

**D.C. SEMESTER IN PRACTICE PROGRAM
FALL 2014 PLACEMENTS**

1. American Council on Education -- General Counsel
2. American Bar Association – Center on Aging
3. American Bar Association – Center on Children and the Law
4. American Bar Association – Rule of Law Initiative
5. American Bar Association – Tax Law Section
6. American Rivers
7. Copyright Alliance
8. Environmental Law Institute
9. Federal Communications Commission – Public Safety & Homeland Security (Policy Division)
10. Federal Labor Relations Authority-Administrative Law Judges*
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12. The Honorable Paul L. Friedman, United States District Court for the District of Columbia*
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22. U.S. Consumer Financial Protection Bureau – Division of Enforcement
23. U.S. Commodity Futures Trading Commission – Division of Enforcement
24. U.S. Court of Federal Claims—Office of Special Masters*
25. U.S. Department of Commerce -- Office of the Chief Counsel for International Commerce
26. U.S. Department of Health and Human Services -- Office of General Counsel, Children, Families and Aging Division
27. U.S. Department of Homeland Security – Office of General Counsel*
28. U.S. Department of Justice – Civil Division, Office of Immigration Litigation (Appellate Division)
29. U.S. Department of Justice – Civil Division, Office of Immigration Litigation (District Court Division)
30. U.S. Department of Justice - Civil Rights Division, Office of Special Counsel for Immigration-related Unfair Employment Practices
31. U.S. Department of Justice – Criminal Division, Fraud Section
32. U.S. Department of Transportation – Maritime Administration, Office of Chief Counsel
33. U.S. General Services Administration – Office of Counsel to Inspector General
34. U.S. Securities and Exchange Commission
35. U.S. Trade Representative – Office of China Affairs

***New for Fall 2014.**

**American Council on Education
General Counsel, Division of Government and Public Affairs**

The American Council on Education (ACE) is a 501(c)(3) non-profit organization. It is the major coordinating body for higher education with 1,800 member institutions and educational organizations and a staff of approximately 200 located in Washington, DC. ACE has as its mission to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives. ACE also has programs that encourage and support adult education and diversity of higher education leadership. Through USAID support, ACE runs Higher Education for Development (HED) to develop higher education in the developing world. ACE's legal intern can expect to experience all of ACE's diverse initiatives supporting higher education.

RESPONSIBILITIES:

Under the supervision and mentorship of the General Counsel and Associate General Counsel, the intern will perform hands-on legal work:

- (1) Researching legal issues. Recent examples include: threats to campus safety, academic freedom, transgender rights, affirmative action in college admissions, veterans' tuition assistance, and sexual assault on campus
- (2) Assisting with preparation of drafts of legal articles for publication
- (3) Preparing memoranda on legal issues
- (4) Assisting in collection of facts related to legal issues
- (5) Researching matters using the specialized legal resources of National Association of College & University Attorneys
- (6) Drafting and editing internal policies for ACE staff
- (7) There may also be opportunities to attend local trials or hearings, as well as the occasional meeting on the Hill.

In addition to hands-on legal experience, this internship offers the opportunity to learn the nuances of substantive issues in education, as well as the chance to meet and work with some of higher education's most talented leaders. ACE's intern will be included in various meetings and webinars, and may assist in legal issues for the Associate and Assistant Directors of Government Relations who are also attorneys.

APPLICATION:

Application requires cover letter, résumé, writing sample, unofficial transcript and list of three references to:

**Ms. Ada Meloy
General Counsel
American Council on Education
One DuPont Circle, NW
Washington, D.C. 20036**

**American Bar Association
Center on Children and the Law**

In 1978, the American Bar Association's Young Lawyers Division created the ABA Center on Children and the Law. From modest origins as a small legal resource center focusing exclusively on child abuse and neglect issues, the Center has grown into a full-service technical assistance, training, and research program addressing a broad spectrum of law and court-related topics affecting children. These include child abuse and neglect, adoption, adolescent and infant/toddler health, foster and kinship care, juvenile status offenders, custody and support, guardianship, missing and exploited children, and children's exposure to domestic violence.

The Center's primary educational resource is its monthly ABA Child Law Practice subscription publication. We also produce a free periodical on court system improvement, the ABA Child CourtWorks and co-edit the Children's Legal Rights Journal. The Center also has over 35 books, manuals, curricula, and reports available on various child welfare topics.

The Center's mission is "to improve children's lives through advances in law, justice, knowledge, practice, and public policy." It accomplishes this through law reform, education and training, publications, social science research, and technical assistance. Most Center work is made possible by grant or contract support from public and private sources. The following is offered to provide a flavor of Center activities, and what the Center can do for agencies, courts, and/or organizations.

REQUIREMENTS:

All applicants must demonstrate an interest in child welfare issues and the law.

APPLICATION:

Application requires résumé and cover letter. Cover letters should be addressed to:

**Mr. Howard A. Davidson
Director, Center on Children and the Law
American Bar Association
740 15th Street, NW
Washington, D.C. 20005**

**American Bar Association
Rule of Law Initiative**

The American Bar Association Rule of Law Initiative (ABA ROLI) is a mission-driven, non-profit program grounded in the belief that rule of law promotion is the most effective long-term antidote to the most pressing problems facing the world today, including poverty, conflict, endemic corruption and disregard for human rights. The ABA established the program in 2007 to consolidate its five overseas rule of law programs, including the Central European and Eurasian Law Initiative (CEELI), which it created in 1990 after the fall of the Berlin Wall. ABA ROLI implements legal reform programs in more than 40 countries in Africa, Asia, Europe and Eurasia, Latin America and the Caribbean, and the Middle East and North Africa. The ABA Rule of Law Initiative has more than 400 professional staff working in the United States and abroad, including a cadre of short- and long-term expatriate volunteers who, since the program's inception, have contributed more than \$200 million in *pro bono* technical legal assistance.

RESPONSIBILITIES:

Responsibilities will vary depending on the section's immediate needs. Duties may include assisting the department with the management of international programs, monitoring the political and economic developments in a region, researching areas of interest, aiding with correspondence, working with program and in-country staff on day-to-day support tasks, and performing administrative duties requested by the relevant office staff.

APPLICATION:

Application requires résumé, cover letter, transcript (unofficial is fine) and writing sample (5-10 pages). Cover letters should be addressed to:

**Mr. Simon Conte
Rule of Law Initiative
American Bar Association
740 15th Street, NW
Washington, D.C. 20005**

**American Bar Association
Tax Law Section**

As the national representative of the legal profession, the mission of the ABA Section of Taxation is to serve its members and the public through education and leadership and to achieve an equitable, efficient, and workable tax system. Goals include: (1) To serve as the national representative of the legal profession with regard to the tax system; (2) To improve public understanding of, confidence in, and respect for, the tax system; (3) To provide leadership in simplifying and improving the tax system; (4) To provide unbiased, thoughtful and timely input into the legislative and administrative process; (5) To promote and maintain an active, vigorous, growing and interested Section membership; (6) To provide programs and services of unique quality which promote professionalism, competence and ethical conduct and (7) To provide a national forum for communication among Section members and interchange with the public sector.

