

2017 SUMMER PUBLIC INTEREST EMPLOYMENT PROGRAM (SPIEP) APPLICATION

Loyola Law School has two sources for the funding of student summer public interest employment, they are:

**1. SUMMER PUBLIC INTEREST EMPLOYMENT PROGRAM (SPIEP) FUNDING:
(Public Interest Law Department)**

Loyola Law School's federal work-study program supports 70 students (60 in public interest, 10 in government positions) working at non-profit and government agencies. **Employment through judicial agencies or work split between two or more organizations WILL NOT qualify for SPIEP funding.**

**2. PILF SUMMER PUBLIC INTEREST GRANT FUNDING:
(Public Interest Law Foundation – Student Organization)**

The PILF Summer Public Interest Grant funding has a different application with a different application deadline. Apply directly to the student-run Public Interest Law Foundation (PILF).

Please read these directions very carefully and in their entirety before completing the attached application.

There are two deadlines that applicants must meet when applying for SPIEP funding, the FAFSA priority filing deadline and the SPIEP funding deadline. APPLICATIONS WILL NOT BE CONSIDERED AND WILL BE DENIED FUNDING IF EITHER OF THESE TWO DEADLINES ARE MISSED OR INCOMPLETE APPLICATIONS ARE SUBMITTED. Please note that applicants must have received a written offer of employment by an employer PRIOR to applying for SPIEP funding.

DEADLINES FOR FAFSA & SPIEP:

FAFSA

APPLICATION PRIORITY DEADLINE: WEDNESDAY, MARCH 15TH @ 5:00 PM

- 1. Applicants must complete the 2017-2018 FAFSA online by 5:00 p.m.**
- 2. When filing the 2017-2018 FAFSA application, ask Financial Aid if your summer work-study allocation will affect your fall financial aid allocation, and make a decision that is best for you.**
- 3. Applicants currently NOT receiving federal based aid (Direct Loans or Perkins Loans or federal work-study) will also need to complete a 2016-2017 FAFSA.**
- 4. Applicants must print out and submit the original online FAFSA confirmation page to the LLS Student Financial Services Office, Casassa 508, where a copy will be signed and dated, and issued to the applicant as a receipt.**
- 5. Applicants must include the signed/dated FAFSA receipt from the LLS Student Financial Services Office with the SPIEP Application at the time of submission.**

SPIEP

APPLICATION DEADLINE: THURSDAY, MARCH 30TH @ 3:00 PM

- 1. Applicants must complete and submit the 2017 Summer Public Interest Employment Application and all required documentation to the Public Interest Law Department, Burns 227, by 3:00 pm, March 30th.**
- 2. Applicants must have received a written offer of employment by an employer PRIOR to applying for SPIEP funding and must complete the Confirmation of Job Offer page of the SPIEP application to confirm the employment.**
- 3. Applicants must turn in the completed original SPIEP application including the signed/dated FAFSA receipt received from the LLS Student Financial Services Office.**

4. Applicants must make one (1) additional copy of the entire SPIEP application including all required application materials and submit it with the original by the deadline date.

What does the Summer Public Interest Employment Program (SPIEP) entail?

SPIEP Funding:

1. SPIEP Funding involves summer federal work-study funding and is not a grant.
2. Students must request work study for Summer 2017 via the Summer Financial Aid Application. Contact the Financial Aid Office or the LLS Student Financial Services Office for details.
3. The receipt of work-study funding during the summer will affect a student's loan eligibility for the next academic year if the student is not enrolled in summer units.
4. The LMU Financial Aid Office will make the Summer Financial Aid Application available (for loans and work study) before SPIEP begins. They will also send a general official notice to students indicating how summer earnings may impact their loan eligibility for the 2017-2018 academic year. Students must read communications from the Financial Aid Office carefully to understand the impact of summer earnings on their fall financial aid package before committing to work study. They should also contact the LMU Financial Aid Office at 310-338-2753 or finaid@lmu.edu if they have questions or concerns.
5. Maximum amount earned under a full-time summer work study contract is approximately \$3500.
6. Maximum amount earned under a part-time summer work study contract is approximately \$1750.
7. Awarded recipients will be paid on an hourly basis at the rate of \$10.50 per hour. Students will be notified if there is a rate change during the summer.
8. Hours worked must be reported online by the bi-weekly MyTime payroll due dates. **Students may not exceed their awarded allocation.**
9. Awarded recipients who submit a signed contract with all required work-study documents-to the Student Financial Services Office at LLS by May 15, 2017 may start working **only** when this office notifies them via email that their paperwork is processed and their time sheet is active.
10. **Awarded applicants will receive funding for work performed from 05/30/17 - 07/21/17 only.**
11. **Awarded recipients may begin work on Tuesday, May 30, 2017, BUT NOT BEFORE.**
12. Awarded recipients cannot continue to work and receive SPIEP funding beyond the maximum amount of funding allocated or after the contract has ended on **Friday, July 21, 2017.**
13. **All awarded SPIEP recipients must attend ONE of the following scheduled mandatory Summer Public Interest Employment Meetings to review the SPIEP student guidelines and the summer work-study contract packet process, including the MyTime payroll training, which must be completed to finalize the financial aid/work-study application process.**
 - a. **Thursday, April 13th, in H80, 12 pm–1:00 pm**
 - b. The evening mandatory meeting will be available to evening students by video only. Students must contact Christine Zeimantz at christine.zeimantz@lls.edu to receive the video link and must sign an Acknowledgement of Public Interest Policies and Procedure form verifying that the video was watched in its entirety. The video must be watched and the signed form must be returned to Christine Zeimantz via email within 24 hours.

