The Guaranteed Summer Funding Procedure Handbook

Summer 2013

PRIVATELY PRINTED FOR THE EXCLUSIVE USE OF STUDENTS AT THE COLUMBIA UNIVERSITY SCHOOL OF LAW

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Social Justice Initiatives
410 W. 116th Street • New York, NY • 10027 • 212-854-6158

http://web.law.columbia.edu/social-justice
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Introduction

Columbia Law School funds first and second-year J.D. students to work in unpaid, public service internships if they register on time and meet the requirements of the Public Service Fellowship program. The program will pay 1Ls up to $3,360 for eight weeks of public interest work and will pay 2Ls up to $6,000 for ten weeks of public interest work.

The GSF funding requirements, deadlines and procedures are all outlined below. **It is your responsibility to adhere to all deadlines and procedures in order to obtain this funding.** To register for funding, you must log on to [www.law.columbia.edu/lawnet](http://www.law.columbia.edu/lawnet). You will find the **1L or 2L FUNDING REGISTRATION** tab. *Carefully follow the directions posted.*

- For 1Ls, the registration window **opens November 1 and closes at 11:59 pm on February 1.**
- For 2Ls registration **opens October 3 and closes at 11:59 pm on February 1.**

First year students are expected to work full-time at their host organization for eight weeks. Second year students are expected to work full-time at their host organizations for ten full-time weeks. Placements can be international or domestic. Typical summer internships run from late May or early June through the first or second week in August. If you do not work the full eight or ten week period, you are entitled only to a pro-rated share of the stipend. You may stay longer at your placements but will not be compensated for the extra time worked. You can, however, receive pro-bono credit for uncompensated time worked beyond the required eight or ten week periods.

Within the eight or ten week internship period, splitting your summer between the fellowship and paid legal employment will void the stipend. It is possible in some instances to split a summer between two public interest organizations and retain funding. **You first must obtain approval from the Dean of Social Justice Initiatives, Ellen Chapnick or her designee.**
Obligations of Summer Funding Recipients

In order to remain eligible for GSF, you must:

1. 1Ls must attend the SJI’s MANDATORY Presenting Yourself in Writing Workshop. Students must contact SJI in advance if they cannot attend, so that SJI can arrange for you to watch the program on the web.

2. Complete three volunteer hours with the Public Interest Law Foundation (PILF), Columbia’s student led non-profit, by May 2013.¹


4. Familiarize yourself with Columbia’s Public Interest Database located at www.law.columbia.edu/lawnet under “Student Services” and read at least three (3) intern evaluations on that database.

5. Register at www.psjd.org, a comprehensive database of over 13,000 public interest law employers. Perform a search to find placements of interest to you. (Hint: search by “organization” not “opportunity” to yield the most results.)

6. After the summer, share your summer experiences with the law school community and beyond by completing a questionnaire evaluating the internship. You can also share your summer experience by writing for journals, alumni publications or other media and by participating in meetings, symposia and so forth.

Additionally, it is strongly encouraged that students meet with an SJI Career Advisor after November 1, and certainly by early winter.² By the time of the meeting you must have completed the above steps so that you can have an informed and productive discussion.

You will be able to make the best use of the meeting if before it, you:

- review your needs and interests
- refine your resume and cover letter
- formulate your job search strategy

You will be responsible for submitting applications to the organizations of your choice.

Additional counseling and other assistance will be provided until a placement is secured. SJI currently has four full-time, on-site career advisors, several part-time advisors based in NYC, and part-time advisors based in other major U.S. cities. All students interested in speaking with

¹ Required of 1Ls only.
² A national rule prohibits career counseling for 1Ls prior to November 1st. 1Ls can discuss other matters before that date.
an advisor regarding careers are welcome to contact any of these advisors directly and without an introduction by our central office.

**Employers That Qualify for Summer Funding**

You can use your GSF funding for law-related employment in the public interest, in the U.S. or abroad, that utilizes your legal education and skills. Placements include not-for-profit 501(c)(3) public interest law organizations, non-governmental organizations (NGOs), international criminal courts, government agencies (federal, state, municipal, international and multinational), unions and, as specified below, public interest law firms.

