

SOCIAL
JUSTICE Initiatives

 Columbia Law School

**GUARANTEED SUMMER FUNDING
PROGRAM GUIDE
2018-2019**

SOCIAL JUSTICE INITIATIVES AT COLUMBIA LAW SCHOOL

Guaranteed Summer Funding Program Guide

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Funding Overview

Columbia Law School funds first and second year J.D. students, who meet the requirements of the Guaranteed Summer Funding (“GSF”) program, to work full time in public service internships over the summer. **Students must adhere to all of the deadlines and meet the requirements of the GSF program in order to receive funding.**

Duration of Internship

GSF recipients must work full-time (35 hours per week) over the summer. Students are paid (at an hourly rate) for up to 8 weeks (1Ls) and 10 weeks (2Ls) of work¹. Typical summer internships run from late May or early June through the second week of August. A student who works beyond the 8 or 10 week period may be eligible to receive pro-bono credit. Please see the FAQ’s for more information about pro bono credit.

Splitting the Summer

Students are strongly discouraged from splitting the summer within the GSF period. In some instances, it is possible to split a summer between two public interest organizations to retain funding. Before accepting split employment, students must first get approval from Nyaguthii Chege, Director of International, Human Rights & Summer Programs. Students cannot receive GSF if they work for a private employer over the summer.

¹ 2017-2018 Funding:

1Ls
\$\$\$ 4,500
For 8 weeks of full time work
35 hours a week
*Pre-tax

2Ls
\$\$\$\$ 6,000
For 10 weeks of full time work
35 hours a week
*Pre-tax

Requirements

In order to receive GSF, a student must register during the open registration period, secure a qualifying placement, and follow the requirements outlined in this guide. **Students must register between September 27th, 2018 and November 30th, 2018.** You must register for GSF *even if* you also submit a statement of interest for the Human Rights Internship Program.

To participate in GSF, students 1Ls **must**:

- ✓ Attend SJI mandatory 1L sessions:
 - a. September 27th or October 4th (as assigned): How to Get a Job & Get Funded
 - b. October 9th or October 11th (as assigned): Presenting yourself in Writing – Learn about how to draft effective cover letters and resumes.
 - c. November 7th or November 8th (as assigned): Interviewing for Public interest Jobs
- ✓ Register for GSF on LawNet- **Sept. 27th, 2018 – Nov. 30th, 2018**
- ✓ Secure Qualified Placement
- ✓ Fill out required GSF paperwork and [complete the two payment webinars](#)
- ✓ Complete an evaluation of summer experience

To participate in GSF, 2Ls **must**:

- ✓ Register for GSF on LawNet- **Sept. 27th, 2018 – Nov. 30th, 2018**
- ✓ Secure Qualified Placement
- ✓ Fill out required GSF paperwork and [complete the two payment webinars](#)
- ✓ Complete an evaluation of summer experience

Registration Requirements:

When:

Sept. 27th, 2018 – Nov. 30th, 2018

How:

- 1) Log into www.law.columbia.edu/lawnet
- 2) Click on the 1L or 2L Funding Registration tab
- 3) Carefully follow the directions posted online

Important! After accepting a job, **you must** log into LawNet and update your profile with the following information: employer for whom you will be working and supervisor information. You will not receive funding unless you complete this final step!

What internships qualify for GSF?

Students can receive funding for legal work in public interest—in the U.S. or abroad—that utilizes their legal education and skills. Not for profit 501(c)(3) public interest law organizations, government agencies (federal, state, municipal, international and multinational), non-governmental agencies (NGOs), international criminal courts, unions, judicial internships for which *no* academic credit is received and some private public interest law firms all qualify for GSF. Click through the public interest database and see if the organization is listed on LawNet. If a CLS student has previously worked at an organization on LawNet, you will find reviews of the summer internship and the listing will be an indication that the organization qualifies for GSF.

International human rights work is funded by the Human Rights Internship Program which has different rules and requirements. To learn more, please see the Human Rights Internship Program Guide on our website

-  **Nonprofit 501(C)(3) public interest law organizations**
-  **Nonprofit public interest law organizations within their jurisdictions**
-  **Federal, state, municipal, international, and multinational government agencies**
-  **Judicial internships granting no academic credit**
-  **International criminal courts**
-  **Some private public interest law firms**

Private Public Interest Law Firms

Students may work at private public interest law firms if their **full-time** work 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 client it serves and the issues it handles (some firms do corporate work as well as public interest work. GSF will not cover students who do both). The income of the firm and the lawyers who work there (partners and associates) must be similar to that of public service organizations and far below that of corporate law firms and corporations. **In order for work at a private public interest law firm to qualify for GSF, students must submit information documenting that: (1) the work at the firm qualifies for GSF; (2) the student will only be working on public interest matters**

In order to find out whether a particular private public interest law firm qualifies for GSF, please email Iliana Ortega at iortega@law.columbia.edu

What internships DO NOT qualify for GSF?

