

SOCIAL
JUSTICE Initiatives

 Columbia Law School

**HUMAN RIGHTS INTERNSHIP
PROGRAM GUIDE
2018-2019**

SOCIAL JUSTICE INITIATIVES AT COLUMBIA LAW SCHOOL

Human Rights Internship Program Guide

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Overview

The Human Rights Internship Program (HRIP) is designed for Columbia J.D. students who have a substantial interest in the post-graduate practice of human rights, public interest, or social justice law on a full-time or pro bono basis, and want to work abroad in the summer. The program provides intensive experiential learning in international human rights legal practice **abroad** for first- and second-year students. After participating in preparatory training, orientation and independent projects throughout the spring semester, interns spend the summer working with organizations doing human rights work. The program goals are to educate students about human rights law, offer them the opportunity to work in the service of their beliefs, create relationships which may advance their professional development, link human rights activists within the Law School, and build a worldwide network of Columbia graduates and host agency advocates devoted to human rights.

In addition to the cost of international travel, the program will provide a stipend (subject to tax) to 1Ls and 2Ls for ten weeks of international human rights work. In past years, 1Ls and 2Ls received \$4,500 and \$6,000, respectively. The procedure for registering and securing HRIP participation is described later in this document.

Definition of Human Rights

For the purposes of HRIP, the term “human rights” refers to those rights and standards set forth in international and national laws that seek to protect basic human rights and freedoms that include, but are not limited to, women’s rights, children’s rights, migrants’ and refugees’ rights, LGBT rights, the rights of people with disabilities, indigenous people’s rights, the right to an education, the right to food, the right to freedom of expression and peaceful assembly, the right to be free of torture or cruel treatment/punishment, the right to a fair and impartial hearing, and the right to practice one’s own religion.

International human rights standards and strategies are those set forth in the Universal Declaration of Human Rights; the International Covenant on Economic, Social and Cultural Rights; the International Covenant on Civil and Political Rights; the International Convention on the Elimination of All Forms of Racial Discrimination; the Convention and Protocol Relating to the Status of Refugees; the Standard Minimum Rules for the Treatment of Prisoners; the Convention on the Rights of the Child, the Convention to Eliminate All Forms of Discrimination Against Women, the Convention on the Rights of Persons with Disabilities; and other international and regional human rights instruments.

To qualify for HRIP, human rights internships can be done abroad only at qualifying human rights organizations. (*See section on Summer Internships on page 5 for more information*).

Registration Procedure

All students (1Ls and 2Ls) who want to register to participate in HRIP **must**:

1. Register for Guaranteed Summer Funding¹. Registration opens September 27th and closes November 30th, 2018.
2. Submit a Statement of Interest form by Monday, November 5, 2018 at 3:00 p.m. via Symplicity to the Human Rights Internship Job Posting (ID 40987).

Students who submit the Statement of Interest and register for Guaranteed Summer Funding will be provisionally enrolled in the Human Rights Internship Program. To ensure receipt of HRIP funding, students must meet the requirements set forth below.

Requirements, Expectations, and Benefits

1L Requirements:

1. Attend Social Justice Initiatives mandatory programs:
 - 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
 - c. November 7th or November 8th (as assigned): Interviewing for Public Interest Jobs
2. Attend the International Human Rights Job Search Strategy on Thursday, November 1st, 12:10-1:10p.m., JG 105.
3. Attend the 20-hour Training and Orientation Program of human rights-specific lectures, panels, workshops, and informal meetings in the spring semester.² Included within the 20-hour Training and Orientation Program is 4 hours of independent study related to the summer placements, which are constructed in consultation with SJI.
4. Secure a qualifying international human rights placement.
5. Complete the appropriate paperwork in the spring.
6. Work at the internship placement for 10-weeks³, except in extraordinary circumstances⁴.

¹ All students interested in securing HRIP funding must also register for GSF. Students will remain registered in GSF until they have secured (1) a qualifying international human rights placement and (2) have completed either the 20-hour (1Ls) or 10-hour (2Ls) training program. If students do not find a qualifying HRIP placement or decide that they want to work domestically, they should notify Iliana Ortega via email as soon as possible. They will remain enrolled in the Guaranteed Summer Funding program and will receive GSF as long as they meet all other GSF requirements.