**Private public interest law firms**

Many private public-interest law firms pay partners and associates salaries comparable to government and non-profit wages. Employment at these firms may qualify for funding if the firm could not otherwise afford to hire a summer legal intern. It is imperative that all the work you will be doing closely resembles that for clients represented by a legal services provider, not-for-profit organization, or government agency, and not that of a private corporate firm, in both the clients it serves and the issues it handles. You bear the burden of proof that work at the firm qualifies for GSF. For information and a list of potential public interest law firm employers, see the Private Public Interest and Plaintiffs’ Firm Guide on the SJI website.

If you intend to use a GSF at a public interest law firm, you must submit to SJI proof from the law firm that a) you will be working solely on public interest matters, and b) the law firm could not otherwise afford to pay you a full summer stipend. To find out whether a particular law firm position qualifies, meet with an SJI Career Advisor before you accept an offer.

If you are funded to work in a private firm, the firm will be required to contribute at least 50% of your summer stipend. In very limited circumstances, SJI will waive this requirement upon a showing of the firm’s extremely limited financial resources.
Positions consisting solely of non-law-related policy or administrative work, judicial internships, research assistantships and any law firm that does not meet the guidelines set forth above will not be funded by Guaranteed Summer Funding.

An employer will not qualify if it is a religious organization or a membership agency (e.g., a credit union, a fraternal order, or a cooperative) whose work is primarily for the benefit of the members of such organizations rather than the public. Internships with a domestic political campaign or political party will not be funded.
The Logistics of Getting Paid

As previously noted, 1Ls can earn up to $3,360 for eight weeks of otherwise uncompensated public interest work. Second year students can earn up to $6,000 for 10 weeks of otherwise uncompensated public interest work. These funds are dispersed over the course of the summer and in accordance with the university’s payroll calendar.

The Financial Aid Office must assess every student’s eligibility for Federal Work-Study (FWS). If it is determined that you are FWS eligible and are working in the U.S., the majority of your funding will come from the FWS Program. If you are not FWS eligible and are working in the U.S., your funding will come directly from Columbia Law School. Students ineligible for FWS funds must still comply with the payroll regulations of the GSF program.

All students who are U.S. citizens or permanent residents must file the 2013-2014 Free Application for Federal Student Aid (FAFSA) with the federal processor. You are encouraged to file your FAFSA online (http://www.fafsa.ed.gov). To complete the process you must electronically sign the FAFSA using your PIN (issued by the Department of Education) or print out, sign and forward the certification page to the federal processor in accordance with the filing instructions. The FAFSA cannot be filed before January 1 and must be filed no later than April 1 in order to determine your FWS eligibility in time for you to be paid next summer.

Funds will only be dispersed to students who are in compliance with the university’s payroll policies. Compliance includes timely registering for payroll, timely submission of supervisor approved timesheets and attendance at a payroll orientation which is usually scheduled in May. SJI will e-mail you information about the timesheet and paycheck schedule for the summer. Columbia Law School reserves the right to discontinue funding to any student who does not promptly submit timesheets.

PLEASE NOTE: Because Federal regulations require that summer FWS funds be included as part of a student’s academic year resources, your summer FWS allocation will be reflected in your award package for the 2013-14 academic year. As such, your summer FWS earnings will reduce your eligibility for educational student loans by the same amount. In certain cases students may be able to adjust their academic year budget to allow for additional borrowing to offset the FWS earnings. If you are concerned about being able to meet your 2013-14 student budget and think you may need to increase your borrowing, please contact the Financial Aid Office to discuss your options.

Students registered for GSF are considered hourly employees of Columbia University. You cannot be paid for working more than 35 hours during the work week nor will you be compensated monetarily for working more than 280 hours (1Ls) or 350 hours (2Ls) over the course of their summer internship. Students participating in GSF are not eligible to be paid for vacation or sick days.

Taxes
Stipends that include work-study funds or payment as a casual employee such that the intern must complete and submit time sheets to the Law School and is paid through the University payroll, are treated as taxable earnings, and are reported to the IRS by the University. The University will issue a W2 form to these fellows. As such, the stipends are subject to withholding of taxes. Consult a tax professional about any questions.
International Students and Students with International Placements
International students and students who spend their summer doing public interest work abroad are not treated as Columbia University hourly employees. They are not required to submit timesheets and will not receive bi-monthly paychecks. They will receive a stipend before their summer internship begins for the entirety of their summer funding. There will be no withholding on their stipends and the Law School will not issue a W2 for stipend amounts. You are responsible for accurately reporting stipend amounts and for making estimated tax payments if appropriate. Please contact a tax professional with any questions. Stipend awards to international students may be subject to additional taxes. Please check with the International Students and Scholars Office (ISSO) for details.

