

D.C. SEMESTER IN PRACTICE
SPRING 2017 PLACEMENT OPPORTUNITIES

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***New this semester.**

**Federal Communications Commission
Public Safety & Homeland Security Bureau
Cybersecurity & Communications Reliability Division**

For more information, please visit <https://www.fcc.gov/general/cybersecurity-and-communications-reliability-division-public-safety-and-homeland-security>. Contact Professor Heywood for application instructions.

**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.

Food and Drug Administration
Office of Compliance Legal Internship Program (multiple offices)

The Food and Drug Administration (FDA) is one of the nation's oldest and most respected consumer protection agencies. FDA's mission is to promote and protect the public health by helping safe and effective products reach the market in a timely way, and monitoring products for continued safety after marketing. The Office of Compliance (OC) Legal Internship Program introduces students to the important role FDA plays in ensuring a productive life in the community for everyone. Interns gain practical experience through projects, special assignments, or research that support both patient-focused and risk-based compliance and enforcement strategies/actions to secure the safety, efficacy, and quality of the nation's drug supply. OC Interns perform both legal and non-legal research to support policy development, legal interpretation, and civil enforcement actions, and will be expected to draft research summaries and memoranda. Interns will also attend various meetings, and have additional programmatic duties as needs arise.

Application Process

Law students interested in applying to the OC Law Intern Program should submit the following information via e-mail to CDEROC_recruit@fda.hhs.gov:

- (1) Cover letter;
- (2) Resume;
- (3) Transcript: For first year students, an undergraduate transcript may be submitted if a law school transcript is not available; however, candidates should submit law school transcripts as they become available;
- (4) Legal Writing sample: (10 pages minimum; 20 pages maximum);
- (5) Application Intake Form:

<http://www.fda.gov/downloads/AboutFDA/WorkingatFDA/FellowshipInternshipGraduateFacultyPrograms/UCM457907.pdf>.

Please make your e-mail subject "Legal Intern Application Package" and indicate which term you are applying for (Fall, Spring).

FDA will email a confirmation to verify receipt. **Applications will not be accepted after the deadlines listed below.** After receipt, applications will be evaluated, and students will be contacted for an interview. Students who are selected will be notified directly by the Internship Program Manager. Those not selected will also receive notification via email.

Application deadlines are as follows: **Fall: June 1, Spring: November 1**

Selected Interns

Students selected as FDA Legal Program interns gain real-life legal, regulatory, and policy experience while working at the FDA Research Center headquarters in Silver Spring, Maryland. Interns will work on legal research and writing assignments and projects related to their areas of interest, overseen by their supervisor.

**U.S. House of Representatives
Committee on Ways & Means (Majority)**

RESPONSIBILITIES:

- Assist Committee staff in conducting research, analyzing legislation, drafting memoranda, organizing hearings, and preparing for floor debate
- Monitor and track legislative developments within Committees and on the House floor in his or her assigned issue areas
- Provide administrative support and assistance to the Legislative Assistant
- Greet and screen visitors
- Meets attendance requirements as established by the office;
- Accepts performance based criticism and direction;
- Works well under pressure and handles stress in a very busy office;
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree or higher education level is preferred, including strong academic credentials. Previous experience in government not required, but candidates should have a general understanding of the legislative process and an interest in congressional oversight and/or tax policy;
- Possess strong writing, analytical, and organizational skills;
- Ability to work cooperatively and courteously with others and with good humor;
- Ability to juggle multiple projects under tight deadlines;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.

APPLICATION:

Submit resume, cover letter and writing sample to:

**George Callas
Chief Tax Counsel, Committee on Ways and Means
U.S. House of Representatives
1102 Longworth HOB
Washington, DC 20525**

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:

Visit the website for details regarding the application process- <http://www.hrc.org/the-hrc-story/internships>

Interagency Trade Enforcement Center

The Interagency Trade Enforcement Center (ITEC) in Washington is seeking full-time interns for spring 2017. ITEC was established by Executive Order in 2012 and seeks to enhance enforcement of U.S. trade rights and domestic trade laws. ITEC works across and in coordination with multiple agencies including the United States Trade Representative (USTR) and International Trade Administration (ITA).

Application instructions for ITEC: <https://ustr.gov/about-us/human-resources/employment/student-internship-program>.

A huge plus though not necessary is an ability to read any of the following: Vietnamese, Portuguese, Spanish, Chinese, Bahasa.

**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**

National Women's Law Center

<https://nwlc.org/jobs-at-nwlc/internships/>

**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.

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.

OPIC offers challenging opportunities to more than one hundred undergraduate and graduate students each year who are diverse, adaptable, well-rounded, strategic thinkers and problem-solvers, and are committed to exploring and experiencing a public service opportunity.