APPLICATION:

Application requires résumé, cover letter, transcript (unofficial is fine) and writing sample (5-10 pages). Cover letters should be addressed to:

**Ms. Rachel Ney
Pro Bono Counsel
Tax Law Section
American Bar Association
740 15th Street, NW
Washington, D.C. 20005**

**American Rivers
General Counsel's Office**

American Rivers is a national non-profit conservation organization that protects healthy natural rivers for the benefit of people and nature. The members of our program staff are expert advocates who develop and advocate policies and practices at local, state and federal levels to achieve our goal of healthy rivers. American Rivers places a strong emphasis on maintaining a learning culture and positive work environment. The organization is based in Washington, DC, with regional operations throughout the country.

QUALIFICATIONS:

American Rivers seeks an energetic, creative, and enthusiastic law intern for its Washington, DC office. The intern will work under the supervision of the Associate General Counsel in the Legal Department. This program provides an excellent opportunity to gain direct experience dealing with the legal issues of a national nonprofit environmental organization, particularly in the area of contracts.

APPLICATION:

Application requires résumé, cover letter and short writing sample no more than 10 pages (it can be an excerpt from something larger). Cover letters should be addressed to:

**Ms. Jennifer Marshall
Associate General Counsel
American Rivers
1101 14th Street, NW, Suite 1400
Washington, D.C. 20005**

Copyright Alliance

The Copyright Alliance is a non-profit, non-partisan public interest and educational organization representing artists, creators and innovators across the spectrum of copyright disciplines, including membership organizations, associations, unions, companies and guilds, representing artists, creators, innovators and thousands of individuals.

We are committed to promoting the cultural and economic benefits of copyright, providing information and resources on the contributions of copyright and upholding the contributions of copyright to the fiscal health of the nation and for the good of the creators, owners, and consumers around the world. Among other principles, we seek to promote appropriate copyright protection and enforcement to encourage the creation and lawful distribution of works, with fair compensation to the authors of creative works. The Copyright Alliance also works closely with a Legal Advisory Board of fourteen major law firms who advise clients in the creative community as well as an Academic Advisory Board of a dozen notable law professors and legal scholars.

RESPONSIBILITIES:

The Legal Intern will primarily assist with ongoing projects within the legal department, including monitoring legislative issues, researching and writing about ongoing copyright litigation, and attending events in and around D.C. Specific duties include:

- Assisting with general legal affairs of the organization;
- Assisting Director of Legal Policy and Legal Fellow with drafting regulatory submissions and coordinating with outside counsel;
- Monitoring and reporting on legislative, regulatory and industry events and developments;
- Contributing to the Copyright Alliance blog and Idea/Expression legal blog.

REQUIREMENTS/QUALIFICATIONS:

- Classes in copyright or IP a plus
- Strong writing skills – including both legal writing and the ability to write on complex legal topics for a general audience

APPLICATION:

Application requires résumé, cover letter and a short writing sample (no more than 10 pages). Cover letters should be addressed to:

Mr. Terry Hart
Director of Legal Policy
Copyright Alliance
1224 M Street, NW, Suite 101
Washington, D.C. 20005

Environmental Law Institute

For over four decades, the Environmental Law Institute (ELI) has played a pivotal role in shaping the fields of environmental law, policy, and management, both domestically and internationally. ELI's mission is to protect the environment by improving law, policy, and management.

RESPONSIBILITIES:

Law clerks work on projects involving both domestic and international environmental law. Subject areas include, among others, wetlands and watershed policy, sustainable land use, biodiversity, environmental enforcement, long-term management of hazardous waste sites, public participation, and international environmental policy. Law clerks conduct legal and policy research, conduct interviews, attend and report on events, and prepare written materials and scholarly work for publication. Part of a clerk's experience includes opportunities to attend seminars held by ELI for law students and lawyers.

Law clerks may also assist with the editing and production of ELI's publications, the Environmental Law Reporter (ELR), the National Wetlands Newsletter (NWN), and The Environmental Forum (TEF), as well as various books. Law clerks support editors of these periodicals by conducting research, bluebooking, monitoring and writing summaries of current events, and engaging in various tasks and special projects on an as-needed basis.

REQUIREMENTS:

(1) superior research and writing skills; (2) strong academic performance; and (3) strong communication skills.

APPLICATION:

Applications require résumé (including undergraduate and law school GPAs), cover letter, list of references, and a writing sample (5-10 pages). Cover letters should address the candidate's personal goals and interests, as well as their experience and interest in environmental law and policy. Address cover letter to:

Mr. Adam Schempp
Staff Attorney and Director, Western Water Program
The Environmental Law Institute
2000 L Street, NW, Suite 620
Washington, D.C. 20036

**Federal Communication Commission
Public Safety & Homeland Security Bureau, Policy Division**

The Policy Division drafts, develops, and administers rules, regulations, and policies, including those pertaining to 700 MHz and 800 MHz spectrum, 911/Enhanced 911 (E911), Public Safety Answering Points (PSAPs), operability and interoperability for public safety communications. In addition, the Policy Division oversees the licensing of spectrum for public safety entities (e.g., police and fire departments).

RESPONSIBILITIES:

The intern will assist with analysis of a broad spectrum of legal issues relating to the policies, programs and regulations of the agency. He/she will perform legal research on a variety of issues and also may be required to prepare written summary of research findings. Additionally, the intern will assist in the preparation of legal memoranda and other Commission documents. The intern also will attend and participate in meetings with Commission personnel and outside parties.

QUALIFICATIONS:

Applicants should possess strong analytical, research, writing and organizational skills.

APPLICATION:

Application requires résumé, cover letter and a brief writing sample. Cover letters should be addressed to:

**Mr. John Evanoff
Public Safety and Homeland Security Bureau, Policy Division
Federal Communications Commission
445 12th Street, SW
Washington, D.C. 20554**

**Federal Labor Relations Authority
Administrative Law Judges**

The Federal Labor Relations Authority (FLRA) is an independent administrative federal agency created by Title VII of the Civil Service Reform Act of 1978, which allows certain non-postal federal employees to organize, bargain collectively, and participate through labor organizations of their choice in decisions affecting their working lives. FLRA Administrative Law Judges (ALJs) perform a variety of functions related primarily to conducting hearings and rendering recommended decisions in cases involving alleged unfair labor practices. ALJs also are required to render decisions involving applications for attorney fees filed under the Back Pay Act and the Equal Access to Justice Act.

RESPONSIBILITIES:

The intern will perform clerkship type duties for an administrative law judge, which includes conducting legal research, drafting of legal memoranda, orders, and decisions, and hearing preparation, all related to the proceedings we conduct pursuant to 5 CFR 2423.20 through 2423.34.

APPLICATION:

Application requires résumé, cover letter, transcript and a brief writing sample (5-10 pages). Cover letters should be addressed to:

**The Honorable Charles Center
Chief Administrative Law Judge
Federal Labor Relations Authority
1400 K Street, NW
Washington, D.C. 20424**

Dear Judge Center:

NOTE: Judge Center is a UGA Law alumnus.

Future of Music Coalition

Future of Music Coalition (FMC) is a national non-profit educational, research and advocacy organization that identifies, examines, interprets and translates the challenging issues at the intersection of music, law, technology and policy. FMC achieves this through continuous interaction with its primary constituency - musicians - and in collaboration with other creator/citizen groups.