Other Considerations

Law Review
The Columbia Law Review requires new staff members to return to campus in early August. The other law reviews do not. Students on the editorial board also may have to return early. Some employers expect their students to work a minimum period during the summer. Bear this in mind during the application process. It is your responsibility to inform the employer, or potential employer, as soon as you receive an offer, of intent to apply for Law Review and of the implications of being on Law Review which may include the inability to complete the full internship. In no case should you begin your internship without having made it known to an employer that you may have to leave before completion of the internship due to Law Review.

You should arrange your summer so that you are able to complete at least eight weeks in a placement organization before returning to school on or about August 1 for Law Review Orientation. Students interning out of the country should budget for potential changes in travel plans for this purpose. SJI will not pay for a changed ticket.

Leave of Absence/ Dual Degrees

Students who do not register at Columbia Law School for the following academic year because they transfer to another law school or take a leave of absence must reimburse the program for all internship stipends received and forfeit any unpaid internship amounts unless a waiver is granted by the program. Students who will not be enrolled in Columbia Law School in the academic year following the internship because they will be at another graduate school (Columbia or otherwise) as part of a dual degree program, will be eligible for a GSF stipend but not work-study funds. You must notify the Program Coordinator of Summer Programs (Ernesto.hernandez@law.columbia.edu), as soon as possible, if you will not be registered at Columbia Law School in the following academic year.

A student who is not enrolled in Columbia Law School in the academic year prior to the summer of public interest work, but who will return in fall following that summer, may receive a stipend at the Program’s discretion. Contact the Program Coordinator of Summer Programs (Ernesto.hernandez@law.columbia.edu) if you will be away.
Earning More Money for the Summer

Fellowships and other summer funding from some employers, foundations, and others is available to students doing public interest work during their summers. Outside funding awarded to students will affect your stipend in the following ways:

- Amount exceeding $3,360 for 1Ls and $6,000 for 2Ls will void your guaranteed summer funding.
- 1L students receiving outside funding less than $3,360 will be supplemented by SJI up to a total summer stipend of $4,200, but not exceeding this amount.
- 2L students receiving outside funding less than $6,000 will be supplemented by SJI up to a total summer stipend of $7,500, but not exceeding this amount.
- If a public interest employer will pay you an amount less than $3,360 or $6,000 respectively, we require that you accept it and SJI will supplement your funding such that you receive the maximum earnings for the summer.

Fellowships Specifically for CLS Students

There are a few summer fellowships available only to Columbia Law Students. Coverage, procedures and deadlines vary. Read these descriptions carefully. They are treated as “outside funding” for purposes of calculating the GSF amount.

Venable, LLP (open to only 1Ls)
The Venable Fellowship offers a stipend to a Columbia Law School student in the J.D. program who demonstrates a commitment to public interest and who is registered in the Guaranteed Summer Funding Program. The fellowship will provide a total stipend of $5,200 for ten weeks of work in an unpaid, public interest summer internship in the United States. For more information and the application, visit: http://www.venable.com/.

John R. Oldham Fellowship (open to 1Ls and 2Ls)
The John R. Oldham ('83) Fellowship is administered through The Center for Chinese Legal Studies of Columbia Law School. This fellowship supports summer public interest (including government) work or academic research in mainland China, Taiwan, and Hong Kong. Please submit a resume, transcripts, a two-page summary of your proposed project, an estimated budget, whether you have received funding from another source (such as WEAI\(^3\)) including how much, and any inquiries to Paulette Roberts (prober@law.columbia.edu). The deadline to apply is March 12, 2013.