While responsibilities vary, interns perform a variety of assignments including reviewing applications for financing and financial statements; building or analyzing models of projected project cash flows; conducting research on underwriting issues; policies and procedures; preparing country economic and political risk analysis; preparing credit reviews of outstanding loans; data processing and personnel management; and analyzing the potential environmental and social impact of projects.

OPIC's Internship Program offers valuable experience that contributes to educational and professional growth. The experience Interns gained at OPIC can be applied in any future employment endeavor, including those in Federal/State/Local Governments or in the private sector.

ELIGIBILITY:

To be considered for an OPIC Internship, you must:

- Be a U.S. citizenship;
- Be a student enrolled or be accepted for enrollment (at least part-time) in a relevant degree-seeking program in an accredited college or university;
- Meet the qualification requirements outlined in the Internship vacancy announcement; and,
- Successfully complete a background investigation.

APPLICATION: <https://www.opic.gov/who-we-are/careers/internship-program>

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.

United States Agency for International Development

<https://www.usaid.gov/work-usaid/careers/student-internships>.

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

*This is a helpful 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

APPLICATION:

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. Department of Commerce
Office of the Chief Counsel for International Commerce

The Office of the Chief Counsel for International Commerce (OCC-IC), U.S. Department of Commerce, provides legal advice and support to the International Trade Administration (ITA) on trade, investment, export promotion and antitrust matters. Attorneys work closely with the Office of the U.S. Trade Representative, the State Department, other government agencies, and the private sector.

Our eleven attorneys primarily focus on:

Multilateral and Bilateral Trade and Investment Agreements: Providing advice on interpretation, application and enforcement of the World Trade Organization agreements, as well as regional and bilateral free trade agreements like the NAFTA; and supporting and participating in multilateral and bilateral negotiations related to international trade, intellectual property rights, and cross-border investment.

Bringing Down Trade Barriers: Advising ITA on addressing barriers to U.S. exports and foreign investment, including foreign infringement of U.S. intellectual property rights. We work with ITA to determine the nature of the barrier, the applicable international legal requirements, and the legal and policy tools available to address the barrier.

Promoting U.S. Exports: Providing legal support to the U.S. & Foreign Commercial Service and other parts of ITA in promoting U.S. exports through trade missions and other activities.

OCC-IC works to ensure that interns have meaningful and interesting assignments that include client contact and participating in interagency meetings. Each intern will be assigned a supervisor, who will meet with the intern on a regular basis to discuss progress.

Candidates who are interested in a unique international law experience, and who have a background or demonstrated interest in international trade and investment law, are encouraged to apply. An applicant must be a U.S. citizen to be considered.

APPLICATION:

Please email your cover letter, resume, a five-to-ten page writing sample (preferably on an international law subject), and law school transcript to: occic@doc.gov.

To expedite the handling of your application, please indicate “Spring 2017 Internship” in the subject matter area of your correspondence.

**U.S. Department of Homeland Security
Arlington Office of Chief Counsel
Immigration and Customs Enforcement (ICE)**

The Arlington Office of the Chief Counsel (Arlington OCC) is one of 26 field offices in the Office of the Principal Legal Advisor, the legal arm of Immigration and Customs Enforcement (ICE), in the Department of Homeland Security (DHS). The Arlington OCC currently employs approximately 18 attorneys who represent DHS/ICE in administrative removal and deportation hearings before immigration judges, brief issues before the Board of Immigration Appeals, and provide legal advice to the operational components of the agency.

The Arlington OCC hosts a successful and competitive internship program that provides students with an insight into immigration law from the federal government's point of view. The Arlington OCC accepts legal interns at this time on a volunteer basis. While a class in immigration law is encouraged, it is not necessary in that the Arlington OCC offers a training and orientation program to provide a basis for the student's experience with our office. Your experience with Arlington OCC will provide valuable legal research and writing opportunities and litigation experience. Interns are offered the opportunity to attend immigration court hearings and litigate cases first chair under the supervision of an Assistant Chief Counsel.

In order to apply for an internship with Arlington OCC, please submit a cover letter, resume, and a recent writing sample by email to David.J.Kelly@ice.dhs.gov. Before commencing an internship with ICE, all applicants must successfully complete a background investigation.

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

<https://www.dhs.gov/homeland-security-careers/legal-externship-volunteer-program>

NOTE: Applications for the spring will be accepted from August 1 through September 15.

