



JUDICIAL FELLOWSHIP PROGRAM DESCRIPTION FALL 2013

All Class of 2013 Colorado Law graduates (including December 2012 graduates) are eligible to apply for a Fellowship through the Judicial Fellowship Program. Colorado Law will hire approximately 15 Fellows to perform legal work for judges and certain government organizations during a five-month period (up to 500 hours total per graduate).

Through this program, Colorado Law hopes to assist recent graduates who are actively seeking long-term employment by providing the graduates with financial support, meaningful work experience, professional growth and development, and additional connections that will further their career goals.

****Please read through the entire description and the application carefully.****

TERMS

- Fellows may work from November 1, 2013 until March 31, 2014 for up to 500 paid hours (but no more than 40 hours in any work week). The rate of pay will be \$20.00 per hour. Fellows must track and report their hours and ensure that they do not exceed the 40-hour per week limit or the 500-hour Fellowship cap.
- Fellows may work only for employers approved by Colorado Law. Employers need not be located in Colorado but must be judges, courts, or governmental agencies.
- Fellows will be temporary employees of Colorado Law and must: (1) attend an intake session at Colorado Law to complete necessary hiring paperwork (including direct deposit authorization and criminal background check) prior to starting work and (2) submit accurate bi-weekly time sheets detailing hours worked. Pay will be bi-weekly and subject to tax and other required withholding. Colorado Law provides workers' compensation insurance for Fellows, but cannot provide any other benefits.
- Fellows' work is subject to the University of Colorado's term limits on temporary hires. If a Fellow worked in any capacity for the University of Colorado since February 2013, that work may affect the duration of this Fellowship.
- Fellows must produce work of the highest quality, meet all deadlines, communicate any delays to a supervisor, and finish all assigned work before the end of the Fellowship.
- Each Fellow must attend at least two professional development events (e.g., bar association, CLE, or legal community events that help build skills or connections) during the Fellowship.
- The expectation is that this opportunity will facilitate Fellows' efforts to secure paid employment as soon as possible. When a full-time, paid position is obtained, the Fellow must inform Dean Leary (whiting.leary@colorado.edu) and work with her to develop a plan for satisfying all remaining Fellowship commitments.
- Fellows must also inform Dean Leary of any changes in the information submitted in their applications that occur during the term of the Fellowship.
- At the conclusion of the Fellowship, each Fellow must submit:
 - 1) A one to two page written report indicating which two professional development events were attended and describing the following:
 - a. Type of work performed during the Fellowship;

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- b. How the Fellowship benefited the Fellow's career;
 - c. What skills the Fellow developed or honed during the Fellowship; and
 - d. Any feedback for Colorado Law on the Fellowship program or observations about the value of the program to the school or the community.
- 2) At least one substantial writing sample written by the Fellow during the Fellowship.

HOW TO APPLY

Submit all required application materials to law.studentaffairs@colorado.edu. The application can be found online at <https://www.colorado.edu/law/judicial-fellowship-program>.

- Please note that some employers will require a writing sample. Thus, please have a polished writing sample of no more than 10 double-spaced pages prepared and ready for submission.
- Each applicant will receive an email confirming that we received your application and that no materials are missing.

SELECTION PROCESS

We will review applications beginning September 23, 2013. Applicants should apply as soon as possible because we will consider applications and award Judicial Fellowships on a rolling basis.

The selection committee considers the following factors in evaluating applications (note that grades are not considered in the selection process):

- Content and completeness of application (incomplete applications will not be considered)
- Applicant's efforts to secure employment (including reaching out to contacts, applying for positions, utilizing school resources such as the Career Development Office, and thinking creatively about possible options)
- Likelihood that the program will assist the graduate in securing long-term employment
- Financial need may be considered in allocating funding among applicants if there are more eligible applicants than there is available fellowship funding

In the event that we receive more applications than we have Fellowships, we will maintain a waiting list and will promptly inform wait-listed applicants of changes in status.

We understand how important this opportunity is to our graduates and will notify each applicant of our decision as soon as possible.

NEXT STEPS

If you are accepted to the program, we will contact you with further information. You will be asked to meet with Dean Leary to discuss next steps in securing a volunteer position.

Generally, it will be your responsibility to contact approved employers directly and to secure a volunteer position, after consulting with Dean Leary. There are a number of employers, including some judges and the U.S. Attorney's Office, who ask Colorado Law to pre-screen applicants for certain criteria. Be sure to check your email frequently throughout this process, as we may contact you with questions related to screening.

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