Internships that consist solely of non-law related policy or administrative work, research for a professor, or private law firm work will not be funded by GSF.

Religious organizations or membership agencies (e.g. a credit union, fraternal order, or a cooperative) whose works is primarily for the benefit of the members of such organizations rather than the general public, do not qualify for GSF. Internships with a domestic political campaign or a political party will not be funded by GSF. Judicial internships where academic credit *is received* will also not qualify for GSF.



Research for a professor



Religious organizations



Non-law-related policy work



Political party and political campaigns



Judicial internships for academic credit



Some private public interest law firms

How to Check if an Organization Qualifies for GSF

The easiest way to check if an organization qualifies for GSF is to log into LawNet, click on the public interest database and see if the organization is listed on LawNet. If a CLS student has previously worked at an organization on LawNet, you will find reviews of the summer internship and the listing will be an indication that the organization likely qualifies for GSF. If you cannot find the organization in which you are interested on LawNet, please submit a completed Organization Request Form (ORF), which is available on the SJI website, to [Iliana Ortega](mailto:liana.ortega@law.columbia.edu) at iortega@law.columbia.edu. You will then be notified whether approval has been granted for the new organization to qualify for GSF.

Earning More Money _____

Fellowships and other summer funding from some employers, foundations, and other sources are available to students doing public interest work during their summers. Students can apply to receive funding from their host organization, or outside sources. Below are summer fellowship opportunities that are available to Columbia Law Students. Please visit the SJI website for the most up to date information about application materials and deadlines

Center for Japanese Legal Studies Public Interest Fellowship (1Ls & 2Ls)

The Center for Japanese Legal Studies Public Interest Fellowship is open to first and second-year law students who demonstrate an interest in public interest law and working in Japan for the summer. Up to two fellowships are available and each will provide a stipend of \$10,000 to cover airfare, living, and other expenses for the summer. Please visit the SJI website for more information.

John R. Oldham Fellowship (1Ls & 2Ls)

This fellowship is administered through The Center for Chinese Legal Studies and is available to first and second-year law students to support summer public interest (including government) work or academic research in greater China. Applications consist of a resume, transcripts, a two-page summary of the proposed project, an estimated budget, and whether funding will be received from another source (such as WEAI). Applications must be submitted to Paulette Roberts (prober@law.columbia.edu). To find out more about the John R. Oldham Fellowship, visit: <http://www.law.columbia.edu/chinese-legal-studies/students/oldham-fellows-china/oldham-fellowship-how-apply>

Venable, LLP (1Ls)

The Venable Fellowship offers a stipend to a first-year Columbia Law School student in the J.D. program who demonstrates a commitment to public interest and who is registered in the GSF program. The fellowship will provide a stipend of \$10,000 for ten weeks of work in an unpaid, public interest summer internship in the United States. Applications must be submitted to Iliana Ortega (iortega@law.columbia.edu). To find out more about the Venable, LLP Fellowship visit: <https://www.law.columbia.edu/social-justice/students/summer-programs-public-service/other-summer-fellowships>

Public Service Catalyst Fellowships (1Ls)

The New York Bar Foundation funds these summer fellowships to students working at qualifying organizations and agencies, allowing 1L summer interns to receive additional compensation for ten weeks of work instead of the standard eight. To find out more about the Public Service Catalyst Fellowship visit: <https://www.law.columbia.edu/social-justice/students/summer-programs-public-service/other-summer-fellowships>

John Paul Stevens Public Interest Fellowship (1Ls & 2Ls)

The John Paul Stevens Public Interest Fellowship will provide a stipend of \$2,500 to two law students for ten weeks of work in an unpaid internship for either a not-for-profit organization or a governmental entity. Students working as judicial interns are not eligible. [Applications must be submitted to Iliana Ortega \(iortega@law.columbia.edu\)](mailto:iortega@law.columbia.edu).

