

**UNIVERSITY OF LOUISVILLE BRANDEIS SCHOOL OF LAW
GREENEBAUM FELLOWSHIP INSTRUCTIONS**

SUMMER 2019

Public service fellowships are available each summer to Brandeis School of Law students who work in unpaid public interest positions through funding from the Samuel L. Greenebaum Public Service Program. Unfortunately, due to limited funding, not all students applying for a Greenebaum Summer Fellowship may receive an award. **Fellowship recipients are normally paid with federal work-study (FWS) funds but may be paid by other means, including endowment funds, if available.** The Greenebaum Committee, consisting of Brandeis faculty and staff, will review applications and determine which applicants will be granted a Greenebaum Fellowship award. Funding varies each year but normally 20-30 Greenebaum Fellowships are awarded to first or second-year law students. Fellowship amounts range between \$500 and \$4,000 with the average being \$3,750.

Eligibility:

- The position must be secured before a student is allowed to apply for funding (proof must be submitted with application)
- The work must be **LEGAL** volunteer work with nonprofits, government agencies or judges
- Externship credit through the law school or a salary from the employer is prohibited
- The duration of the position must be for at least 6 weeks over the summer (Fellowship funds are only given for hours/weeks worked)
- The position may be either part-time or full-time but the fellowship only pays up to 37.5 hours per week. Students who secure two part-time volunteer positions may apply for combined funding for both (e.g., one part-time position with a judge and one part-time position with Legal Aid).
- Candidates must be degree-seeking students at the Brandeis School of Law. For example, exchange students and visiting students are not eligible.
- Candidates for the fellowship must have completed the first year core curriculum (at least 20 credit hours) before the fellowship begins in the summer and be returning Fall Semester 2019 (graduating 3Ls in December 2019 are not eligible).
- Students must be in good academic standing (GPA 2.0 or above) by the end of the academic year when spring semester grades are released.
- To receive funding, a student who is awarded a Greenebaum Fellowship may not enroll in summer classes, either in the classroom or online. Summer funding for the Greenebaum Fellowships is processed through the Financial Aid Office and the OPD is unable to pay students during the summer if you are enrolled in a summer class since the fellowship funds may be applied to your summer tuition. Therefore, the OPD cannot guarantee that fellowship funds awarded will not be used to pay for your summer tuition. (Direct any questions regarding summer classes and eligibility to the Financial Aid Office. The OPD cannot provide any financial advice.)

Application Process:

Complete and submit the following documents via the OCI tab on Symplicity:

- a. **Application Form** available in the Document Library on Symplicity – Note that you only need to include the application, not these instructions.

NOTE: The employer's name, mailing address, contact name, attorney supervisor, title, email and phone number must be included on your application to be considered for funding.

- b. **Current Resume**
- c. **Cover letter.** Be sure to cover following topics:
 - 1. Your interest in this position and you selected it
 - 2. How the summer experience will assist you with your career goals and enhance your legal skills
 - 3. Any prior work, skills, training that tie with this career path
 - 4. Address your cover letter to: Laurel Hajek, Assistant Dean Office of Professional Development, Brandeis School of Law, Louisville, KY 40292
- d. **Proof that the job for which funding is being requested has been offered** and that it is **unpaid**. A copy of the letter, email, or facsimile from the employer offering the position is sufficient. This documentation must indicate the number of hours per week you will be working and confirm that you will be supervised by an attorney. If you have already accepted the position, so indicate in your application materials.
- e. **Copy of job posting** for the position to which you applied. If not available, explain.

Award Procedures:

There are no interviews for these fellowships. The Committee will begin meeting in early March and continue meeting regularly to review applications and award fellowships on a rolling basis until the earlier of (a) the end of the school year; or (b) all funding has been awarded. The Committee utilizes this “rolling acceptance” process to ensure students who secure job offers later in the semester still have an opportunity to apply for funding since many public interest employers do not make offers until late into the spring. The application period normally stays open at least until final exams. However, for priority consideration, students are encouraged to submit by May 10.

When reviewing applications, the Greenebaum Committee will give special consideration to students who have secured placements out-of-town if they incur additional costs in furtherance of their careers. These students should clearly outline the additional financial burdens caused by their summer position in their application.

Students who are granted a fellowship will be notified via email. If you do not hear from the OPD, then your application is still under consideration. Any student who applies but does not receive a fellowship will be contacted by the OPD and notified that all funds have been awarded and that they were not selected as a 2018 Summer Greenebaum Fellow in May.

NOTE: Students who are granted funding must keep and turn in time sheets. Paychecks are twice per month for students paid through FWS funds.