NOTE: SPIEP recipients who do not attend the mandatory meeting or evening students who do not watch the SPIEP mandatory meeting video will be denied funding, unless absence or future video viewing was pre-approved by Professor Barbara Blanco, Visiting Public Interest Law Director at blancob@lls.edu, due to emergency circumstances. Please be aware that timely submission of a completed application is not a guarantee that applicants will be funded through the SPIEP program.

The Completed Application Packet

The SPIEP Application Form:

The SPIEP application form is attached. The **original** fully completed SPIEP application including all required documentation and a FAFSA receipt from the LLS Student Financial Services Office **plus** one (1) complete **copy** of the entire SPIEP application with required materials must be submitted to the Public Interest Law Department, Burns 227, for Committee review and consideration.

A fully completed application packet consists of:

- SPIEP Application form - Signed **original** (pages 5 & 6);
- Employer Confirmation of Job Offer form - signed by employer (page 7);
- Personal Statement - see criteria below;
- FAFSA Receipt – Print and submit a confirmation page of your online FAFSA application indicating timely filing of the FAFSA application by the FAFSA priority deadline of Wednesday, March 15, 2017 @ 5:00 p.m. to the LLS Student Financial Services Office, Casassa 508. The LLS Student Financial Services Office staff will issue a signed and dated copy of the confirmation as a receipt which must be included in the SPIEP application; plus
- **One (1) additional copy** of the entire complete SPIEP application packet including one copy of the FAFSA receipt received from the LLS Student Financial Services Office (staple original application together and staple one copy of the application together to form two (2) individual complete applications). Applicants will submit a total of two (2) complete applications (the original plus 1 copy).

The Personal Statement:

Applicants must submit a thoughtful personal statement reflecting their past and future commitment to public interest/government service work in support of their application. This statement may be no longer than two (2) single-spaced pages in the standard "12" scale Times Roman font (or any equivalent font), with a margin of one inch on four sides of the text. It should address the following:

- a. Why the applicant wants to engage in public interest/government service work during the summer and, if applicable, after completing law school. Students might include specific experiences from their past such as volunteer or public interest work or any other personal experiences which have inspired them in this career direction.
- b. Why the applicant wishes to work for the proposed employer; how the particular work of that employer fits with their desire to do public interest work.
- c. Any other information students believe will assist the Committee in fairly evaluating their application.

Written Confirmation:

Applicants proposed employer must provide them with a written summer job offer. A **“Confirmation Form”** is attached to this packet. **The proposed employer must fill out and sign the “Employer Confirmation of Job Offer Form”.** **Written letters from the agency indicating a job offer to the student will not be accepted. The job offer must be listed and signed on the “Employer Confirmation of Job Offer Form.”**

Please note the Confirmation of Job Offer form must be provided directly to the student; it should not be sent or faxed to the Law School. It is the student’s responsibility to attach a confirmed job offer to his/her application.

CRITERIA FOR APPLICATION EVALUATION

The **SPIEP Funding Committee** will evaluate each application on a point scale as follows:

1. One point if the applicant is an upper division student (i.e., has completed the second year of law school);
2. From 0 - 5 points on the applicant's personal statement.

MULTIPLE EMPLOYER APPLICATIONS; CHANGING EMPLOYERS LATER

Applicants may submit applications for funding to work full-time with only one proposed employer in the category which is selected (either public interest or government service). **You may not apply for funding in both categories. Select only one.**

Applicants **may not** work for a judicial placement or for more than one employer during the summer. Applicants must have received a job offer prior to submitting a SPIEP application.

Students may apply for one-half of the funding if they are unable to work for the entire summer. If an applicant applies for one-half of the funding, they must be sure and check the appropriate box on the application. Applications for half-funding are scored in the same way as applications for full-funding. **Applicants may not submit applications for two consecutive half-funding awards with different employers.**

Awarded recipients **may not** transfer the Summer Public Interest Employment (SPIEP) funding to any employer other than the one for which funding is received.

Applicants will be notified via email of their acceptance into the SPIEP program. Upon notification of an award, recipients will be required to provide the Law School written confirmation via e-mail that they are accepting the award and will then be required to attend the scheduled mandatory Summer Public Interest Employment Mandatory Meeting on Thursday, April 13, 2017, sign a summer public interest employment contract with the LLS Student Financial Services Office and complete the MyTime training.