FMC works toward its mission through three program areas: Research, Education and Policy. We organize public discussion of issues that impact musicians and the public at large, making sure to include a variety of voices in the conversation. We submit testimony, publish articles and speak on panels to make sure the creators' experience is heard. We generate original research to more completely illuminate the mechanics of the music industry.

FMC Policy interns work closely with the FMC Policy shop (including Casey Rae and Michael Bracy) to assist in the open source and legal research involved in thoroughly understanding all sides of current policy issues. The Policy Intern often has the opportunity to discuss these issues in depth with the Policy shop while creating briefs, attending hearings and drafting the occasional blog post.

FMC is a fast-paced but friendly work environment. Since some of our employees work from different cities, we rely heavily on email, conference calls and meetings to get our work done. Answering your email promptly, following through on assigned tasks to completion, and sticking to deadlines will be essential.

REQUIREMENTS:

Our most successful interns are outgoing, vibrant and confident people with some relationship to, and passion for, the music industry. In addition, we look for the usual stuff: excellent reading/writing skills, good email communication skills, attention to detail and working knowledge of MS Word, Excel and Internet skills are required. Knowledge of current events and/or policy issues that relate to the music industry are helpful, as is any other experience working in a not for profit office environment.

APPLICATIONS:

Application requires résumé, cover letter, a list of software proficiencies and a writing sample. Policy interns should submit two writing samples, including a writing sample in the more informal style of our blog. Cover letters should be addressed to:

Mr. Casey Rae
Deputy Director
Future of Music Coalition
1615 L Street, NW, Suite 520
Washington, D.C. 20036

**The Honorable Paul L. Friedman
United States District Court for the District of Columbia**

An internship with Judge Friedman is a traditional judicial internship. Student interns must be highly motivated to learn about the judicial system and have superior research and writing skills. They have the opportunity to take on significant responsibility, including analyzing motions, writing memoranda, drafting opinions, briefing staff on substantive and procedural issues, and/or assisting the judge with trial preparations. Interns may be asked to perform some administrative tasks. Judge Friedman hires no more than three interns per term in order to provide close supervision and to assure substantive work opportunities.

APPLICATION:

Intern applications should include résumé, cover letter, transcript (unofficial), writing sample and three references and/or letters of recommendation. Applicants should have completed a minimum of one year of law school by the time the internship commences. Third-year students are encouraged to apply. Cover letters should be addressed to:

**The Honorable Paul L. Friedman
United States District Court for the District of Columbia
333 Constitution Avenue, NW
Washington, D.C. 20001**

Dear Judge Friedman:

NOTE: Professor Hashimoto clerked for Judge Friedman.

**The Honorable Jack Kingston
United States House of Representatives**

The Honorable Jack Kingston is the U.S. Representative for Georgia's 1st congressional district in Southeast Georgia, serving since 1993. He is a member of the Republican Party and was part of the House leadership from 2002-2006 when he served as vice-chair of the Republican Conference. Representative Kingston has announced his candidacy for the U.S. Senate seat currently occupied by retiring Senator Saxby Chambliss.

Interns in Representative Kingston's office work directly with staff and have the opportunity to gain firsthand knowledge about how a Congressional office provides constituent services and interacts with the community. Interns will learn about the legislative process and the federal government by working closely with legislative and communications staff.

APPLICATION:

Complete the downloaded application on the website:

<http://kingston.house.gov/constituentservices/internships.htm>

Human Rights Campaign

Human Rights Campaign (HRC) is the nation's largest lesbian, gay, bisexual and transgender civil rights organization dedicated to ending discrimination, securing equal rights and protecting the health and safety of the LGBT community. With a 150-person national staff and more than 1.5 million members and supporters, HRC lobbies the federal government on LGBT legislative and regulatory matters, advocates before the courts as an amicus curiae, participates in judicial and executive branch nominations process, leads and/or actively works on national civil rights coalitions, educates the public, participates in elections and works at the grassroots level on civil rights and political matters of national importance.

Law fellows (interns) work with HRC attorneys, outside counsel from major national law firms, lobbyists, and organizational allies and congressional and White House staff members on legislative, regulatory and internal corporate matters. Practice areas include constitutional, contract, criminal, education, employment, disability, family, benefits, tax, health care, immigration, intellectual property, media, military and real estate law. Fellows undertake projects involving sophisticated legal research and writing, analysis and drafting of legislation and administrative regulations, legislative and regulatory advocacy and national coalition work.

If you have any candidates that you think would be a good fit for our organization, please have them send a resume, cover letter, transcript and brief legal writing sample

APPLICATION:

Application requires résumé, cover letter, transcript (unofficial is fine) and a legal writing sample. Cover letters should be addressed to:

Mr. Ty Cobb
Senior Legislative Counsel
Human Rights Campaign
1640 Rhode Island Avenue, NW
Washington, D.C. 20036-3278

**Legal Services Corporation
Office of Compliance and Enforcement**

Established by Congress in 1974, the Legal Services Corporation (LSC) is the country's single largest funder of civil legal aid for low-income Americans. LSC currently funds 134 independent, non-profit legal aid organizations with more than 800 offices throughout the nation. LSC's mission is to promote equal access to justice and provide grants for high-quality civil legal assistance.

The mission of the Office of Compliance and Enforcement (OCE) is to review compliance by grantees with the LSC Act, regulations, instructions, guide lines and grant assurances. OCE is also charged with responding promptly and effectively to inquiries and complaints pertaining to recipients filed by members of the public.

The intern will work directly with the OCE Director and staff to meet these important objectives.

Principal duties and responsibilities include:

- drafting simple letters in response to information requests
- reading reports and comments to assess if actions have been completed
- working with simple excel spreadsheets
- conducting research
- managing small projects from inception to completion
- general administrative functions

REQUIREMENTS:

LSC is accepting applications from students currently enrolled in law school. The ideal applicant will be dependable, self-motivated, professional, hard-working, disciplined, and demonstrate integrity. He or she will have excellent research and analytical skills, have excellent oral and written communication skills, be attentive to details, and able to work both independently and on a team. The successful candidate will have good organizational and analytical skills. He or she also will exercise good judgment and be an effective problem-solver, intellectually curious, and committed to LSC's mission to promote equal access to justice. A high degree of proficiency with Microsoft Office Suite is required.

APPLICATION:

Applicants should send résumé and cover letter. Cover letters should be addressed to:

**Jamila K. Bennett
Human Capital Manager
Legal Services Corporation
3333 K Street, NW
Washington, D.C. 20007**

**National Labor Relations Board
Compliance Unit
Division of Operations-Management**

The National Labor Relations Board (NLRB) is an independent federal agency created in 1935 to enforce the National Labor Relations Act. The NLRB conducts secret-ballot elections to determine whether employees want union representation and investigates and remedies unfair labor practices by employers and unions.

The Division of Operations-Management assists the General Counsel in managing the Agency's regional offices and supporting the enforcement of the National Labor Relations Act. The NLRB's newly formed Compliance Unit is located within the Division of Operations-Management. The Compliance Unit works with the Agency's Field Offices, the Division of Enforcement Litigation, and the Division of Legal Service and General Litigation, on a broad range of issues including, but not limited to, derivative liability, bankruptcy, securing settlements, and compliance with informal settlements, Board orders and Court judgments.

