

## US SECURITIES & EXCHANGE COMMISSION (PHILADELPHIA OFFICE only):

*NOTE: The application process listed below is only for students seeking externships at the SEC's Philadelphia Office. If you are applying to another SEC office, you will need to follow the deadlines and requirements of the Penn Law Ad Hoc Externship (consult: <https://www.law.upenn.edu/clinic/ad-hoc-externships.php>).*

The SEC's mission is to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation. The SEC seeks high-caliber law students who share the values of integrity, fairness, accountability, resourcefulness, teamwork, and commitment to excellence. Using your legal education and experience, you will gain insightful experience into the regulation of security markets and how they must comply with securities laws. SEC Staff members serve as professional mentors, assisting with research and writing projects as well as providing advice and guidance on career development.

The SEC is seeking bright, innovative, results-oriented individuals for its Fall 2020 Honors Program in the Philadelphia office. We offer law students robust responsibilities and experiences that enhance their legal careers. Over the course of the program, students work with Commission staff on projects particular to the specific Division or Office to which they are assigned.

**Dates/Hours:** The Fall 2020 Student Honors Program will begin on **August 31, 2020, and continue through November 20, 2020**. Note that even though Penn Law classes do not begin in the fall until September 8, 2020, you will be required to start the externship on August 31<sup>st</sup>. In the Philadelphia Office of the SEC, this externship will be 4 credits, 15 hours per week. Because you will be required to work 15 hours/week, instead of the regular 12 hours/week for a 4-credit externship, this externship is fewer weeks during the semester.

**Duties:** Law students will be assigned to work with SEC staff members on projects and assignments that cover a broad range of the Commission's work. Work assignments may vary based on the regional office the student is assigned. In the regional offices, interns work either for litigators or investigative attorneys in the Division of Enforcement. For information about the opportunities and the work that interns do in specific regional offices, please read the SEC's website.

### Eligibility:

1. Applicant **MUST** be a U.S. Citizen. **Only 3L's may apply for the Fall Externship.**
2. Relatives of current SEC employees are ineligible.
3. Students **MUST** be currently enrolled in a degree-seeking program from an accredited law school.
4. An overall GPA of 3.0 is preferred.

### Application Process:

In order to apply, students must submit a completed application through USAJOBS.gov by **May 1st, 2020**. The link can be found here: <https://www.usajobs.gov/GetJob/ViewDetails/563007900>

In addition to applying on USAJOBS.gov, please email **one PDF** to [externships@law.upenn.edu](mailto:externships@law.upenn.edu) with "SEC application" in the subject line by **May 1st, 2020**. Your one PDF should contain your resume, cover letter, unofficial transcript and writing sample.

The Penn Law Externship Program will forward all of your application materials to the SEC (Philadelphia) on your behalf. The SEC will select the student(s) to enroll in the Externship and you will receive an email from the Penn Law Externship Program letting you know if you were or were not selected before the end of the Advance Registration period.

### Additional Notes:

The SEC requires program participants to complete a video training covering Privacy and Information Security Awareness (PISA) prior to starting work at the SEC.

Obtaining a security clearance can take up to 8 weeks. **It is very important that students check their email often throughout the summer to be aware of these training and background check requirements.**

The SEC expends a great deal of time and effort in running background checks, scheduling work, securing supervisors, creating office space, etc. Thus, you should not enroll in this externship unless you are certain you will not drop it.

If you have any questions about the SEC externship, you may contact [externships@law.upenn.edu](mailto:externships@law.upenn.edu) or: Cecilia Connor ([connorce@SEC.gov](mailto:connorce@SEC.gov)); Julia Green ([greenju@SEC.gov](mailto:greenju@SEC.gov)); or Matt Homberger ([hombergerm@SEC.gov](mailto:hombergerm@SEC.gov)).