(Please see next page for SPIEP application)

**SUMMER PUBLIC INTEREST EMPLOYMENT PROGRAM (SPIEP) APPLICATION
PUBLIC INTEREST SUMMER FUNDING**

THIS APPLICATION, INCLUDING A FAFSA RECEIPT FROM THE LLS STUDENT FINANCIAL SERVICES OFFICE, CASASSA 508 AND ALL OTHER REQUIRED MATERIALS, MUST BE SUBMITTED TO THE PUBLIC INTEREST LAW DEPARTMENT, BURNS 227, BY 3:00 P.M. ON THURSDAY, MARCH 30, 2017.

Please provide the following information: **DO NOT LEAVE ANY BLANKS.**

Name of Applicant: _____

Street Address: _____

City, State, & Zip: _____

Home Telephone: (____) ____ - ____ or Cell: (____) ____ - ____

E-Mail Address: _____

I am **currently**: **1st Yr.** **2nd Yr.** **3rd Yr.**
 Day **Evening**

Name of Proposed Employer: _____

Street Address: _____

City, State, & Zip: _____

Telephone: (____) ____ - ____

Contact Person: _____

Contact Person's E-Mail Address: _____

I am applying for: **Public Interest** **Gov. Agency**

I am applying for: **Full-funding** **Half-funding**

Does your proposed employer qualify as a qualified public interest organization – a non-profit organization providing legal services to persons who have been traditionally underrepresented?

Yes No

Application (Continued)

If "no", please explain how your proposed employer meets the definition of a public interest or government employer:

Describe the work you expect to do:

COMPILE AND SUBMIT THE COMPLETE APPLICATION IN THE FOLOWING ORDER:

1. **SPIEP Application (Pages 5 & 6)**
2. **Employer Confirmation of Job Offer Form** – A written offer of employment to applicant from the proposed employer. **It is the responsibility of each applicant to obtain the confirmation form and attach it to their application. The form should not be sent or faxed directly to the Law School. The application is not "complete" without a signed confirmed job offer attached to the application.**
3. **Personal Statement** – Maximum 2 page single-spaced statement reflecting past and future commitment to public interest/government service work (see page 3).
4. **FAFSA Receipt** – Print and submit a confirmation page of the online FAFSA application indicating timely filing of the FAFSA application by the priority deadline of Wednesday, March 15, 2017 @ 5:00 p.m. to the Office of LLS Student Financial Services Office, Casassa 508. **The LLS Student Financial Services Office will issue a signed and dated copy of the confirmation as a receipt which must be included in the SPIEP application.**
5. **One (1) separate copy** – Copy the entire completed application packet including all required documents and staple together in the order listed above. Submit the **original** application and **one complete copy** of the application to the Public Interest Law Department, Burns 227. (You will be submitting two separate identical complete applications, the original plus one copy).

Date: ____/____/____
mm/dd/yyyy

Name of Applicant (Print)

Signature of Applicant

EMPLOYER CONFIRMATION OF JOB OFFER

I certify that I am authorized to offer a summer, 2017 public interest law clerk position in the organization known as:

Organization Name

Organization Street Address

Organization City, State, Zip

Organization E-Mail Address

(____) _____ - _____
Phone

(____) _____ - _____
Fax Number

To: _____
Student Name

I understand that full SPIEP funding for each recipient involves up to a \$3,500 work-study allocation and students are not permitted to exceed the allocated amount.

Date of Offer: ____/____/_____
mm/dd/yyyy

Name (Print)

Signature

Position Title

E-Mail Address

PLEASE PROVIDE THIS OFFER DIRECTLY TO THE STUDENT.

EMPLOYER INFORMATION SHEET

The Loyola Law School Summer Public Interest Employment Program (SPIEP Funding) is designed to provide employment opportunities for Loyola students interested in public interest careers, and at the same time, provide public interest employers with law student resources which they otherwise might not be able to afford. Loyola Law School will fund seventy (70) positions this summer.

Student Eligibility

Any Loyola student who has completed the first year of studies and is eligible for federal work-study may apply for SPIEP Funding. Most students are eligible for \$3500 funding for the summer. **Students are not permitted to exceed this amount. Failure to adhere to this guideline may exclude you from subsequent participation in the program.**

Selection of Recipients

Applications for SPIEP funding are reviewed by a committee consisting of full-time faculty members and staff. The Committee evaluates each application on a point scale, awarding 1 point if the applicant is an upper division student and from 0-5 points on the personal statement prepared by the applicant. The top 70 applicants are funded.

Employer Procedure

Employers must extend an offer on the Employer Confirmation of Job Offer form (attached). Offers submitted on other forms or letters will not be accepted. It is essential that your offer be presented on the Employer Confirmation Job Offer form. You must provide this offer *directly to the student* that you wish to hire.

Application/Employment Confirmation Deadlines

Students must submit completed applications to the Public Interest Law Department, Burns 227, for the summer program on or **before 3:00 p.m., Thursday, March 30, 2017**. A completed application includes a written confirmation of a job offer. The committee will confirm the awarded recipients and notify them via e-mail in early April.

Thank you for participating in the Loyola Summer Public Interest Employment Program. For additional information, please contact Christine Zeimantz, Assistant to the Director, Public Interest Law Department at (213) 736-1059 or by e-mail at Christine.Zeimantz@lls.edu.