Goldstein Demchack Baller Borgen & Dardarian Civil Rights Summer Fellowship (2Ls)

The Oakland, California plaintiffs' civil rights and environmental justice law firm Goldstein Demchack Baller Borgen & Dardarian offers a summer position to a student from a few schools, including Columbia. The firm also has a post-graduate fellowship. **The deadline for submitting applications is November 2, 2018.** [Click here for more information.](#)

Neufeld, Scheck & Brustin Summer Fellowship (1Ls, 2Ls & 3Ls)

This is a small civil-rights law firm in NYC that seeks to effect systemic change in policing around the country through two areas of official misconduct: wrongful convictions (on behalf of DNA exonerees) and police brutality. The NSB fellowship provides a unique opportunity to explore the intersection of criminal and civil-rights law at every stage of litigation. 1L & 2L funding will be matched and 3Ls will be paid on an hourly basis. Applications will be reviewed on a rolling basis and interviews will begin in early October. Applications from 1Ls will be accepted after December 1st. To apply, please e-mail your resume, a cover letter and a writing sample to etobier@cnscivilrights.com

Frequently Asked Questions

GSF Requirements

What if I cannot make or miss one of SJI's mandatory 1L lunch programs?

You must attend the SJI Mandatory 1L programming or you jeopardize your eligibility to receive GSF. If you miss a session, you must attend a make-up session. If you miss a make-up session, then you must contact your Primary Advisor at SJI to set up a meeting to reinstate your eligibility for GSF. It is the responsibility of the student to make sure he or she has fulfilled the requirements of GSF.

How do I register for GSF on LawNet?

Please visit www.law.columbia.edu/lawnet and click on the Funding Registration tab and follow the prompts on the website.

Is there anything I need to do after I have accepted an offer of employment to receive GSF?

Yes, update your LawNet profile with correct supervisor and employment information, fill out the FAFSA (if you are a permanent U.S. resident or citizen, [complete the webinars, and fill out the appropriate hiring paperwork sent by CLS Human Resources.](#)

How do I know whether my potential employer qualifies for GSF?

Please read through the first few pages of this guide which enumerate what kinds of employers qualify for GSF. Also, please check LawNet to see if a prior student has worked at an organization, which would indicate that the organization does in fact qualify for GSF

How do I know whether my potential employer qualifies for GSF?

Please read through the first few pages of this guide which enumerate what kinds of employers qualify for GSF. Also, please check LawNet to see if a prior student has worked at an organization, which would indicate that the organization does in fact qualify for GSF

What if I cannot find my employer on LawNet?

Please fill out an Organization Request Form (ORF) available on the SJI website and submit it to Iliana Ortega at iortega@law.columbia.edu to get approval for your organization.

Is there an opportunity for someone to help me find a summer job and look over my resume prior to sending out my summer applications?

Yes, please use Symplicity to set up an appointment with an advisor from SJI who can help guide you. You can find a list of SJI Advisors [here](#).

Is there anything I need to do after completing my summer internship?

Yes, fill out an evaluation form describing your summer experiences.

Financial Aid/FAFSA

Do I need to fill out the 2019-2020 FAFSA even if I don't have any loans?

Yes. You may be eligible for Work-Study funding even if you do not borrow loans. Most CLS students who participate in GSF receive federal work-study funds as part/all of their summer stipend.

Why do I need to fill out the 2019-2020 FAFSA?

Each year, a substantial portion of the funding for the GSF Program is provided through the Federal Work-Study (FWS) Program. Completing the FAFSA is a Columbia University Law School requirement which allows the Financial Aid Office to determine your eligibility for FWS. The Law School requires all student interns who are U.S. Citizens or eligible non-residents to file a 2019-2020 Free Application for Federal Student Aid (FAFSA) with the federal government. Once processed, the Financial Aid Office will receive your FAFSA data electronically.

If I am not a U.S. citizen or an eligible non-resident, do I still need to submit the FAFSA?

No. Students who are not U.S. citizens or eligible non-residents do not need to fill out the FAFSA.

Will participating in GSF impact my Financial Aid Package and loans for next year?

Possibly, if your GSF is being paid through Federal Work-Study (FWS).

