PACE UNIVERSITY
Elisabeth Haub School of Law
JOHN JAY LEGAL SERVICES

Semester in Practice **Application for Spring 2024**

Applications must be submitted by email to applicationsJJLS@law.pace.edu by April 11 at noon

SECTION 1: STUDENT INFORMATION

Name: _____

U Number: _____

Email: _____

Phone Primary #: (_____) _____Work #: (_____) _____

Mailing address: _____

City: _____ **Zip:** _____

Summer contact information if different from current address and telephone:

Address: _____

City: _____**Zip:** _____

Primary #: (_____) _____ Work #: (_____) _____

Degree: _____ **Expected date of graduation:** _____
(JD, JD/MBA, etc.)

SECTION 2: SUPPLEMENTAL APPLICATION MATERIALS

Please include the following; incomplete application packages will not be considered.

1. **Statement of interest:** Please attach a statement that, in 250 words or less, describes how the Semester in Practice aligns with your long-term career goals.

2. **References:** Please list the name and information of **two** references who can speak to your character, work ethic, and academic/personal/career achievements and goals. References may include a former employer, a faculty member, a staff/administrator, or a community member. Letters are not required, although your references may be contacted.

Reference 1:

Name: _____

PACE UNIVERSITY
Elisabeth Haub School of Law
JOHN JAY LEGAL SERVICES

Title: _____

Relationship to you: _____

Phone number:_____

Email:_____

Reference 2:

Name: _____

Title: _____

Relationship to you:_____

Phone number: _____

Email: _____

3. **Transcript**

4. **A brief (5 pages) writing sample**

5. **Resume:** Please attach a resume that captures the relevant co-curricular and professional work you have done to date. This document will be shared with host organizations. *Note: Host organizations have the option to (and most often do) interview students prior to finalizing placement.*

SECTION 3: PLACEMENT PREFERENCES

1. **Type of Placement:** check all placements that would be of interest:
   - ☐ Large law firm
   - ☐ Medium size/small law firm
   - ☐ Corporate law department
   - ☐ Government agency
   - ☐ Not-for-profit organization

2. **Area(s) of Interest:** check all substantive areas that would be of interest
   - ☐ Compliance
   - ☐ Environmental
   - ☐ General law practice
   - ☐ Intellectual Property

PACE UNIVERSITY
Elisabeth Haub School of Law
JOHN JAY LEGAL SERVICES

Semester in Practice **Application for Spring 2024**

_____Litigation
_____Matrimonial
_____Real Estate/Land Use
_____Transactional
_____ Trusts and Estates
_____Other (specify) _____

3. **Student Proposed Placement**

If you have a proposal for your placement if you are accepted to Semester in Practice, please provide the following information concerning the employer:

Employer: _____

Contact person/information: _____

Description of type of work you anticipate doing: _____

_____

Description of prior work relationship, if any (e.g., confirmed internship for Summer 2023 or Fall 2023, prior internship in Summer 2022):

Please note:

(1) The Student Proposed Placement information is requested for the purpose of consideration by JJLS and Professor Scambia. If you are accepted into Semester in Practice, the proposed placement will be considered but not guaranteed to be deemed acceptable for the Semester in Practice externship.

(2) As with all Semester in Practice externship positions, you cannot be paid for your work and your time cannot be billed by your potential employer.

PACE UNIVERSITY
Elisabeth Haub School of Law
JOHN JAY LEGAL SERVICES

Semester in Practice **Application for Spring 2024**

SECTION 4: WORK PREFERENCES

1. What specific lawyering work would you most like to learn about and practice during the Semester in Practice? (e.g., litigation, transactional lawyering, interacting with clients, drafting motions and other legal documents, fact investigation, witness preparation, etc.) Why?

2. Write a brief statement of what you would like a colleague or client to say about you after you have been in practice for a few years (e.g., "_____can always be relied on to get things done with time to spare and has all the patience in the world" or "____really knows how to get people to work out their differences so that everyone is happy with both the outcome and the process").

3. For conflict of interest reasons, it is important that you identify all legal employers, securities brokers, or investment firms that you have worked for during the past two years. Please list employers and dates below (include both volunteer and compensated employment, full-time and part-time):

4. In addition to the Semester in Practice, what other major time commitments do you expect to have during the Spring 2024 semester?

5. Please describe any geographical preferences or constraints.

SECTION 5: OTHER ATTRIBUTES/EXPERIENCES

1. Languages other than English: _____/_____

   Oral level of fluency: _____/_____

   Written level of fluency: _____/_____

2. Other special skills: _____

SECTION 6: OTHER ACADEMIC REQUIREMENTS

1. Have you satisfied the Upper Level Writing Requirement? ☐YES ☐NO

2. Have you satisfied the Upper Level Skills Requirement? ☐YES ☐NO

3. Do you plan to satisfy the Upper Level Skills Requirement through the Semester in Practice? ☐YES ☐NO

PACE UNIVERSITY
Elisabeth Haub School of Law
JOHN JAY LEGAL SERVICES

Semester in Practice **Application for Spring 2024**

Attach additional sheets if necessary for any question. Submit this application and all attachments by email to:

applicationsJJLS@law.pace.edu
(Semester in Practice Spring 2024 in the subject line)
All documents should be submitted in one PDF file

All graduation requirements, other than the Upper Level Skills Requirement, must be completed before the end of the Fall 2023 semester.