² Training and orientation programs are mandatory. Students must contact Iliana Ortega in advance of a session if they cannot attend for a good reason so that SJI can arrange for a viewing on the web and a companion assignment. Students who miss two sessions could be disqualified from HRIP. They must meet with Nyaguthii Chege, Director of International, Human Rights and Summer Programs before the next session.

³ HRIP interns may not split their summers between an internship and other employment. They must work at their host organization for at least ten weeks. Interns are allowed to split the summer between two HRIP

2L Requirements:

1. Design a 10-hour Independent Study Training and Orientation Program specifically tailored to the student's international human rights interests. The Independent Study plan must be approved by SJI.
2. Secure a qualifying international human rights placement.
3. Complete the appropriate paperwork in the spring.
4. Work at the internship placement for 10 weeks, except in extraordinary circumstances⁵.

Expectations:

Participants in HRIP are expected to continue pursuit of human rights education and experience throughout their time at Columbia Law School. To that end, there are a number of expectations that HRIP interns should fulfill during their tenure at CLS, which include:

1Ls	2Ls
<ul style="list-style-type: none">• Interns are expected to take human rights related classes in their 2L and 3L years.• Interns are expected to pursue pro bono and research projects related to human rights with the Law School's faculty, staff of the Columbia Human Rights Institute, and human rights NGOs.	<ul style="list-style-type: none">• Interns are expected to take human rights related classes in their 3L year.• Interns are expected to pursue pro bono and research projects related to human rights with the Law School's faculty, staff of the Columbia Human Rights Institute, and human rights NGOs.

Benefits:

In addition to the specialized Training and Orientation and the internship experience itself, human rights interns receive a stipend as set forth below and roundtrip airfare to their internship placement. HRIP will reimburse the costs of visas and immunizations necessary for your internship, and provide emergency and evacuation insurance. Interns will also receive specific, individualized guidance on their course of study and field placements related to human rights.

placements only for very compelling reasons, and must obtain prior authorization from SJI. Students who stay longer than ten weeks may receive Columbia Law School pro bono credit for the additional period. Please see <http://www.law.columbia.edu/programs/social-justice/sji-at-cls/> for additional information.

⁴ If a serious or unexpected emergency situation arises where working 10 weeks is not possible, students must first secure approval from SJI. If approval is granted, the HRIP stipend may be prorated for service of less than 10 weeks.

⁵ See footnote #4.

Summer Internships

Eligible organizations are international placements which focus on human rights using a human rights framework as defined on page 1 of this guide. There are a number of resources available at Columbia Law School that can aid in making a decision and finding qualifying organizations. They include, but are not limited to:

1. Columbia's exclusive Public Interest Database on LawNet. The database contains descriptions of hundreds of public interest and human rights organizations around the world. HRIP approved organizations will be listed as such. The database also includes former intern evaluations for some of these organizations and full descriptions of intern summer work.
2. International Human Rights Job Search Strategies Session – Thursday, November 1st, 2018 in JG 105 from 12:10-1:10 pm.
3. Former HRIP interns. They will be happy to speak about their summer experiences. SJI may also be able to help you locate interns who have graduated.

Additionally, we encourage interns to consider other organizations that might meet HRIP criteria. An organization not listed in the database, or listed but not HRIP-approved, may be approved upon submission of an Organization Request Form (ORF), if the intern shows that the placement qualifies under the HRIP definition of human rights and if SJI is satisfied that the organization will provide meaningful legal work and adequate supervision by a lawyer.

Risks and Limitations

There are risks inherent in being a human rights advocate in many countries. It is impossible to predict what events will unfold or what precautions will be necessary at the time HRIP interns select their placements and we do not want to be unduly restrictive. We therefore reserve the right to require any intern to change their host organization when it is determined that local or international conditions warrant such change or that the organization itself can no longer properly support an intern. We also reserve the right to place appropriate conditions and/or restrictions on an internship. Please speak with SJI in advance of accepting an internship offer if you anticipate that the location of your host organization could potentially be problematic. All students are also required to submit their itinerary to International SOS and obtain travel authorization as may be required.⁶

⁶ For more information, visit <https://globaltravel.columbia.edu/content/isos-mytrips>

Internship Timeline⁷

1Ls:

Starting September 27, 2018

- GSF registration period opens.