NLRB seeks a law student to assist the Division's Compliance Unit with case evaluation, legal research, settlement templates, training materials, drafting of sample pleadings, and project management. The intern will work directly with the Assistant to the General Counsel and two Deputy Assistant General Counsels and will research federal and state security and collection law, draft legal memoranda and federal court pleadings, draft civil discovery subpoenas and other discovery requests, and develop training resources to advance the Agency's Best Compliance Practices. There will be as many opportunities for hands-on experience. The intern will produce written work products (useful for future employment writing samples).

QUALIFICATIONS:

Law students who have completed their first or second year of law school and who have a strong interest in public sector work.

APPLICATION:

Applicants should send résumé, cover letter, transcript (unofficial is fine) and short writing sample (5-10 pages). Cover letters should be addressed to:

**Joan A. Sullivan, Deputy Assistant General Counsel
National Labor Relations Board
Compliance Unit
Division of Operations Management
1099 14th Street, N.W. Suite 10200
Washington, D.C. 20005-3419**

Natural Resources Defense Council

The Natural Resources Defense Council (NRDC) is a non-profit global environmental organization with more than 1.3 million members and online activists. We have offices in New York, Washington, D.C., San Francisco, Los Angeles, Chicago, Montana, and Beijing, China. Our staff of over 400 includes lawyers, scientists, economists, policy analysts and environmental experts work to protect the environment and public health through advocacy and education.

QUALIFICATIONS:

NRDC hires passionate students who possess the intelligence, skill, self-confidence, and maturity to take on enormous responsibility. In exchange for their hard work, our interns receive an active role on the frontlines of the environmental movement. Over the course of a semester, an NRDC intern will typically work on a variety of projects and amass experience that he/she could not obtain anywhere else.

APPLICATION:

Application requires résumé, cover letter, transcript, references and a writing sample that does not reflect edits by anyone other than you. Cover letters should be addressed to:

Ms. Debra Faulkner
Natural Resources Defense Council
1152 15th Street NW, Suite 300
Washington, D.C. 20005

**Overseas Private Investment Corporation (OPIC)
Department of Legal Affairs**

OPIC is the U.S. Government's development finance institution. It mobilizes private capital to help solve critical world challenges and in doing so, advances U.S. foreign policy. Because OPIC works with the U.S. private sector, it helps U.S. businesses gain footholds in emerging markets, catalyzing revenues, jobs and growth opportunities both at home and abroad. OPIC achieves its mission by providing investors with financing, guarantees, political risk insurance, and support for private equity investment funds.

Established as an agency of the U.S. Government in 1971, OPIC operates on a self-sustaining basis at no net cost to American taxpayers. OPIC services are available for new and expanding business enterprises in more than 150 countries worldwide. To date, OPIC has supported more than \$200 billion of investment in over 4,000 projects, generated an estimated \$75 billion in U.S. exports and supported more than 277,000 American jobs.

OPIC's Department of Legal Affairs, consisting of approximately twenty attorneys, interacts with every department at OPIC and plays an important role with respect to OPIC's overall program. The Department negotiates with individual countries the bilateral agreements allowing OPIC to offer its programs in that country. Once OPIC programs are in place, the Department represents OPIC in any negotiations with foreign governments, including settlement of OPIC's claims against the government after OPIC has compensated an insured investor. OPIC lawyers also draft project finance and investment funds legal documentation, review political risk insurance contracts, negotiate with investors and their counsel on the details of finance, funds and insurance transactions, and determine liability and the extent of compensation due in claims on OPIC insurance policies. In the event of a dispute under an insurance policy, the Department may represent OPIC in arbitration, the dispute resolution mechanism called for in OPIC insurance contracts. If OPIC chooses to rely on outside counsel (for example, local counsel in a project country), OPIC lawyers select and supervise retained attorneys. Finally, OPIC depends on the Department to provide any legal advice it may require as a corporation on a wide range of general corporate, legislative, and administrative matters.

For a law student interested in finance and the legal aspects of international business transactions, an OPIC internship provides exposure to many facets of international investment, from structuring project financings to the assessment of political risks and evaluation of claims in connection with OPIC's insurance contracts. An internship with OPIC's Department of Legal Affairs gives students a comprehensive overview of the operations and effectiveness of OPIC programs in support of international transactions.

The internship is an opportunity for practical application of legal principles in such areas as corporate law, administrative law, public international law, international business transactions, insurance, banking, and finance. Law student interns help OPIC's attorneys advise OPIC in matters relating to insurance, finance, investment funds and administration and can be assigned to a number of legal research and writing projects. The Department makes every effort to match required research assignments to our interns' areas of particular interest.

QUALIFICATIONS:

- U.S. citizenship
- No felony convictions
- If a male born after December 31, 1959, must be registered with the Selective Service System
- Must be enrolled full time in an accredited law school, and must not have graduated before the internship would be served.
- Candidates must have an outstanding academic record. OPIC will request an official transcript for applicants under consideration.
- Must have experience or demonstrated interest in finance and international law and development, as

evidenced by an academic or employment background in banking, finance, international affairs, etc.

- Superior writing abilities
- Must provide date of birth and Social Security Number

APPLICATION:

Applicants for OPIC legal internships must apply using OPIC's on-line web application form. The online application requires a résumé, cover letter, writing sample and some screening questions. Your cover letter should demonstrate knowledge of OPIC and identify your particular interest in the agency. Cover letters should be addressed to:

Ms. Amy Bailey
Assistant General Counsel
Overseas Private Investment Corporation
1100 New York Avenue, NW
Washington, D.C. 20527

Public Defender Service for the District of Columbia

The Public Defender Service for the District of Columbia (PDS) provides and promotes quality legal representation to indigent adults and children facing a loss of liberty in the District of Columbia and thereby protects society's interest in the fair administration of justice. PDS is a federally funded, independent organization, governed by an eleven-member Board of Trustees. PDS is recognized as one of the best public defender offices in the country—local or federal. It has become the national standard-bearer and the benchmark by which other public defender systems often measure themselves.

In the District, PDS and the DC courts share the responsibility for providing constitutionally mandated legal representation to people who cannot pay for their own attorney. Under the District's Criminal Justice Act (CJA), the courts generally appoint PDS to the more serious, more complex, resource-intensive, and time-consuming criminal cases and juvenile delinquency cases.

PDS attorneys also handle criminal appeals, almost all parole revocation hearings, most Drug Court sanction hearings, and represent people facing involuntary commitment in the mental health system, children with special education needs facing delinquency charges, and clients in civil proceedings that were triggered by their criminal charges or their incarceration.

PDS is composed of four functional areas: Legal Services, Legal Support Services, Technical Assistance to the District of Columbia Court System, and Executive and Administrative Management.

RESPONSIBILITIES:

The PDS law clerk program gives law students an opportunity to assist attorneys in all aspects of case preparation. Law clerks perform legal research, draft motions, interview incarcerated and institutionalized clients, perform field investigation, represent juveniles in institutional disciplinary hearings, respond to inmate letters request legal assistance, attend discovery conferences, prepare pretrial motions, attend trials, parole hearings and appellate arguments and perform a wide range of research and case preparation duties. Law clerks usually work with a group of attorneys in the Trial, Appellate, Mental Health, Special Litigation, Civil Legal Services, Community Defender or Parole Divisions.

