2018

Texas A&M School of Law Public Interest Law Fellowship

2018 FELLOWSHIP CLASS APPLICATION PACKET & GUIDE

FEBRUARY 27, 2018

Mission Statement

The Texas A&M Law Fellowship strengthens the legal scholarship of law students while providing support to public interest organizations that serve our local, state, and national communities. The Law Fellowship provides summer stipends to deserving law students who show a commitment to serve in the public interest law arena.

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I. Application Conditions & Procedures

A. Application Submission

The application will open at 9:00 A.M., Tuesday, February 27, 2018. The complete application packet must be submitted by **5:00 P.M., Friday, March 09, 2018**.

You are not required to have secured an internship placement prior to applying to the fellowship.

Your application packet must be submitted to ***both***: (1) the Student Affairs Office in a sealed envelope and (2) an electronic copy to s.l.smith@law.tamu.edu.

Applicants will be notified of the committee's decision by Tuesday, March 20, 2018.

NOTE
The Law Fellowship Awards Committee shall not exclude an applicant because of membership status (or lack thereof) in the Texas A&M Law Fellowship or any other academic, professional, social, or religious organization.

B. Conditions of Admission to the Fellowship

By accepting Fellowship funds, Fellows agree to:

- **30-Hour Commitment.**
  - Over the course of the subsequent school year (Fall 2018-Spring 2019). You must be a student of Texas A&M School of Law.
  - This time will be spent assisting the Board with planning, organizing, and soliciting donations for the annual Fellowship Dinner & Auction.
- **Donation Solicitation.**
  - Fellows must solicit at least three donations for the annual Law Fellowship Dinner & Auction.
- **Fellowship Impact Statement.**
  - Submit a 1 to 4-page paper detailing your experience at your fellowship internship placement.
  - The 2018-2019 Fellowship President will announce a due date in late Summer 2018 for the paper. Papers will be used for purposes of promoting the Fellowship.
- **Law Fellowship Dinner & Auction.**
  - Attendance at the event is mandatory.
  - Special exceptions in extenuating circumstances can be made at the Board's discretion.
- **Do not apply if you plan to transfer to another law school. Transferring to another law school after receiving the summer stipend will require repayment of the stipend in full. Failure to repay will result in a letter of "Not Good Standing" in your student file at Texas A&M University School of Law.**

Failure to complete the requirements stated above after accepting Fellowship funds may result in a report to the Dean for Student Affairs, stipend repayment, and/or failure to earn graduation cords.

Please take pride in being selected as a Fellow and please treat this contract as you would any other. We are future lawyers, so we above everyone else should keep our word.

C. 2018 Fellowship Stipend Level

The Board, at its sole discretion, shall announce the minimum total amount of Fellowship Awards available for the summer of the 2018 academic year. Stipends—between $2,500 to $3,000 depending on availability of funds—are awarded for a full-time commitment of six-weeks (40 hours a week or a total of 240 hours).

II. Fellowship Selection Procedures

A. Application Evaluation Criteria

Each individual Awards Committee member shall assign points to each eligible application. Points are awarded based upon the level of commitment as perceived by the Award Committee's review of the application and resume. The points assigned by each individual Awards Committee Member shall be totaled and averaged for each applicant. Points will be awarded as follows:

Standard	Maximum Points Awarded
To an applicant who has participated in or contributed to the Texas A&M Law Fellowship and its events.	One (1) Point
To an applicant who demonstrates a commitment to Public Interest Law	One (1) Point
Applicant's Resume	One (1) to Five (5) Points
Applicant's Response to Question 1	One (1) to Five (5) Points
Applicant's Response to Question 2	One (1) to Five (5) Points
Applicant's Response to Question 3	One (1) to Five (5) Points

B. Conditions Rendering an Application "ineligible" for Consideration

Prior to the Awards Committee grading an application, the Chairperson will determine its eligibility. An application shall be designated "ineligible" for one or more of the following reasons:

1. Incomplete or illegible application;
2. Applicant is expected to graduate before or during the summer in which the applicant intends to pursue Fellowship support;
3. The applicant's proposed position is not, in the opinion of the Board, considered to be a Public Interest pursuit;
4. Prior to the presentation of an award, the applicant withdraws from Texas A&M University School of Law, or otherwise becomes ineligible to continue as a student at Texas A&M University School of Law;
5. Applicant has a cumulative grade point average less than 2.5; or
6. Unethical attempt to influence voting Board members and/or Awards Committee members.

