



## 2023 Summer Public Service Fellowship Application Instructions

Applications are accepted on a rolling basis. To apply, please upload all the documents listed below to the [2023 Summer Public Service Fellowship Program TWEN site](#) no later than **11:59 p.m. on Sunday, March 19, 2023**. More information about the fellowships can be found on the [School of Law's website](#) and on the Squire Patton Boggs Foundation's [website](#). Please contact [Professor Sara Gosman](#) if you have any questions or would like to discuss any aspect of the program.

1. The completed Summer Public Service Fellowship Application form, including the Character and Fitness Disclosure  
*Note that having character and fitness information to disclose does not preclude participation in the fellowship program*
2. A current resume  
*If possible, the resume should be reviewed in advance by Career Services*
3. An unofficial law school transcript  
*A printed grade report is acceptable*  
*Note that high academic achievement is not a fellowship requirement*
4. Personal statement of up to 1,200 words that:
  - Describes your career goals and where you hope to practice law;
  - Explains how your summer public service position furthers these career goals;
  - Discusses your previous public service experience and/or activities demonstrating your commitment to public service;
  - Describes your specific financial need for this grant and how you will pay for summer living expenses if you do not receive this fellowship; and
  - Provides any additional personal details that you think will help the selection committee evaluate you as a fellowship candidate.
5. Proof of an offer from a qualifying public service employer  
*The offer letter should include your start and end dates, the scope of work you will perform, and affirmation that you will be supervised by a licensed attorney. See the attached sample letter.*  
*Qualifying public service employers include governmental entities, non-profit organizations, and other non-governmental organizations that are not for profit. Applicants for a SPBF Public Policy Fellowship must also have secured a*

*position that focuses on public policy. For-profit law firms that perform public interest work are qualifying employers for one fellowship: the Public Interest and Rural Community Sustainability Fellowship. See the list of 2023 Summer Fellowship Opportunities for more details on the qualifying firms.*

6. Proof that your student account is in good standing

*This can be a print-out stating that you do not have an outstanding balance with the University of Arkansas*

[Employer Letterhead]

Date

Student Name

Address

City State ZIP

RE: Summer Internship Offer

Dear [Student]:

[Name of employer] is pleased to offer you a summer internship of [number of weeks] from [start date] to [end day] 40-hours per week. You will be working on [insert short description of scope of work]. This work will be supervised by [insert name of attorney if not signatory of letter].

[Name of employer] is a [government agency/non-profit agency] that does not provide compensation for its summer interns.<sup>1</sup> We believe your summer internship will provide valuable legal experience to you while allowing us our organizational to meet its goals.

If you have any questions, please don't hesitate to contact me. I understand that you may submit this letter with your application for a University of Arkansas School of Law Summer Public Service Fellowship. If you do so and the school needs any additional information about this offer, please have them contact me. I would like your commitment by [insert date].

Sincerely,

Employer

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<sup>1</sup> Employers who have paid interns either in the current summer or in the past are typically precluded from the fellowship program unless there are financial exigencies described in the letter and that prevent the employer from paying summer interns.



2023 SUMMER PUBLIC SERVICE FELLOWSHIP Application Form

General Instructions: Please fill out this application form and upload it to the 2023 Summer Public Service Fellowship Program TWEN site by 11:59 p.m. on Sunday, March 19 along with the other materials listed in the 2023 Summer Public Service Fellowship Application Instructions.

Squire Patton Boggs Foundation Public Policy Fellowship Instructions: If you propose to do only public policy work and want to be considered for this fellowship, you must also fully answer the questions marked "SPBF" below; other applicants need not respond to those questions.

Applicant

Full Name: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Pro Bono Hours (as recorded in GivePulse): \_\_\_\_\_

Have you previously applied for or received a Summer Public Service Fellowship? YES NO

YES NO

Do you have outstanding debt to the University of Arkansas? YES NO

Do you expect to transfer to another law school for 2023-2024? YES NO

Do you plan to enroll in courses during the summer of 2023 or have any other obligations for the period during which you would work for the employer? YES NO

If yes, please describe: \_\_\_\_\_

Do you want to be considered for the Squire Patton Boggs Foundation Public Policy Fellowship? YES NO

Employer

Entity Name: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Ability to pay summer interns? YES NO

SPBF Only: Description of employer's public policy activities: \_\_\_\_\_

\_\_\_\_\_

## Employment

Anticipated duties: \_\_\_\_\_

YES      NO

Position to last at least 10 weeks?

If not and you anticipate doing a "split summer" and performing work for another employer, state the name of that employer, whether that position is paid, and the number of weeks you anticipate working in each position. Students must work at least six weeks for the public service employer.

YES      NO

Full-time position?

YES      NO

**SPBF Only:** All anticipated duties public-policy related (and not direct client services)?

## Acknowledgements

Initial to acknowledge that this fellowship cannot be combined with an externship:

Initial to acknowledge that you are expected to accept a fellowship offer within 3 days:

Initial to acknowledge that supplemental funding from external sources for the public service position is limited to \$2,500:

If you answer "Yes" to any of the following questions, please attach a full explanation(s) on a separate page. If you have any questions about whether information should be disclosed, it is preferable to include it.

Have you ever been arrested for a felony or misdemeanor? YES      NO

Have you been or are you currently under investigation for Honor Code violations, or are you or have you been the subject of any academic probation or suspension as a law student? YES      NO

Have you had any license, privilege, or authorization revoked by any court, agency, licensing board, or other organization? YES      NO

Have you been the subject of any claim, investigation, or action involving allegations of cheating, dishonesty, lack of competence, or breach of an ethical or fiduciary duty? YES      NO

Are you aware of any fact or circumstance that might cause a reasonable person to question your moral character or fitness to serve as a Fellow? YES      NO

Signature

Date