QUALIFICATIONS:

PDS is highly selective and seeks students with a strong academic record, demonstrated interest in criminal law and/or commitment to public service.

APPLICATION:

Application requires résumé, cover letter, brief legal writing sample and a grade list. Cover letters should be addressed to:

Ms. Jennifer Thomas
Director of Legal Recruiting
Public Defender Service for the District of Columbia
633 Indiana Avenue, NW
Washington, D.C. 20004

Recording Industry Association of America

The Recording Industry Association of America (RIAA) is the trade organization that supports and promotes the creative and financial vitality of the major music companies. Its members are music labels that comprise the most vibrant record industry in the world. RIAA members create, manufacture, and/or distribute approximately 85% of all legitimate recorded music produced and sold in the U.S. RIAA works to protect the intellectual property and First Amendment rights of artists and music labels; conduct consumer, industry and technical research; and monitor and review state and federal laws, regulations and policies.

APPLICATION:

Application requires résumé, cover letter, transcript and writing sample (5-10 pages). Cover letters should be addressed to:

Mr. Steven Gottlieb
Vice President and Counsel, Public Policy and Industry Relations
Recording Industry Association of America
1025 F Street, NW, 10th Floor
Washington, D.C. 20004

Student Press Law Center

The Student Press Law Center (SPLC) is a nonpartisan, nonprofit organization that serves as a source of legal assistance for the student media and the public, providing information on subjects ranging from libel and invasion of privacy to freedom-of-information law and censorship.

APPLICATION:

To apply for an internship, send a cover letter describing your interest in and qualifications for working with SPLC along with a résumé, samples of your news writing and the names and telephone numbers of two professional or academic references. Cover letters should be addressed to:

Mr. Frank D. LoMonte, Esq.
Executive Director
Student Press Law Center
1101 Wilson Blvd., Suite 1100
Arlington, VA 22209

NOTE: Frank LoMonte is a UGA Law Alumnus.

**U.S. Commodity Futures Trading Commission
Division of Enforcement**

The CFTC is an independent agency mandated to regulate commodity futures and options trading in the United States. Through oversight and regulation, the CFTC fosters open, competitive, and financially sound futures and option markets, and protects market participants against manipulation, abusive practices, and fraud related to the sale of commodity and financial futures and options.

The Division of Enforcement investigates and prosecutes alleged violations of the Commodity Exchange Act (CEA or Act) and Commission regulations. For example, the Division brings enforcement actions against: individuals and firms registered with the Commission; those who violate these laws in connection with their trading commodity futures and options on designated domestic exchanges; those who improperly market futures and options contracts to retail investors or perpetrate Ponzi schemes; those who use manipulative or deceptive schemes in connection with commodities, futures or swaps; and those who engage in disruptive trading practices. The Division undertakes these activities under the management and direction of the Office of the Director.

RESPONSIBILITIES:

Primary duties will include conducting legal research; writing memoranda; supporting the rulemaking process; reviewing proposed legislation; drafting opinions; and supporting the litigation team.

QUALIFICATIONS:

Applicants should possess strong writing and analytical skills, and preferably, possess experience with financial instruments – commodities, derivatives, securities, and foreign currencies; completed coursework related to securities law and financial regulation is also highly desirable. All applicants with a strong interest in financial regulation, investigation, and complex civil litigation are welcomed and encouraged to apply.

Applicants must be U.S. Citizens or a citizen of a member allied country as defined by the U.S. Department of State. Although Interns are not employees of the CFTC, they are required to abide by the rules of the Commission's Code of Conduct pertaining to, among other things, futures transactions, conflicts of interest, and the confidential nature of information obtained in their work at the CFTC.

APPLICATION:

Application requires résumé, cover letter, transcript, writing sample (5-10 pages) and a list of current courses. Cover letters should be addressed to:

**Ms. Amanda L. Harding
U.S. Commodity Futures Trading Commission
Division of Enforcement
1155 21st Street, NW
Washington, D.C. 20581**

**United States Court of Federal Claims
Office of Special Masters (OSM)**

*This is a great placement for students interested in health law or with a science background. Additionally, OSM often hires post-graduate law clerks from their intern pool.

The OSM resolves cases alleging vaccines caused an injury pursuant to the National Childhood Vaccine Injury Act of 1986. Special Masters act as trial judges making final decisions, determining whether the vaccine caused injury, establishing the amount of damages and awarding attorneys' fees. Externs assist Special Masters with case management including preparing orders, reviewing filings and legal briefs, editing opinions, analyzing legal petitions and drafting legal memoranda. Visit the website for additional information about the Office of Special Masters: www.uscfc.uscourts.gov/vaccine-programoffice-special-masters

APPLICATIONS:

Application requires résumé, cover letter and unofficial law school transcript. Cover letters should be addressed to:

**Nora Beth Dorsey
Special Master
United States Court of Federal Claims
Office of Special Masters
717 Madison Place, N.W.
Washington, D.C. 20005**

Dear Special Master Dorsey:

NOTE: Special Master Dorsey is a UGA Law alumna.

**U.S. Consumer Financial Protection Bureau
Enforcement Division**

The central mission of the Consumer Financial Protection Bureau (CFPB) is to make markets for consumer financial products and services work for Americans—whether they are applying for a mortgage, choosing among credit cards, or using any number of other consumer financial products. The consumer bureau is working to educate, enforce and study. Above all, this means ensuring that consumers get the information they need to make the financial decisions they believe are best for themselves and their families—that prices are clear up front, that risks are visible, and that nothing is buried in fine print. In a market that works, consumers should be able to make direct comparisons among products and no provider should be able to build, or feel pressure to build, a business model around unfair, deceptive, or abusive practices. The Enforcement Division has jurisdiction over banks, credit unions, and other financial companies, and enforces federal consumer financial laws.

RESPONSIBILITIES:

Interns will conduct legal research and draft memoranda and pleadings in areas of the law related to consumer financial protection as outlined in the Dodd-Frank Act. Interns may have the opportunity to participate in: preparing litigation in both federal and administrative courts; conducting legal research; drafting memoranda and pleadings; and/or assisting in investigations. This is an excellent opportunity for students to be involved in, and learn about, consumer protection laws and the enforcement of those laws. Student Volunteers must sign the CFPB Student Volunteer Agreement, and will be responsible for obtaining their school's representative signature as well.

QUALIFICATIONS:

Applicants should have excellent research and writing skills, solid academic credentials, and a demonstrated commitment to the mission of the agency.