C. Questions & Anonymous Selection Process

The Texas A&M Law Fellowship's Vice President shall serve as the Awards Committee Chairperson and shall maintain a spreadsheet identifying all applicants. The Law Fellowship Vice President is responsible for redacting all identifying information from both the resumes and the applications.

Each applicant's paperwork will be stapled together and assigned an identifying letter or number. These letters/numbers will be the only way the Awards Committee will be able to identify an application while assigning it points. General, informational questions can be answered by any fellow or board member, but questions which may reveal your proposed internship locale should be directed to the Law Fellowship Vice President or the Assistant Dean for Student Affairs.

No current applicant will serve in any capacity of the Awards Committee.

WARNING!

An applicant who discusses the specifics of her/his proposal with members of the Awards Committee prior to the completion of the selection process will be subject to disqualification.

Contact Taylor Winn, Law Fellowship Vice President at taylor.winn92@email.tamu.edu with questions about the application process. All questions should be directed only to Taylor Winn to preserve the anonymous selection process.

Except as provided above, DO NOT contact any Current Fellowship Board Member or 2017 Fellowship Member regarding your application. This is to preserve the anonymous selection process of the fellowship.

D. Internship Placement

It is your responsibility to secure an internship placement. We encourage students to think "outside the box" when looking for a potential placement. Most non-profit organizations or government agencies with a legal department will qualify. If you need help in selecting a placement, you may contact the Fellowship Vice President or the Assistant Dean for Student Affairs.

In securing your internship placement, you must inform your internship placement: (1) if your ability to serve is dependent upon receiving a fellowship award and (2) that there is a deadline for finalizing the placement if you are selected as a Fellow.

If you are awarded a fellowship, you must finalize your placement by 5:00 P.M., Friday, March 30, 2018. Failure to meet this deadline may result in a forfeit of fellowship funds. Should the Fellowship Award not be timely certified, resulting in a forfeiture of funds, such Award shall be offered to an Alternate Candidate.

It is a violation of the Code of Conduct for any student to accept Fellowship funds without performing the service commitment for which the Award is granted. The Board reserves the right to contact the Public Interest organization to verify performance.

E. Fellowship Awards Committee

The Texas A&M Law Fellowship Awards Committee is a five (5) to seven (7) person body comprised of available Board members, who are not applying for a fellowship, and up to four additional Law Fellows.

F. Selection Notification

Following the report of awards selection to the Board, applicants will be notified by email. Such notification will include instructions for requesting placement letters from a representative of the Public Interest organization for whom the Candidate will perform her/his proposed service and a W9/vendor form to be completed and returned to Shawna Smith.

G. Final Selection and Fellow Select Notification

Upon presentation of the applications of Candidates, the Final Awards Committee shall meet to select those Candidates who shall be granted a General Fellowship Award. In making such selection, the Committee may consider, but is not limited to: (1) amount of points assigned by the Awards Committee and (2) organization that will benefit from the Candidate's service.

Awards shall be granted by a simple majority of the Final Awards Committee and limited in number so as to preclude exceeding the maximum total amount of Awards as established by the Board for the 2017 Fellowship Class. In addition to the Awards granted, the Awards Committee shall select two Alternate Candidates. In the event a Candidate cannot accept the Award(s) granted, the Award shall be offered to the Alternate Candidate.

Applicants will be notified of the committee's decision by Tuesday, March 20, 2018.

III. Application Checklist

To be considered for membership in the 2018 Fellowship Class, the applicant must provide and attach the following in the stated order.

_____ A Written Internship Proposal Answering the Following Three Questions:

Question #1: Describe the goals of the Public Interest Organization you either have obtained—or will seek placement at—and describe your responsibilities in the particular position which you are seeking fellowship support.