Center for Japanese Legal Studies Public Interest Fellowship (open to only 1Ls and 2Ls)
This fellowship is awarded to a 1L or 2L Columbia Law School student in the J.D. program who demonstrates an interest in international law, public interest law, and working in Japan for the

\(^3\) Students pursuing internships or research in China this summer should also apply for funding to the Weatherhead East Asian Institute. Details are available at http://www.columbia.edu/cu/weai/funding.html. The application deadline for WEAI is usually in early March 2012.
summer. Each fellowship will provide a stipend of $10,000 to cover airfare, living, and other expenses for the summer. For information and an application, visit:

Goldstein, Demchak, Baller, Borgen & Dardarian Summer Fellowship (open to 2Ls only)
Goldstein, Demchak, Baller, Borgen & Dardarian, a plaintiffs’ class action civil rights firm in Oakland, California has created a summer fellowship exclusively for a second year Columbia Law School student with a deep commitment to racial and gender equality and the rights of employees. The firm specializes in complex public interest class action litigation, including employment discrimination, wage and hour, disability access, environmental, and consumer cases. The Fellow will be paid $1,000 per week for a minimum of 10 weeks.
For information, visit: www.gdblegal.com.

Other summer funding opportunities

Neufeld, Scheck & Brustin Summer Fellowship (open to 2Ls and 3Ls)
Neufeld Scheck & Brustin, LLP, a small civil-rights law firm in NYC, seeks to effect systemic change in policing around the country through 42 U.S.C.§1983 litigation, primarily on two areas of official misconduct: wrongful convictions (on behalf of DNA exonerees) and serious police brutality. The NSB fellowship provides a unique opportunity to explore the intersection of criminal and civil-rights law at every stage of litigation. The firm will supplement GSF funding. Hiring will be on a rolling basis. To apply, please e-mail your resume, a cover letter and a writing sample to Debi Cornwall at debi@cnscivilrights.com.

Depending on availability, there may be other summer fellowships listed on the SJI website as well as at www.psjd.org in the “Career Central” section. For any additional questions or concerns regarding summer funding opportunities, please visit SJI’s website or contact SJI staff.
Frequently Asked Questions

Program Requirements

1. What if I miss one of the required professional development panels that all 1L students must attend?
   Attendance at Presenting Yourself in Writing is mandatory for 1Ls. Students must contact SJI in advance if they cannot attend, so that SJI can arrange for you to watch the program on the web.

2. Do I have to meet with a Social Justice Initiatives Counselor to receive GSF?
   No. However, it probably will improve your ability to identify and obtain a desirable job to do so. You are strongly encouraged to meet with SJI Career Advisors after November 1st and by early winter.

3. How do I know if my employer qualifies for GSF?
   GSF can be used for any law-related employment in the public interest, in the U.S. or abroad, that utilizes your legal education and skills. Placements include not-for-profit 501(c)(3) public interest law organizations, non-governmental organizations (NGOs), international criminal courts, government agencies (federal, state, municipal, international and multinational), unions and, in some cases, public interest law firms. Students may check Columbia’s Public Interest Database located at www.law.columbia.edu/lawnet or psjd.org for specific placement ideas.

4. What if I want to split my summer between a public interest organization and a law firm? Will I still be eligible to receive GSF?
   No. Students are allowed to split their summers between paid legal employment and public service internships. However, splitting the summer will void the GSF stipend. It is possible in some instances to split a summer between two public interest organizations and retain funding. You must speak with the Dean of Social Justice Initiatives, Ellen Chapnick before doing this.

Getting Paid 101

5. Is there an online system where I can view my paycheck?
   Yes! Paystubs can be viewed by visiting my.columbia.edu. Log in with your UNI, and look under the "Faculty and Staff" tab to find a link to "View My Paycheck."

6. What do I do if my paycheck is incorrect?
   Students are responsible for monitoring their paychecks over the course of the summer. If you notice an error, contact Ernesto M. Hernandez at ernesto.hernandez@law.columbia.edu or 212-854-6158. All paycheck discrepancies must be brought to SJI’s attention immediately.

7. As a 1L law student receiving GSF, I thought I would receive $3,360 for my eight week internship, why is my paycheck less than that amount?
   Stipends that include work-study funds or payment as a casual employee such that the intern must complete and submit time sheets to the Law School and is paid through payroll, are treated as taxable earnings, and are reported to the IRS by the University.
8. As a 2L law student receiving GSF, I thought I would receive $6,000 for my ten week internship, why is my paycheck less than that amount?  
Stipends that include work-study funds or payment as a casual employee such that the intern must complete and submit time sheets to the Law School and is paid through payroll, are treated as taxable earnings, and are reported to the IRS by the University.

9. Why do I need to file a FAFSA in order to receive GSF?  
It is a University requirement. The University requires all student interns who are U.S. citizens or Permanent Residents to file a 2013-2014 Free Application for Federal Student Aid (FAFSA) with the federal government and submit your 2013-2014 SAR (Student Aid Report) to the Financial Aid Office.

