internship.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

Complete applications are due in Harpur Advising (AB G18) by 4 PM on Wednesday, March 4.