APPLICATION:

Application requires résumé, cover letter and unofficial law school transcript. Cover letters should be addressed to:

**Ms. Kristen Donoghue
Enforcement Division
Consumer Financial Protection Bureau
1500 Pennsylvania Avenue, NW
Washington, D.C. 20220**

**U.S. Department of Commerce
Office of the Chief Counsel for International Commerce**

The Office of the Chief Counsel for International Commerce (OCC-IC) provides legal support to the Under Secretary for International Trade, who heads the Department of Commerce's International Trade Administration (ITA), and to ITA's Assistant Secretaries for Manufacturing and Services, Market Access and Compliance, and Trade Promotion, respectively. The mission of ITA is to "create prosperity by strengthening the competitiveness of U.S. industry, promoting trade and investment, and ensuring fair trade and compliance with trade laws and agreements." OCC-IC's functions include the following:

1. Provide Legal Advice-OCC-IC provides legal counsel with respect to ITA's statutory, regulatory, and programmatic authorities, including: (1) monitoring compliance with international trade and investment agreements to which the U.S. is a party; (2) export promotion activities (including trade shows, trade missions, and other export promotion-related activities); (3) implementation of U.S. trade laws (except antidumping and countervailing duty laws); (4) implementation of Title III of the Export Trading Company Act of 1982; (5) advocacy support for U.S. companies competing for overseas projects; and (6) implementation of the Exon-Florio Amendment on foreign investment.
2. Negotiate and Enforce Trade Agreements-The office actively participates in the negotiation and enforcement of a variety of international agreements.
3. International Trade and Investment Law-The office provides advice generally on laws, regulations, international agreements, and commercial practices in the United States and foreign countries affecting trade and investment, including those regarding investment regimes, standards, intellectual property rights, government procurement, antitrust and competition policy, international taxation, trade finance, foreign business practices, bribery and corrupt payments, customs, and international dispute settlement.
4. Litigation-The office works closely with the Department of Justice and other agencies with respect to litigation relevant to ITA's mission and responsibilities to which the U.S. is a party.

RESPONSIBILITIES:

Interns conduct legal research and analysis, draft documents, participate in client and interagency meetings, and meet regularly with supervising attorneys to discuss their progress.

QUALIFICATIONS:

The ideal candidate will have a background or demonstrated interest in international trade and investment law. U.S. citizenship is required. Strong academics required.

APPLICATION:

Application requires résumé, cover letter, writing sample (5-10 pages, preferably on an international law subject) and law school transcript. Cover letters should be addressed to:

**Ms. Laura E. Gardner
Office of the Chief Counsel for International Commerce
U.S. Department of Commerce
4th and Constitution Avenue, NW
Washington, D.C. 20230**

**U.S. Department of Health and Human Services
Office of the General Counsel – Children, Families and Aging Division**

The Children, Families and Aging Division of the Office of the General Counsel, U.S. Department of Health and Human Services, is responsible for providing legal advice and litigation support to the Department components that administer programs intended to assist some of our most vulnerable populations. The Division serves numerous programs that promote the economic and social well-being of families, children, seniors, individuals and communities, in such areas as child support enforcement, child abuse and neglect, welfare, foster care and adoption assistance, programs for Native Americans, community services block grants, refugee assistance, unaccompanied alien children, and grants to State agencies on aging. Attorneys also work on cross-cutting issues involving appropriations law, faith-based and neighborhood partnerships, mandatory and discretionary grants, as well as constitutional and administrative law.

QUALIFICATIONS:

The recruitment for internships is highly competitive. We require strong writing, oral presentation, and analytical skills. Among other things, we will consider an applicant's public service interest or experience, academic achievement, law review or other journal experience, moot court competition, legal aid and clinical experience, as well as any specialized academic studies and activities that directly relate to the work of the Division.

APPLICATION:

Application requires résumé, a cover letter explaining your interest, two (2) writing samples, a law school transcript, and a list of references. Cover letters should be addressed to:

**Robert E. Keith
Associate General Counsel
Children, Families and Aging Division, Office of the General Counsel
330 Independence Avenue, SW, Room 4280
Wilbur J. Cohen Building
Washington, D.C. 20201**

**U.S. Department of Homeland Security
Office of the General Counsel**

The Department of Homeland Security (DHS) Office of the General Counsel (OGC) is seeking applicants for the Fall and Spring semesters for the OGC Legal Externship Program. The program offers externs the opportunity to earn credit while working at DHS. OGC may also provide externs with the opportunity to visit one or more DHS operational sites in the Washington, D.C. area.

The General Counsel is the chief legal officer for DHS and oversees and integrates more than 1800 attorneys throughout the Department. OGC is responsible for ensuring that departmental activities comply with applicable legal requirements, as well as establishing that the Department's efforts to secure the Nation are consistent with the civil rights and civil liberties of our citizens and observe the rule of law. This Externship Program will be in the headquarters office of the General Counsel's Office. The headquarters law divisions are: Ethics, General Law, Immigration, Intelligence, Legal Counsel, Operations and Enforcement, National Protection and Programs, Regulatory Affairs, and Technology Programs.

REQUIREMENTS:

Applicants are required to undergo a suitability determination. Students are required to enroll in at least one externship credit through their law schools and must satisfy their law school's externship program requirements. The Externship is unpaid. Other requirements include:

- ✓ Must be a United States Citizen;
- ✓ Must be a rising 2L, rising 3L or LLM Student at the time of application;
- ✓ Must have academic achievement (GPA of 3.5 or higher required or Top 1/3 of the class preferred);
- ✓ Must possess exceptional research, writing, and analytical skills; and
- ✓ Must have demonstrated interest in homeland or national security law; this may be demonstrated through coursework that directly relates to the DHS mission or extracurricular activities.

APPLICATION:

Interested students should submit a cover email, resume, transcript, and two references. Please also specify in your cover email if there is a specific Legal Division you would prefer to work with and why. Please note that in limited circumstances, fall externs may stay through the spring, and spring externs may stay through the summer. Cover letters should be addressed to:

**Ms. Alexandra Edwards
Office of the General Counsel
Department of Homeland Security
Mail Stop 3650
Washington, DC 20528**

**U.S. Department of Justice
Civil Division -- Office of Immigration Litigation (Appellate Division)**

The Office of Immigration Litigation (OIL) oversees all civil immigration litigation, both affirmative and defensive, and is responsible for coordinating national immigration matters before the federal district courts and circuit courts of appeals. OIL provides support and counsel to all federal agencies involved in alien admission, regulation, and removal under U.S. immigration and nationality statutes. OIL attorneys work closely with United States Attorneys' Offices on immigration cases. The office is divided into two functional sections, an Appellate Section and a District Court Section.

RESPONSIBILITIES:

Responsibilities may include drafting motions and appellate briefs, writing case summaries for weekly litigation reports, conducting legal research and preparing memoranda, and performing other litigation support.

QUALIFICATIONS:

Students must maintain a cumulative grade point average of 3.00 or higher, have an interest in appellate litigation and/or immigration law, and demonstrate strong research and writing skills. Background checks are required and students must be United States citizens.

APPLICATION:

Application requires résumé, cover letter, transcript and writing sample (5-10 pages). Cover letters should be addressed to:

**Ms. Terri Leon-Benner
U.S. Department of Justice
Civil Division – Office of Immigration Litigation
950 Pennsylvania Avenue, NW
Washington, D.C. 20530**

**U.S. Department of Justice
Civil Division -- Office of Immigration Litigation (District Court Division)**

The Office of Immigration Litigation, District Court Section (OIL-DCS) is a highly active litigation section in the Department of Justice's Civil Division. OIL-DCS handles immigration matters at the district court level in any of the 94 federal district courts nationwide and provides centralized expertise on district court-related immigration matters. Created in 1983, the Office of Immigration Litigation defends and preserves the Executive Branch's authority to administer U.S. immigration and nationality matters. The District Court Section was officially created on February 26, 2008.