Work Requirements

10. Do I have to take a lunch break?  
Yes. The federal government requires student who work an eight hour day to take an one hour lunch break. Lunch break time should be accounted for within the time sheets reported each week to SJI.

11. I noticed that we are only compensated for 35 hours per week. If I work for more than that (I am currently on a 40 hour/week schedule), can I count those excess hours toward my pro bono requirement?  
No. Students that work in excess of the 35 hour per week requirement will not receive pro bono credit for the extra time worked at your summer placement. If you do, however, stay longer at your placements, you will receive pro bono credit for time worked beyond the required eight or ten week periods.

12. Does the day off for Memorial Day/July 4 get taken out of our GSF stipend? Will I be required to make up these hours? If I work more than 35 hours a week, can those hours count to make up for Memorial Day and July 4th?  
The Memorial Day/July 4th holidays are not taken out of the GSF stipend that students receive. However, students are expected to plan in advance of the holiday, and schedule time with their respective work placement to make up the lost seven hours.

13. Will I be compensated for extra hours I spend at my summer placement if I work more than 35 hours per week?  
No. Students who work in excess of the 35 hour per week requirement are not compensated for the extra time spent working in their summer placement.

Summer Logistics

14. When is the Early Interview Program (EIP)? Will that affect my GSF if I choose to participate?  
EIP will be held in mid-August. Students planning to participate in EIP should plan their internships accordingly, completing their 8 or 10 week GSF requirement prior to EIP or make arrangements with their placement supervisor, to complete their internship after EIP.
15. **What if I plan to apply for Law Review?**
Students should arrange their summer so that they are able to complete at least eight weeks in a placement organization before returning to school on or about August 1 for Law Review Orientation. Students interning out of the country should budget for potential changes in travel plans for this purpose. SJI will not pay for a second ticket.

16. **What if I am transferring to another school, or taking a leave of absence?**
Interns who do not register at Columbia Law School for the academic year 2013-14 because they transfer to another law school or take a leave of absence must reimburse the Program for all internship stipends received, and forfeit any unpaid internship amounts, unless a waiver is granted by the program. Interns who will not be enrolled in Columbia Law School in the academic year following the internship because they will be at another graduate school (Columbia or otherwise) as part of a dual degree program, will be eligible for a GSF stipend but not work-study funds. A student who is not enrolled in Columbia Law School in the academic year 2012-13, but who will return in fall 2013, may receive a stipend at the Program’s discretion. **You must notify the Dean of Social Justice Initiatives, Ellen Chapnick** if you will not be registered at CLS in the fall of 2013.

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**http://web.law.columbia.edu/social-justice/students/summer-programs-public-service/guaranteed-summer-funding**

Ellen P. Chapnick, Dean of Social Justice Initiatives,  
[ellen.chapnick@law.columbia.edu](mailto:ellen.chapnick@law.columbia.edu)

Heather L. Holloway, Associate Director of Summer Programs,  
[heather.holloway@law.columbia.edu](mailto:heather.holloway@law.columbia.edu)

Ernesto M. Hernandez, Program Coordinator of Summer Programs,  
[ernesto.hernandez@law.columbia.edu](mailto:ernesto.hernandez@law.columbia.edu)
GUARANTEED SUMMER FUNDING

FOR 1Ls 2012-2013

$3,360 or UP TO $4,200 WITH SUPPLEMENTAL FUNDING

8 WEEKS
280 HOURS
WORK IN PUBLIC INTEREST
e.g. GOVERNMENT AGENCIES, NON-PROFIT LAW ORGANIZATIONS, NGOs

REGISTER ON LAWNET

FOR 2Ls 2012-2013

$6,000 or UP TO $7,500 WITH SUPPLEMENTAL FUNDING

10 WEEKS
350 HOURS
WORK IN PUBLIC INTEREST
e.g. GOVERNMENT AGENCIES, NON-PROFIT LAW ORGANIZATIONS, NGOs

REGISTER ON LAWNET

IN THE SUMMER OF 2012, GSF RECIPIENTS WORKED IN...

[Diagram showing various fields of work such as Public Interest Law, Reproductive Rights, Civil Rights/Civil Liberties, etc., with percentages indicated for each category.]