

SPRING 2020 EXTERNSHIP APPLICATION INFORMATION

U.S. SECURITIES & EXCHANGE COMMISSION (PHILADELPHIA OFFICE):

NOTE: The information listed below is only for externships in the SEC's Philadelphia Field Office. Students who are applying to another SEC Field Office will need to follow the deadlines and requirements of the Penn Law Ad Hoc Externship Program (click [here](#)), in addition to applying via USAJobs.gov.

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 insight and 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 Spring 2020 Honors Program in the Philadelphia office. Over the course of the program, students work with Commission staff on projects particular to the specific group to which they are assigned. Interns work either for litigators or investigative attorneys in the Division of Enforcement. The SEC assigns students to a group based on a range of factors, including work flow and student preferences. Students are not guaranteed placement in their preferred group. Students will also have the opportunity to attend speaking engagements covering a variety of topics, including information and guidance on securities laws.

The Spring 2020 Student Honors Program will begin on January 27, 2020, and continue through May 1, 2020 (excluding Spring Break - the week of March 9, 2020) . Students will be required to work 15 hours per week. Students must be able to report to the SEC on January 27, 2020 for their first day; they will work with their SEC Supervisors to set a weekly schedule thereafter. Students will receive 4 credits for this externship.

HOW TO APPLY:

Before 10 AM on **October 10, 2019**, students must apply for this externship via the USAJobs.gov website: <https://www.usajobs.gov/GetJob/ViewDetails/540938000#> **AND** must email their resume, cover letter, unofficial transcript and a writing sample in one PDF to externships@law.upenn.edu with "SEC application" in the subject line.

The Penn Law Externship Program will forward students' application materials to the SEC (Philadelphia) on your behalf. The SEC will contact students it would like to interview directly, and will select the students to enroll in the externship. Before Advance Course Registration closes, students will receive an email letting them know if they were not selected for enrollment.

ADDITIONAL REQUIREMENTS:

The SEC requires students to successfully complete a background check well in advance of the start of the externship. Students must respond to the emails they receive from the SEC about the background check process immediately once they are received and take the necessary steps to complete the process right away, as the process can take up to 8 weeks. In addition, the SEC requires students to complete an

internet-based video training course covering Privacy and Information Security Awareness before starting the externship.

The SEC expends a great deal of time and effort running background checks, scheduling work, securing supervisors, designing programming, creating office space, etc. Thus, students are strongly encouraged to enroll only if they are committed to completing the externship. If you have any questions about the SEC externship, please email externships@law.upenn.edu.