Starting October 15, 2018

- Make an appointment with your SJI Adviser for general job search information.
- Make an appointment with Director, Nyaguthii Chege, to discuss interests, background and skills, job search strategy, and tailoring resumes and cover letters to the international human rights internship search. You may also contact SJI's part-time career advisers to discuss more targeted job search strategies in their areas of expertise. All their bios are on the SJI website.⁸
- Begin researching organizations.

November 1, 2018

- Attend International Human Rights Job Search Strategies Session (4:00-5:00 p.m., JG 105).
- Begin drafting cover letters and revising your resume to appeal to international human rights employers.

November 6, 2018

- File HRIP Statement of Interest.

Beginning December 1, 2018

- Apply to organizations of interest that are competitive or of great interest (Most applications will be sent over winter break or in early spring semester).

Spring 2019

- Continue sending out applications and follow up on job applications that were sent out in December.
- Meet again with a human rights specialist adviser to touch base regarding your job search efforts.
- Participate in the HRIP 20-hour Training and Orientation Program.

⁷ More detailed information regarding Job Search Timelines is available in "The Public Interest Job Search Toolkit" and "The International Supplement to the Job Search Toolkit," which are also available on-line at:

<https://www.law.columbia.edu/social-justice/students/careers-public-service/resources-publications/sji-guides>

⁸ For more information, visit our website: <http://web.law.columbia.edu/social-justice/contact-us>.

2Ls:

As soon as possible in the Fall Semester

- Make an appointment with Director, Nyaguthii Chege to discuss interests, background and skills, job search strategy, and tailoring resumes and cover letters to the international human rights internship search.⁹ You may also contact SJI's part-time career advisers to discuss more targeted job search strategies in their areas of expertise. All their bios are on the SJI website.
- Begin researching organizations.
- Apply to organizations of interest that are competitive or of great interest – Many organizations require or expect 2L applicants to submit their materials by December 1st.

Spring 2019

- Continue sending out applications and follow up on job applications that were sent out in December.
- Meet again with Nyaguthii Chege to discuss your 10-hour self-study program and, if you wish, with a human rights specialist advisor to touch base regarding your job search efforts.

⁹ For more information, visit our website: <http://web.law.columbia.edu/social-justice/contact-us>.

**COLUMBIA LAW SCHOOL
HUMAN RIGHTS INTERNSHIP PROGRAM
STATEMENT OF INTEREST
SUMMER 2019**

NAME: _____ CLASS: _____

PHONE NUMBER: (____) _____ UNI: _____

DIRECTIONS:

3. Please type your answers on attached sheets of paper to be submitted with this cover page.
4. Statements of Interest should be submitted via Symplicity by 3:00 p.m. November 5, 2018 to the Human Rights Internship Job Posting (ID 40987).

QUESTIONS:

1. **Demonstration of Interest in International Human Rights. (1-2 pages)**
Describe your interest in international human rights, public interest or social justice law, and its relationship to the summer placement you will seek to further this interest. Indicia of interest include, but are not limited to: your desire to pursue a career in human rights, public interest, or social justice law; interest in making human rights or public interest work a major part of your professional activities; past summer or other employment (law or non-law); classes taken and papers written in college, graduate school or law school; prior experience in human rights, public interest or social justice service activities, volunteer positions, student activities in college and/or the Law School, specialized skills, knowledge and experience, including your knowledge of a foreign language. **If you have not had an opportunity to demonstrate your commitment, tell us why, describe your current commitment and the reason for it.** *(This information will be helpful to SJI in advising meetings and in planning the Training and Orientation sessions and other events).*
2. **Placement Interest. (1 page maximum)**
Briefly describe one or two topic areas, organizations or places in which you would like to work, and explain how they meet HRIP's definition of human rights. You may, but are not required to, refer to specific placements. This information is to help SJI plan the Training and Orientation, and other events. You will not be required to work on issues or at the organizations described in this section.
3. **Special Qualifications. (1/2 page maximum)**
Briefly set forth any specialized skills, knowledge and experience, including foreign language proficiency that you possess. Take note of any skills that are required or especially useful for a particular internship that may interest you.
4. **Any Other Information. (Optional. 1/2 page maximum)**
Other important information that was not already provided.
5. **Resume. (Please attach)**