In addition to district court cases, OIL-DCS handles matters in the courts of appeals that arise from its district court cases. The District Court Section is one of the few sections within the Department of Justice in which an attorney might handle a case at both the trial and appellate levels.

OIL-DCS currently employs over 50 attorneys, all of whom handle a variety of matters within the section. Some DCS attorneys possess specialized expertise in specific subject areas, such as detention, employment-based immigration, denaturalization, or terrorism-related immigration issues.

OIL-District Court Section attorneys' work can take them to any district court or court of appeals in the nation, which affords them the opportunity to gain valuable experience in trial court and appellate practice. In addition to its geographic variety, the section's work spans complex areas of federal law. OIL-DCS work frequently addresses questions of federal jurisdiction, statutory interpretation, administrative law, and constitutional law – all in the context of federal immigration law, regulations, and policy.

QUALIFICATIONS:

Students must maintain a cumulative grade point average of 3.3 or higher, have an interest in appellate litigation and/or immigration law, and demonstrate strong research and writing skills. Background checks are required and students must be United States citizens.

APPLICATION:

Application requires résumé, cover letter, transcript, writing sample (5-10 pages) and a list of three references. Cover letters should be addressed to:

**Mr. Aram Gavoor
Office of Immigration Litigation, District Court Section
U.S. Department of Justice
450 5th Street, NW
Washington, D.C. 20530**

**U.S. Department of Justice
Civil Rights Division
Office of Special Counsel for Immigration-related Unfair Employment Practices**

The Office of Special Counsel for Immigration-related Unfair Employment Practice enforces the anti-discrimination provision (§ 274B) of the Immigration and Nationality Act (INA), 8 U.S.C. § 1324b which prohibits: 1) citizenship status discrimination in hiring, firing, or recruitment or referral for a fee, 2) national origin discrimination in hiring, firing, or recruitment or referral for a fee, 3) document abuse (unfair documentary practices during the employment eligibility verification, Form I-9, process, and 4) retaliation or intimidation.

RESPONSIBILITIES:

This position involves assisting our staff in investigating allegations of discrimination, such as conducting legal research, reviewing documents, compiling data, drafting letters, preparing legal memoranda, and sitting in on and/or conducting witness interviews, as well as policy-related work, such as preparing comments on proposed regulations and draft legislation, and attending legislative hearings and interagency meetings.

QUALIFICATIONS:

The ideal candidate has strong research, writing and communication skills as well as an interest in learning. Demonstrated interest or experience in immigration or employment discrimination a plus but not required. Positions with the Department of Justice are open to U.S. citizens only.

APPLICATION:

The application requires résumé, cover letter, transcript and short writing sample (5-10 pages). Cover letters should be addressed to:

**Ms. Jennifer Sultan
U.S. Department of Justice
Civil Rights Division- Office of Special Counsel for Immigration-related Unfair Employment Practices
950 Pennsylvania Avenue, NW
OSC, NYA 9000
Washington, D.C. 20530**

**U.S. Department of Justice
Criminal Division
Fraud Section**

The Fraud Section is responsible for conducting grand jury investigations and prosecutions in certain cases that require centralized treatment because of the complexity of the scheme, the multi-district nature of the criminal activity, the sensitivity of the issues, or the necessity for developing model prosecutions to establish the viability of a particular statute, theory, or technique. Fraud Section investigations often involve business crimes such as financial institution fraud; Internet fraud; fraud in the insurance industry; international criminal activities in violation of the Foreign Corrupt Practices Act; and multi-district schemes that victimize consumers, such as telemarketing and bankruptcy mills. The Section's prosecutions also focus on fraud involving government programs and procurement, including health care, HUD, and government regulatory activity in the securities and commodities markets.

RESPONSIBILITIES:

Legal interns will work directly with attorneys on cutting edge legal issues relating to a wide range of economic criminal issues. Typical intern projects have involved researching novel legal issues, drafting litigation documents for active cases, analyzing policy proposals, and helping to draft Section publications.

QUALIFICATIONS:

Applicants for law internship positions must have: (1) a strong academic background; (2) excellent research and writing skills; and (3) experience or interest in criminal issues.

APPLICATION:

Application requires résumé, cover letter, a short or partial writing sample (not to exceed 10 pages), a list of three references and an unofficial law school transcript.

Because of the sensitive nature of the work, applicants must complete a security process before a formal offer for an internship can be extended, and U.S. Citizenship is required. Cover letters should be addressed to:

**Ms. Minnie Walker
Intern Hiring Coordinator
U.S. Department of Justice
Criminal Division, Fraud Section
1400 New York Avenue, 6th Floor
Washington, D.C. 20530**

**U.S. Department of Justice
Criminal Division
Public Integrity Section**

The Public Integrity Section (PIN) oversees the federal effort to combat corruption through the prosecution of elected and appointed public officials at all levels of government. The section has exclusive jurisdiction over allegations of criminal misconduct on the part of federal judges and also monitors the investigation and prosecution of election and conflict of interest crimes. Section attorneys prosecute selected cases against federal, state, and local officials, and are available as a source of advice and expertise to other prosecutors and investigators. Since 1978, the Section has supervised the administration of the Independent Counsel provisions of the Ethics in Government Act.

RESPONSIBILITIES:

Legal interns work closely with PIN trial attorneys on a range of investigative and litigation issues related to the Section's efforts to combat public corruption. Projects deal with the procedural and substantive aspects of criminal law and include researching and briefing complex legal questions, drafting motions, responses, and other litigation documents for active cases, and updating the Section's internal research resources. Legal interns typically work on a variety of projects during their internships, so as to better understand the breadth of the Section's cases, and are offered opportunities to observe witness interviews, hearings and other proceedings, and to produce significant written work product.

QUALIFICATIONS:

Applicants for law internship positions must have: (1) a strong academic background; (2) excellent research and writing skills; and (3) experience or interest in criminal issues. Because of the sensitive nature of the work, applicants must complete a security process before a formal offer for an internship can be extended, and U.S. Citizenship is required.

APPLICATION:

Application requires résumé, cover letter, a short or partial writing sample (not to exceed 10 pages), a list of three references and an unofficial law school transcript. Cover letters should be addressed to:

**Mr. Danny Foster
Intern Coordinator
U.S. Department of Justice
Criminal Division, Public Integrity Section
1400 New York Avenue, 6th Floor
Washington, D.C. 20530**

**U.S. Department of Transportation
Maritime Administration, Office of Chief Counsel**

The Maritime Administration, Office of Chief Counsel, is engaged in a broad and complex federal agency legal practice. The work includes a full range of support for Maritime Administration programs and the work necessary to support the agency. Work is carried on in the Divisions of Maritime Programs, General Law and Litigation, and Legislation and Regulations, as well as by specialized international law, employment law, environmental law and government contract attorneys. The Maritime Administration's legal intern program is designed to afford every intern with experience in several areas of practice as well as with general exposure to the Agency's mission as a whole.

