University of Pennsylvania Law School

International Summer Human Rights Fellowship “ISHRF”
Application Part Two - Placement Proposal

This application is to be completed and submitted to Symplicity by 5:00 p.m. on Friday, February 15, 2013. Please submit your application materials via job posting number 10114 on Symplicity.

Because the ISHRF selection committee believes that you show considerable promise, you have been invited by the committee to present a proposal for a placement and will be awarded a fellowship if your proposal is accepted and you secure the placement. You are welcome to include one or two alternative proposals.

FELLOW RESPONSIBILITIES

Secure a Placement - It is your responsibility to secure an appropriate placement abroad. Placements must be with non-governmental organizations or governmental offices involved in the direct provision of human rights and development services or the creation and implementation of human rights and development policies in the developing world or with organs of the United Nations (including international tribunals) outside of the United States.

Placement Approval - Once you have received an offer from a placement that meets the above criteria, you must submit the proposed placement to the ISHRF committee for approval. Please note that obtaining an offer from an organization does not guarantee that the ISHRF committee will approve that placement. Instead, approval of any given placement is entirely within the discretion of the ISHRF committee.

Proposed Budget - In addition, fellows must submit a proposed budget to the committee for each proposal. The budget is not binding but will be used in evaluating your application.

Presentation of Proposal - At the ISHRF committee’s discretion, you may be invited to present your proposals to the committee

PROPOSAL INSTRUCTIONS

Every question must be answered. If a question does not apply to you, please indicate with N/A. If the space provided is not sufficient, attach a separate sheet. If you have any questions, please feel free to contact Caroline Ruhle, Associate Director for International and LLM Counseling at cruhle@law.upenn.edu.

1. Proposal Form - Please submit one completed form per employer

2. Budget – Please attach a separate detailed budget statement per proposal
ISHRF PROPOSAL FORM

________________________________________________________________________

Last Name   First Name   Middle Name

________________________________________________________________________

Present Address        Telephone Number

____________________________________________________________________________________________________________

City        State    Zip Code

Year: ___________________________ (1L, 2L)   Email address: __________________________________________________

Have you been offered a placement for the 2013 summer?   [   ] Yes      [   ] No

If “Yes”, please attach a letter or email from the organization that indicates the organization is willing to host and supervise you for at least eight weeks during the summer of 2013.

If “No”, please describe the status of your application:

A. Please provide the name, address, number, and a contact person for your employer or supervisor. Please indicate the number of hours you expect to work per week and the number of weeks you will be working.

Name: _____________________________________________________________

Address: ____________________________________________________________

Phone: _____________________________________________________________

Name and title of the individual(s) who will be supervising your work:

____________________________________________________________________________

Full time: _____    Part time: _______    Hours per week: _______    Number of weeks: _______

B. Please give a short description of your organization, including its purpose, population(s) served, and major accomplishments. Include a website link, if applicable, to your organization.

____________________________________________________________________________

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C. Please describe the nature of the work you expect to perform, and the extent of your expected responsibilities.

____________________________________________________________________________
D. If the US State Department has a current travel warning for the geographic area of the placement, please provide an explanation as to why the placement would be reasonably safe.

E. Please provide information about prior internships at the organization. Such information can range from a volunteer handbook to contact information for a former intern with whom you have spoken about his or her experience.

Will you be working in any other position (legal or non-legal, paid or unpaid) during the summer? Please indicate any other employers and the length of time you plan to work there. Also, if your other position is paid, please indicate your approximate pay (hourly or salary) for that position.

**BUDGET - PLEASE ATTACH A SEPARATE SHEET PER PROPOSAL**

Please submit a budget showing anticipated travel and living costs including but not limited to airfare, housing, ground transportation and other related costs (visas, vaccines, etc.). An airfare quote should be included with this application as well as an explanation of how you determined anticipated housing costs.

**Please read the following paragraph carefully before uploading your application.**

Any information supplied on this grant application is true, complete, and correct to the best of my knowledge and belief and is made in good faith. I grant my permission for the confirmation of the information I have provided on this application. I further understand the information requested is grant-related and non-discriminatory and will be kept confidential. I further promise to update CP&P with respect to my summer plans when they are confirmed. I promise to apprise CP&P of any additional funding or paid work that I am either offered or accept subsequent to the submission of this application.