

# *Students Matriculating to HLS Before Fall 2023*

## **HARVARD LAW SCHOOL**

### Petition for Writing in Conjunction with Summer Work Experience

#### **Eligibility:**

This course is open only to JD students during the summer following their first or second year of law school. The internship may be paid or unpaid.

Students may not enroll in Writing in Conjunction with Summer Work Experience after graduating from the Law School or completing the requirements for the JD degree. International students on the F-1 student visa should be able to use Curricular Practical Training (CPT) work authorization to enroll in this writing credit. Please contact the International Office for instructions regarding CPT.

#### **Academic Information & Requirements:**

Students will receive one writing credit for each summer they are enrolled in Writing in Conjunction with Summer Work Experience provided the academic requirements noted below are met. The writing credit will be recorded in the fall term following the internship and the final written paper must be submitted no later than September 30<sup>th</sup>; papers will be graded in accordance with the Law School's regular grading system.

At the end of the internship, students must submit a 15 to 20 page paper on (1) a law topic related to but not directly overlapping with legal issues explored and worked on during the summer internship, or, (2) a comparative law or legal profession topic related to the country in which the internship took place. Students are encouraged to include a comparative dimension in their papers.

A 15-20 page paper will earn one writing credit. Students may choose to write a 2-credit paper provided it meets all regular requirements for written work and the faculty supervisor approves the work for two credits.

The credits for Independent Written Work in Connection with Summer Work Experience will count toward a student's graduation requirements but are subject to the School's regular rules for written work, including the maximum number of writing credits a student may apply toward the graduation requirements.

In addition:

- The petition to enroll should be submitted to the Registrar's Office no later than April 15<sup>th</sup>.
- Papers must be supervised by a full-time HLS faculty member.
- The paper must be submitted to your faculty supervisor no later than September 30<sup>th</sup> of the fall term in which you are receiving credit.
- Students must submit to the Registrar a letter from the employer verifying completion of the internship no later than the Tuesday following Labor Day in the fall term following the internship.
- Grades will not be recorded on the transcript until the letter from the employer verifying completion of the internship has been submitted to the Registrar. If a student fails to turn in a paper and/or submit a letter from his/her employer, the student will receive an "F" for the written work on his or her transcript.
- **CPT authorization is employer-specific, location-specific, and dates-specific, so you can only work in the US during the authorized CPT period at the authorized employer site. CPT is not a general employment authorization. Interning or working with an employer outside the specifically authorized CPT period (i.e., starting earlier or finishing later than the specified dates) and/or at an unauthorized site is a violation of your lawful F-1 student status which could make you ineligible for future immigration benefits.**

**Petition Process:**

Students wishing to enroll must submit this form—including faculty signature, description of the internship, and paper proposal—to the Registrar’s Office by April 15<sup>th</sup>. Students must have confirmation of their summer employment before submitting this form.

**Instructions:**

1. Please complete all fields below.
2. Attach a description of the internship, including employer’s organization and nature of work, and a brief proposal for the paper to be completed after the internship.
3. Review your paper proposal with and obtain the signature of your HLS faculty supervisor.
4. By April 15<sup>th</sup> submit the petition and proposal to the Registrar’s Office for sign off. This may be done via email (registrar@law.harvard.edu) or in person in at WCC Suite 4007.
5. After submitting to the Registrar, non-US citizens must email this form, and all supporting documents, to Peter O’Meara in HIO (peter\_omeara@harvard.edu). Supporting documents must include confirmation of the exact dates of employment from the employer.
6. If for some reason the internship is canceled after submitting these forms, the student must notify the Registrar’s Office and HIO.

By signing and submitting this petition, I agree to the following:

- I will submit the required letter from my employer verifying completion of my summer work no later than the Tuesday following Labor Day,
- I will submit my final paper to my faculty supervisor for grading no later than September 30<sup>th</sup> in the fall term in which I am receiving writing credit, and;
- I understand extensions will not be granted for CPT papers.

*Student Name:*

*HUID:*

*Matriculating to HLS Before Fall 2023*

*rising 3L*

*Matriculating to HLS in Fall 2023 and later*

*rising 2L*

*Name of internship organization, address, and contact person:*

*Beginning and end dates of internship:*

*Name of HLS faculty supervisor:*

*Faculty supervisor signature:*

*Date:*

*Student signature:*

*Date:*

*HLS Registrar Signature:*

*Date:*