Question #2: Describe your perceived personal and professional benefit arising from service by serving in your chosen field of Public Interest.

Question #3: Explain your: (a) personal and professional traits and (b) prior public interest service that distinguishes you.

Proposal Formatting Instructions:

1. Font Type & Size: Use twelve (12) point "Times New Roman" font.
2. Indentation: Indent every paragraph.
3. Margins: 1.25" margins on the left and right and 1" margins on the top and bottom.
4. Spacing: Double-spaced
5. Length: Between two (2) and four (4) pages.
6. Use of headings are not required.

_____ Current Legal Resume

Resume Notes:

1. Ensure your Resume includes your current grade point average (GPA) and expected graduation date.

2. It is highly recommended to consult career services in preparing your resume for this application.

3. Do not include any identifying information on your resume.

DEADLINE

The complete application packet must be submitted by 5:00 P.M., Friday, March 9, 2018.

Where to Turn-in Applications

Your application packet must be submitted to ***both***: (1) the Student Affairs Office in a sealed envelope and (2) an **electronic copy** to s.l.smith@law.tamu.edu.

IV. Fellowship Board Application Instructions

A. General Information

Texas A&M Law Fellowship's Board works together to promote the Fellowship, a top-tier student organization. Commitments include holding an annual fundraiser, organizing Public Interest Week with the Law School Administration, and promoting Public Interest Law.

B. Board Positions

Fellowship's Board is composed of 7 student members including:

1. President. The President is the head of the team and is the liaison regarding Fellowship business with the Assistant Dean of Student Affairs. The President will also be the Chair of the annual Dinner & Auction, the Fellowship's main fundraiser. These duties include but are not limited to: establishing a Host Committee for the event, being the liaison to the community, helping Fellows solicit donations, delegating duties and assisting the various Dinner & Auction Event Committees.
2. Vice President. The Vice President, a student with at least two years of law school remaining, is the "president in training" and will step into the President's role if the President cannot be present. This person will also serve as Associate Chair for the Annual Dinner & Auction and will be in charge of assuring that the Event committees are running efficiently. This person will also assist the President with bookkeeping.
3. Secretary. The Secretary is the record-keeper for all meetings of the Board. The Secretary will be in charge of coordinating room reservations and food orders with administration. This person will also advertise events using emails, signs, and writing on boards. The Secretary will track each fellow's 30 hours.
4. Treasurer. The Treasurer is responsible for coordinating and monitoring the finances of the fellowship. The treasurer is responsible for tracking donations for the main fundraiser and ensuring all paperwork is completed properly through the Texas A&M Foundation.
5. General Board Members. The General Board members are expected to fully participate in the planning and execution of Fellowship events. If committees are established to accomplish an event, each board member will be expected to lead a committee and report back to the President. If selected to become a General Board Member, you do not have to keep track of and calculate your 30 hours.
6. Former President. Former President, provided the former President is still a student at TAMU Law, will remain on the Board in an advisory capacity only.

C. Election Process

The Board is selected through applications submitted to the outgoing Board members by March 30, 2018. The current board will elect the applicants that will comprise the board by Friday, April 6, 2018. Both the incoming and outgoing boards will meet by Friday, April 13, 2018 to elect (by majority vote) the officer positions. New Board Members will be announced during the Spring Fellow reception.

DEADLINE

The complete board application packet must be submitted to taylor.winn92@tamu.edu by 5:00 PM Friday March 30, 2018. It must be professionally formatted.

V. Fellowship Board Application

A. Biographical Information:

Name:

Email:

Telephone:

Year: 1L 2L 3L 4L

Expected Graduation Date:

B. Answer the following questions in three pages or less:

1. What does Public Interest mean to you?
2. What skills can you bring to the Fellowship's Board?
3. If you have been a Fellow or have done public interest work, please share something about your experience.
4. Please share any previous experience you have with the Texas A&M Law Fellowship.

DEADLINE

The complete board application packet must be submitted to taylor.winn92@tamu.edu by 5:00 PM Friday March 30, 2018. It must be professionally formatted.