



COLLEGE OF LAW

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## SUMMER EXTERNSHIP GUIDE – ELECTRONIC PUBLIC INTEREST, NON PROFIT, GOVERNMENT AND INTERNATIONAL

There is a rich array of opportunities for law students to get legal experience outside of private law firm employment (commonly called “externships”). This packet serves as a guide to:

- 1) Finding opportunities that meet your interest
- 2) Learning about requirements for getting law credit for unpaid externships
- 3) The application process for getting faculty approval for credit externships
- 4) Funding possibilities for unpaid externships

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### LOCATING A PLACEMENT

#### I. SYMPPLICITY

Access Symplicity, the Career Services Office’s database for job postings, through the “Student Log On to Symplicity” link on this page: <https://www.law.uiowa.edu/careers/>. All employer job postings sent to the law school may be found on this database. Job postings are added throughout the week and postings have expiration dates, so students should check regularly.

#### II. USING THE INTERNET

A great way to find a summer placement is to search on the Internet for non-profit or government agencies that work on issues that interest you, and then explore whether they take on law students during the summer. Even if the web site doesn’t announce positions, it is often worthwhile to inquire further. In addition to Google and other Internet search engines using your tailored search requests, consider these sites:

##### A. **General:**

**PSLawNet (NALP’s Public Service Law Network):** <http://pslawnet.org/> - A key resource for jobs, internships, fellowships, and professional positions for law students and attorneys. Database contains over 12,000 organizations and government agencies as well as private law firms with public interest or *pro bono* activities.

**PILI (Public Interest Law Initiative):** <http://pili-law.org/> - Offers many paid internship and fellowship programs for law students and graduates to work at public interest law agencies in Chicago.

**2011 Public Policy Handbook:** A resource for internships with think tanks, advocacy organizations, federal agencies, and other institutions engaged in policy analysis and implementation. These positions allow students to develop expertise in specific areas, such as human rights, education, voting rights, health, global issues, and security. This handbook is published annually by the University of Arizona James E. Rogers College of Law and is available at <http://www.law.arizona.edu/publicpolicyhandbook/>. Contact Career Services for the username and password.

**USAJOBS:** <http://www.usajobs.gov/> - This is the official online job site of the federal government. Agencies post legal and non-legal internships and professional positions on this site. Job postings have expiration dates, so students should check regularly.

**Equal Justice Works:** <http://www.equaljusticeworks.org/law-school/summercorps> - The Equal Justice Works Summer Corps program engages law students around the country who are working to expand the delivery of legal services to those who need it most. Throughout the summer, members serve 300 hours at a non-profit public interest organization of their choice and earn a \$1,000 AmeriCorps education award voucher.

**Idealist.org:** <http://www.idealist.org> - Idealist is a project of Action Without Borders, a non-profit organization founded in 1995 with offices in the United States and Argentina. Idealist is an interactive site where people and organizations can exchange resources and ideas, locate opportunities and supporters, and take steps toward building a world where all people can lead free and dignified lives.

**Opportunities in Public Affairs:** [http://www.opajobs.com/login\\_subs.php](http://www.opajobs.com/login_subs.php). This resource is updated monthly and posts internships and post-graduation openings in the Washington, DC area focused on jobs in Government Affairs & Policy, Public Relations & Advocacy, and Media & Journalism. Contact Career Services for the username and password

**B. International organizations that *may* have volunteer opportunities:**

**University of Iowa International Programs:**

<http://international.uiowa.edu/centers/human-rights/internships/library/default.asp>

**Idealist.org- Action without Borders:** <http://www.idealist.org/>

**Center for Human Rights & Constitutional Law:** <http://centerforhumanrights.org/internships/>

**OneWorld.net:** <http://us.oneworld.net/>

**C. Government:**

**Government Honors & Internship Handbook:** <http://www.law.arizona.edu/career/honorshandbook.cfm>.

This provides a fairly comprehensive and updated listing of federal government legal internship opportunities and a small sampling of state/local government legal internship and post-graduation opportunities. The username and password are updated each year. Contact Career Services for the username and password.

**Individual State Attorney General's Websites:** The National Association of Attorneys General website has a listing of all member AG Office web sites at [http://www.naag.org/attorneys\\_general.php](http://www.naag.org/attorneys_general.php).