REQUIREMENTS:

Applicants must be a U.S. citizen and have strong writing, verbal communication, and organization skills. Experience in the maritime industry is preferred but not required.

APPLICATION:

Application requires résumé, cover letter, transcript and writing sample (5-10 pages). Cover letters should be addressed to:

**Ms. Michaela E. Noble
U.S. Department of Transportation
Maritime Administration, Office of Chief Counsel
1200 New Jersey Avenue, SE Mail Stop 4
Washington, D.C. 20590**

**U.S. General Services Administration
Office of Counsel to the Inspector General**

With a staff consisting of attorneys and support personnel headquartered in Washington, DC, the Office of Counsel provides legal services to the nationwide operations of the Office of the Inspector General (OIG). The office provides legal counsel to the OIG in litigation arising out of or affecting OIG operations and provides support to U.S. Attorneys' Offices and the Department of Justice in civil fraud and other procurement-related litigation involving GSA contracts and programs.

The Office of Counsel is also responsible for representing the OIG in personnel matters; managing the OIG's disclosure obligations under the Freedom of Information Act and the Privacy Act; providing legal support for OIG audits and investigations; conducting the OIG's ethics program; and reviewing OIG policies, contracts, and publications.

RESPONSIBILITIES:

Conduct research on legal issues or policy matters; gather facts and analyze pertinent law to form legal opinions; brief, verbally or in writing, OIG attorneys and managers on the results of the research and analysis. The intern also will draft correspondence and legal memoranda, search official files, review responsive documents, and respond to requests made under the Freedom of Information Act, the Privacy Act, and discovery procedures.

The legal intern will report to a supervisory attorney, who will coordinate assignments, provide guidance, and review the intern's work. Assignments may be provided orally or in writing, generally with broad instructions as to the manner in which an assignment is to be performed. The legal intern is responsible for ensuring accuracy and timely completion of assignments.

CONFIDENTIALITY:

The legal intern shall maintain all official information obtained pursuant to the internship in a confidential manner and subject to existing restrictions prohibiting the disclosure of sensitive Government information under the Freedom of Information Act, Privacy Act, the Trade Secrets Act, administrative and judicial protective orders, GSA OIG policy, and all other pertinent civil and criminal laws prohibiting the disclosure of information.

APPLICATION:

Application requires résumé, cover letter, writing sample (5 pages is sufficient) and law school transcript. Cover letters should be addressed to:

**Richard P. Levi
Counsel to the Inspector General
Office of Inspector General
General Services Administration
1800 F Street, NW
Washington, D.C. 20405**

U.S. Securities & Exchange Commission

The SEC boasts robust programs in which students experience real world and real time assignments that are directly related or are in support of our mission is to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation through securities and financial market regulation.

Students work with SEC Staff members on projects covering a broad range of the Commission's mission such as conducting investigations of industry and issuer practices, assisting in the litigation of enforcement actions, and drafting proposed statutes and rules. SEC Staff members serve as professional mentors, assisting with research and writing projects as well as providing advice and guidance on career development. Students are invited to attend seminars, workshops, and commission meetings as a part of their service at the SEC.

The Student Honors Program offers opportunities to students in Washington, D.C. and our 11 regional offices

- Division of Corporation Finance (*Headquarters only*)
- Division of Economic and Risk Analysis (*Headquarters only*)
- Division of Enforcement (*All locations*)
- Division of Investment Management (*Headquarters and the New York Regional Office*)
- Division of Trading and Markets (*Headquarters only*)
- Office of Acquisitions (*Headquarters only*)
- Office of the Ethics Counsel (*Headquarters only*)
- Office of Public Affairs (*Headquarters only*)
- Office of Information Technology (*Headquarters only*)
- Office of Financial Management (*Headquarters only*)
- Office of Compliance Inspections and Examinations (*All locations*)
- Office of Credit Ratings (*Headquarters and the New York Regional Office*)
- Office of the General Counsel (*Headquarters only*)
- Office of the Inspector General (*Headquarters only*)
- Office of International Affairs (*Headquarters only*)
- Office of Equal Employment Opportunity (*Headquarters only*)
- Office of Minority and Women Inclusion (*Headquarters only*)
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QUALIFICATIONS:

- Students must be U.S. Citizens.
- Students may not have immediate relatives currently employed with the SEC.
- Prior to appointment, a satisfactory background investigation is required.
- Students must be currently enrolled in a degree-seeking program.
- Students must have the equivalent of a 3.0 or B average.

APPLICATION:

Students must apply through USA Jobs: <https://sec.usajobs.gov/GetJob/ViewDetails/362827700>

Students must submit a resume with current contact information, a one-page cover letter, an unofficial school transcript, a list of current courses, and a 5 to 10-page writing sample. Your one-page cover letter should be addressed "Dear Hiring Committee" with the location to which you are applying (DC or a Region) in the mailing address block. The cover letter is the best way to explain why you think your interests or experience would make a contribution, either to the SEC in general or to particular divisions/offices.

In your cover letter, please indicate three preferred offices and divisions you would like to work with.

**Office of the United States Trade Representative
Office of China Affairs**

The Office of the U.S. Trade Representative (USTR) is responsible for developing and coordinating U.S. international trade, commodity, and direct investment policy, and overseeing negotiations with other countries. The head of USTR is the U.S. Trade Representative, a Cabinet member who serves as the president's principal trade advisor, negotiator, and spokesperson on trade issues.

USTR is part of the Executive Office of the President. Through an interagency structure, USTR coordinates trade policy, resolves disagreements, and frames issues for presidential decision. USTR also serves as vice chairman of the Board of Directors of the Overseas Private Investment Corporation (OPIC), is on the Board of Directors of the Millennium Challenge Corporation, is a non-voting member of the Export-Import Bank Board of Directors, and a member of the National Advisory Council on International Monetary and Financial Policies.

The Office of China Affairs is responsible for managing USTR's formulation and implementation of U.S. trade policy for China, Taiwan, Hong Kong, Macao and Mongolia, with the goal of increasing access for U.S. products and services in these markets and ensuring that WTO and other commitments are enforced.

RESPONSIBILITIES:

Assignments may include research, analysis, statistics, coordination of briefing books, report preparation, meeting and conference planning, letter writing, and covering meetings, hearings, and/or legislative markups.

Due to the fact that this is a volunteer program, USTR does not provide stipends. No assistance with housing, transportation, or other arrangements is available. Applicants must be U.S. citizens. Selected applicants will be required to obtain a favorable security determination as a prerequisite to employment. USTR is a drug-free workplace. Recent or current drug use is not acceptable, and selectees will be required to complete a confidential pre-employment security questionnaire that includes questions on alcohol and drug use. USTR reserves the right to disapprove tentative selectees based on information provided in this questionnaire.

QUALIFICATIONS:

A strong preference is given to students who can read or speak Chinese.

APPLICATION:

Application requires résumé, cover letter and writing sample (5-10 pages). The cover letter should brief state the reason for applying and your expectations from an internship with USTR. Cover letters should be addressed to:

**Ms. Audrey Winter
Deputy Assistant U.S. Trade Representative for China
Office of the U.S. Trade Representative
1724 F Street, NW
Washington, D.C. 20508**