Because Federal regulations require that summer FWS funds be included as part of a student's academic year resources, your summer 2019 FWS allocation will be reflected in your award package for the 2019-20 academic year. As such, any summer FWS earnings will reduce your eligibility for educational student loans by the same amount. However, summer FWS awards will typically only impact students who plan to borrow the maximum educational loans for the academic year. In the event that a borrower's eligibility for student loans is affected by GSF, the Financial Aid Office will work with each student individually to review their particular situation. In certain cases, students may be able to adjust their academic year budget to allow for additional borrowing to offset the FWS earnings (see below for LRAP considerations). **If you are concerned about the impact of FWS on your 2019-20 loan borrowing, please contact the Financial Aid Office.** The Financial Aid staff will be happy to review your situation and counsel you accordingly.

If my financial aid situation is reviewed and federal regulations allow the Financial Aid Office staff to adjust my academic year budget for additional borrowing to offset part/all of the FWS earnings, will this budget adjustment/offset impact the educational loans covered by LRAP?

No. A budget adjustment approved by the Financial Aid Office to strictly offset a student's FWS earnings for the GSF Program will not impact the CLS policy regarding eligible educational loan debt covered by LRAP.

Can I receive an advance for housing/travel needs?

No, but if you are concerned with your summer financial situation, we encourage you to speak with the Financial Aid Office staff **BEFORE** the end of the spring term.

Work Requirements

Columbia Law School funds first and second year J.D. students, who meet the requirements of the GSF program, to work full-time in public service internships over the summer. Students must adhere to all of the deadlines and meet the requirements of the GSF program in order to receive funding. GSF recipients must work full time (35 hours per week) over the summer. 1Ls receive funding for 8 weeks of work and 2Ls receive funding for 10 weeks of work

Is there a minimum requirement of weeks I must work in order to receive GSF?

Yes, a 1L GSF recipients must work full time for 8 weeks to receive full funding (before taxes), and a 2L GSF recipients must work full time for 10 weeks to receive full funding (before taxes).

Why do I have to take a break?

As a GSF recipient, you will be an hourly employee of Columbia University. A regular workday generally is 9am-5pm with an hour break for lunch. Your break doesn't necessarily need to be taken when you eat lunch, but a break needs to be taken for an hour.

Will I be paid for hours spent at office social and networking events?

No, if you are not working, hours spent at social and networking events should not be recorded on timesheets. Students are encouraged to take full advantage of all opportunities provided by their summer employer. Note, however, that students will receive compensation only for hours worked.

Will I be compensated for extra hours I spend at my summer placement if I work more than 35 hours per week?

When you receive each work assignment, you should confirm with your supervisor the time expectation to complete the assignment. In the event that you are expected to work in excess of the 35 hour per week requirement, your supervisor must seek prior approval for overtime compensation. Provided that happens, you will be paid for actual time worked. Please note that there may be a delay in receiving the

overtime compensation.

How do I request overtime hours?

Your supervisor must email the law school's human resources department (HR) at hr@law.columbia.edu as soon as it is clear that the work assignment will require more than 35 hours of work that week. The supervisor will be asked to provide the information necessary to justify the additional hours.

Who approves my overtime hours?

Your supervisor will receive a response from HR approving or denying overtime requests.

If I work more than 35 hours per week, can I count those excess hours toward my Columbia pro bono requirement?

No. Students that work in excess of 35 hours per week will not receive pro bono credit for the extra time worked. Columbia pro bono credit accrues only for service in a week that you are not paid. You can receive pro bono credit for time worked beyond the required eight or ten week periods. Please see the "Other Important Considerations" section for more information.

Getting Paid

How will I receive my funding?

All GSF recipients are hourly employees of Columbia University. You will receive payment on a biweekly basis for hours worked

In order to receive your paycheck, you must submit an online timesheet, approved by your supervisor, by the due date for each period. Your paycheck may be delayed if an incomplete or incorrect timesheet is submitted.

Direct Deposit of Paycheck

Columbia University offers the convenience of having paychecks directly deposited into an employee bank account. You can sign up for direct deposit safely and securely through the my.Columbia website after receiving your first check.

How will I be submitting my time sheets?

Timesheets must be completed online via NextGen

How will I submit overtime hours?

If your overtime hours have been approved by CLS HR, record any hours worked above 35 hours each week and submit the time sheet as you would regularly via NextGen.

Who approves my time sheets?

Your supervisor must approve your time sheets online.

When should I expect to receive my first payment?

Refer to the payment schedule provided by HR to map out when you will receive your first payment. If your timesheets are submitted on time, you should be paid biweekly after receiving your first paycheck.

Will taxes be deducted from my paycheck?

Yes, your funding through GSF is treated as taxable earnings and reported to the IRS by the University.