**Other Individual State or Federal Agency Websites:** Check the individual local/field offices' websites. For example, the individual U.S. Attorneys' Offices across the country do their own legal intern hiring.

**U.S. Department of Justice website:** <http://www.usdoj.gov/oarm/oppls.htm> (Opportunities for Law Students).

### III. PRINT RESOURCES

**Career Services Library:** The library in the Career Services office has many print resources available. Some of them are:

***Serving the Public: A Job Search Guide for USA (Vol. I) and International (Vol. II) aka "Harvard Law School's Handbook & Directory for Law Students and Lawyers Seeking Public Service Work."*** "Public Service" here includes government and non-profit public interest work. This is an excellent resource. The volumes contain an extensive directory of public sector employers with legal internship and post-graduation opportunities.  
**Out of print after 2008-2009.**

***Judicial Yellow Book: Who's Who in State and Federal Courts.*** For students interested in judicial externships, this directory contains biographies and contact information for state (appellate only) and federal judges nationwide. It does not identify which judges hire student externs, so interested applicants need to make inquiries. A copy is located in the Judicial Clerkship Advisor's Office as well as the main law library reference section. This book is updated twice a year.

***Internship Series: The City/County Attorney Internship Book,*** Career Education Institutes, 2010.

***Summer Legal Intern Positions,*** U.S. Department of Justice: Office of Attorney Recruitment and Management, 2010.

***Internship Series: Internships in International Affairs,*** Career Education Institutes, 2011.

***Internship Series: The Congressional Internships Book, 2009-2011***

***Internship Series: Human Rights Internship Book,*** Career Education Institutes, 2009.

***Directory of Legal Aid and Defender Offices in U.S. and Territories,*** National Legal Aid & Defender Association, 2009-2010.

***Law Students for Reproductive Justice: Guide to Internships & Fellowships in Reproductive Rights & Justice,*** 2011-2012

***Public Interest Job Search Handbooks,*** UI Career Services, 2010.

L1, L2, L3 handbooks on the public interest job search process. Provides information on funding, résumés/cover letters, networking, relevant websites, and more.

#### **IV. OTHER LAW SCHOOL RESOURCES**

**Past Summer Externships:** The law school's Citizen Lawyer Program, in partnership with the Career Services Office, Equal Justice Foundation, and the Iowa Campaign for Human Rights, has put together a list of non-profits and government agencies where Iowa law students have spent past summers in credit or non-credit, paid or unpaid externships. You can find this information at <http://www.law.uiowa.edu/documents/ExternshipsList.pdf> and [http://www.law.uiowa.edu/documents/externships\\_list.pdf](http://www.law.uiowa.edu/documents/externships_list.pdf).

### **GETTING CREDIT**

A FAQ about credit opportunities, requirements, and application processes, is available at: [http://www.law.uiowa.edu/documents/Externship\\_FAQ.pdf](http://www.law.uiowa.edu/documents/Externship_FAQ.pdf).

The full policy for credit externships (not in the clinic) is available at: [http://www.law.uiowa.edu/documents/externship\\_policy.pdf](http://www.law.uiowa.edu/documents/externship_policy.pdf).

An application packet for both types of for-credit externships is available at: <http://www.law.uiowa.edu/academics/legalexternships.php>.

One hard copy of your completed application is due to Career Services by April 1, 2012. If it is incomplete on April 1 for some reason not attributable to you (for example, you are waiting for an agency supervisor's résumé or site approval), the application packet should be submitted with a statement of why it is incomplete, what is yet left to be done, and when the full packet will likely be completed.

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### **FUNDING**

We have prepared general source information about funding for public interest externships. Please note that it is usually better to wait to find funding until after you locate the placement, or potential placement, as many sources of funding are subject- or geographic-specific. To see the document, go to: <http://www.law.uiowa.edu/documents/SummerFunding.pdf>.

If students' applications for academic credit are approved, they are then eligible for financial aid – loans. Contact the law school's financial aid office for more information, [law-financialaid@uiowa.edu](mailto:law-financialaid@uiowa.edu), or refer to a handy one-page information sheet on the college's website at [http://www.law.uiowa.edu/documents/externship\\_finaid\\_info.pdf](http://www.law.uiowa.edu/documents/externship_finaid_info.pdf).

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For more information, contact the Career Services Office.

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