**U.S. Department of Justice
All Divisions**

[https://www.justice.gov/legal-careers/volunteer-internship-opportunities?position=2.](https://www.justice.gov/legal-careers/volunteer-internship-opportunities?position=2)

**U.S. Department of Justice
Antitrust Division (Civil and Criminal)**

The Antitrust Division is responsible for enforcing federal laws designed to ensure that our nation's markets are free and open to robust competition. The Division has in recent years focused on prosecution of large international cartels involving multinational firms and Fortune 500 firms. You may find additional information on the Division here: <http://www.justice.gov/atr/>

DESCRIPTION:

Assist in trials and hearings; review documents; prepare legal memoranda and briefs; attend depositions; work closely with attorneys conducting investigations; present legal research in a group setting; prepare assistance requests for foreign governments; conduct interviews of national and international subjects.

QUALIFICATIONS

Must be a U.S. Citizen.

APPLICATION:

Applications require cover letter, resume, writing sample, and official or unofficial transcript to: atr.personnel@usdoj.gov. Cover letters should be addressed to:

**Debbie Wood
U.S. Department of Justice – Antitrust Division
450 Fifth Street, NW
Washington, DC 20530**

**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:

Interested students must apply by **September 21, 2016**. To apply, each student should submit the following materials in a single PDF document in the following order: cover letter, resume, law school transcript (official or unofficial), and a 5-10 page writing sample. Each student should specify that s/he is applying for the **Spring 2017** internship in their cover letter. Cover letters should be addressed to:

**Terri León-Benner
Senior Litigation Counsel
Recruitment, Hiring & Mentoring Coordinator
Office of Immigration Litigation-Department of Justice-Civil Division
P.O. Box 878
Ben Franklin Station
Washington, DC 20044**

Ms. León-Benner:

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

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:

Deadline is October 7, 2016. Application requires résumé, cover letter, transcript, writing sample (5-10 pages) and a list of three references. Cover letters should be addressed to:

Ms. Flor Suarez
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
Environment and Natural Resources**

<https://www.justice.gov/legal-careers/job/spring-2017-volunteer-law-clerk-position>

Applications will be accepted through **September 25**.

**U.S. Equal Employment Opportunity Commission
Office of General Counsel**

The Office of Legal Counsel (OLC), akin to an in-house counsel, is located at EEOC Headquarters in Washington. Students are eligible for positions in **(1) Coordination and Guidance Program; and (2) Freedom of Information Act (FOIA) Program.**

Lawyers in the **Coordination and Guidance Program** draft regulations and policy documents interpreting federal antidiscrimination laws that apply to the majority of U.S. workplaces. Attorneys also work with other federal agencies on equal employment opportunity issues to ensure consistency and eliminate duplication of enforcement efforts across the federal government. The attorneys also advise the EEO Commissioners, EEOC office and the public about EEOC policy matters.

FOIA Program attorneys and staff oversee compliance with FOIA legal and reporting requirements, respond to document requests and maintain the EEOC's FOIA regulations and policy.

OLC interns perform in-depth legal research, prepare detailed legal memoranda, assist in drafting guidance on compliance with EEOC-enforced laws, update agency materials to reflect recent legal developments and respond to disclosure requests. Interns may have the opportunity to attend Commission meetings and coordination meetings with other federal agencies.

Successful applicants possess strong legal research, analysis and writing skills. Students should possess a demonstrated interest in civil rights issues, labor and employment law or public interest law.

APPLICATION:

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

**Mr. Raymond Peeler
U.S. Equal Employment Opportunity Commission
Office of Legal Counsel
131 M Street, NE
Washington, D.C. 20507**

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. More information regarding the program is available here: <https://www.sec.gov/ohr/current-students-link.html>.

APPLICATION:

<https://www.usajobs.gov/GetJob/ViewDetails/446621500>. Application deadline is **October 9, 2016** though students are encouraged to apply early if you are participating in a semester in practice program.

**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.

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 briefly 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**

Washington Legal Foundation

Washington Legal Foundation (WLF) is the nation's premier public interest law and policy center. WLF's mission is to preserve and defend America's free enterprise system by litigating, educating, and advocating for free market principles, a limited and accountable government, and individual and business liberties.

RESPONSIBILITIES:

WLF seeks a full-time law clerk for the litigation division. Duties include legal research and writing and assisting in preparing briefs and submitting regulatory comments. Top 25% and law journal preferred. Strong writing and editing skills are mandatory.

APPLICATION:

Be prepared to send a cover letter (expressing your interest in the position as well as dates and time of availability), resume, and a legal writing sample in advance of any interview. Cover letters should be addressed to:

Mark Chenoweth
General Counsel
Washington Legal Foundation
2009 Massachusetts Avenue, N.W.
Washington, D.C. 20036