As a 1L, I thought I would receive \$4,500* for my eight week internship, so why was I paid less than that amount? As a 2L, I thought I would receive \$6,000* for my ten week internship, so why was I paid less than that amount?

As an hourly Columbia employee, you are paid for actual hours worked. In order for a 1L to receive \$4,500, they must work 35 hours a week for eight weeks; a 2L must work 35 hours a week for ten weeks in order to receive \$6,000. You will be paid less if you work less than 35 hours a week due to sickness, office closings, or holidays. Students should speak with their supervisors to schedule time to make up lost days. Also, as mentioned above, your summer earnings will be taxed.

**based off of 2017-2018 funding*

What do I do if I have trouble completing the timesheet or I believe my paycheck is incorrect?

You should contact HR at hr@law.columbia.edu.

How can I make sure I receive funding in a timely fashion?

Enroll in the University's *payroll* direct deposit. [NOTE: This is a different direct deposit process than the University's student *account* direct deposit system.]

How do I enroll in payroll direct deposit?

You will receive instructions from CLS HR by email about how to enroll in payroll direct deposit.

What happens if I do not enroll in the payroll direct deposit?

If you are working in the NYC metro area, your checks will be held by SJI until you are able to physically pick them up.

Is there an online system where I can view my paycheck?

Yes, you can view your paystub by logging in with your uni at www.mycolumbia.edu. Click on the "Faculty and Staff" tab to find a link to "View My Paycheck".

Other Important Considerations

When is the Early Interview Program (EIP)? Will that affect my GSF if I choose to participate?

Students planning to participate in EIP should plan their internships accordingly, completing their GSF requirements (8 weeks of work for 1Ls and 10 weeks of work for 2Ls) prior to EIP in early August or making arrangements with their placement

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 in mid to late July for Law Review Orientation.

Will my work at an organization this summer count for the New York State Pro Bono Requirement?

Your GSF-funded work will fulfill the "50 Hour Rule" pro bono requirement provided that it otherwise qualifies under the New York State Rule. The Rule requires completion of 50 hours of qualifying pro bono work prior to filing for bar admission. For many of you, the work you do during your GSF-funded summer will qualify for the New York 50 hour rule (but not for the CLS requirement). You must also complete a Form Affidavit of Compliance that describes your work and is signed by your supervising attorney (details below). You can find more detailed information about the New York State Pro Bono Requirement on the SJI website. If you have any questions about whether your work is likely to qualify under York rule, contact Laren Spierer, Director of Pro Bono Programs, at laren.spierer@law.columbia.edu. Also be sure to read the full New York rule and FAQ's on the Court's website: <http://www.nycourts.gov/ATTORNEYS/probono/baradmissionreqs.shtml>.

Do I need to collect any paperwork from my employer during the summer to get credit for the New York State Pro Bono requirement?

As soon as you have completed your placement, you should complete a Form Affidavit of Compliance (http://www.nycourts.gov/ATTORNEYS/probono/AppForAdmission_ProBonoReq_Fillable.pdf) which includes a signature from your supervising attorney (who must be admitted in the jurisdiction where the work is being done). You must keep this original form in your files until you submit it along with your New York State Bar paperwork. You should scan a copy in case you misplace the original, but originals are required for your Bar application.

If I stay longer at my GSF placement and am not paid, do I need to collect any paperwork from my employer to get pro bono credit for the CLS requirement?

Yes, you must complete an Exit Questionnaire and have your supervisor complete a Supervisor's Report, but ONLY record the hours beyond the weeks you were funded through GSF. The Exit Questionnaire and Supervisor's Report are on LawNet. Under the Social Justice Initiatives section of "My Services," click on "Pro Bono Status". Click on "Fill out Exit Questionnaire" to complete the Exit Questionnaire electronically. Once you have successfully completed your Exit Questionnaire, you will receive a prompt to send a Supervisor's Report to your supervisor for completion. You may also request a Supervisor's Report by clicking on the "Action" button next to the relevant placement on your Pro Bono Status page and selecting "Request Supervisor's Report." Once your supervisor completes the Supervisor's Report, SJI will approve your hours and your profile will automatically be updated on LawNet. Important note: Pro bono hours will not be credited until both mandatory forms (Exit Questionnaire and Supervisor's Report) have been submitted and approved by SJI. Both the Exit Questionnaire and Supervisor's Report must be submitted within 30 days of project completion, whether for mandatory or voluntary credit.