USC Joint Educational Project

FALL 2018

Pre Law Project

Information Packet
What is the Pre Law Project?

Since its founding five years ago, the PLP has been committed to providing Pre Law students, of all degrees of interest in the law, with real legal experiences. Our goal is to provide these opportunities so that students can explore the field of law before ever making the decision to apply to law school. By partnering with public interest law firms, immigration clinics and civil rights organizations, students are able to secure legal internships of a variety of commitment levels. Our previous participants have raved about their experiences and how our reflective curriculum, which is incorporated alongside their internship, helped them truly approach the question if a legal career was right for them. All students regardless of their year or major are invited to apply!

How do I apply?

1. Students first come to the JEP House (34th and Trousdale) to register in our system and sign up for a mandatory training

2. At the training session the PLP Director will go over every site that we partner with, the application process and explain details about the reflective curriculum that is partnered with your internship

3. All application materials (resume and cover letter) for your top two sites will be due on **Monday, September 10th at 11:59PM.**

4. The director will forward your applications to the sites over the next two days. Some sites may reach out to request an interview.

5. Decisions from the sites will ideally be completed by Thursday September 20th. If you do not receive your first choice, the materials you sent will automatically be forwarded to site #2.

6. After placement, students will continue to participate in PLP curricula.
What is expected of me?

*JEP combines reflective curriculum with all of their community placements so that student volunteers may further enrich their experiences with thoughtful, guided reflections regarding their interests, passions and experiences throughout the semester. This component is mandatory for all participants.*

*In addition to the expectations of their site students will:*

- **Complete three reflective essays** over the course of the semester (approx. 500 words each)

- **Attend one group discussion** (USC Week 10) to meet other PLP participants and hear about the experiences they've had

- **Meet twice (1-1)** with either the Director or other PLP staff to discuss your experiences and any challenges you've faced
  - During week 8 and 13 of USC’s Academic Calendar

- **Attend two pre law related events** on campus from a pre-selected list of USC sponsored speaker series, Gould Law School discussions and public interest law presentations

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*Below are descriptions of every site that the PLP has partnerships with. Read them carefully and select your top two choices for the semester.*
Alliance for Children’s Rights
www.kids-alliance.org/

Location:
3333 Wilshire Blvd., Suite 550 Los Angeles, CA 90010
  ● Driving/Public transit site.
  ● The Alliance will reimburse for public transportation or validate parking.

Requirements:

  ● Attend a mandatory on-site full day from approximately 9:00am - 5:00pm
  ● Volunteer hours during normal business hours (M-F 9:00am-5:30pm).
    ○ Two 4-hour or 4.5-hour volunteer blocks per week required.
    ○ Volunteer must complete 80 hours of work.
  ● Spanish speakers preferred.
  ● Maximum of 10 positions

Description:

  The Alliance for Children's Rights provides free legal services and advocacy to protect the rights of impoverished and abused children and youth. Clients include children in foster care, runaway and emancipating youth, relative and non-relative caregivers and children with educational, physical and emotional disabilities.

  Students will answer phone calls, gather basic facts, work with an Alliance attorney to assess the caller’s legal needs, verify information and refer callers to appropriate resources. Students also work under the direction of staff attorneys on the following types of tasks: Conducting research, Preparing documents and correspondence, Developing resource and educational materials for clients. Spanish proficiency preferred.
Asian Americans Advancing Justice
www.advancingjustice-aajc.org/

Location:

1145 Wilshire Blvd., 2nd Floor Los Angeles, CA 90017
- Located 1/2 mile from the 7th & Metro train station. Validated parking available at Good Samaritan Hospital (next door).

Requirements:

- Volunteer times: 1st, 2nd, and 3rd Friday of every month: 12:30pm-5pm. 4th Saturday of every month: 9am-2pm. You will decide on your specific days/times directly with Karina, the site supervisor.
- Foreign language proficiency (mainly Chinese, Korean, Thai, or Spanish) is strongly preferred.
- Attend a mandatory training for naturalization volunteers
- Maximum of 3 positions available

Description:

Asian Americans Advancing Justice-Los Angeles is the nation’s largest legal and civil rights organization for Asian Americans, Native Hawaiians, and Pacific Islanders. PLP interns will support the Citizenship Project by providing assistance to the immigrant communities at citizenship workshops. At the workshop, volunteers help individuals complete the Application for Naturalization (Form N-400), assess eligibility for various waivers, and provide resources on the naturalization process. Advancing Justice will provide training in advance, and supervision.

Citizenship and naturalization are especially crucial as Advancing Justice-LA works to help community members become U.S. citizens during this uncertain time for immigrants.
Bet Tzedek
www.bettzedek.org

Location:
3250 Wilshire Blvd., Los Angeles CA 90010
- Parking provided and paid for by host agency.
- Metro accessible (Red and Purple Line)

Requirements:
- Mandatory 3-4 hour long Bet Tzedek specific trainings will be held on a rolling basis for Intake Interns and for Conservatorship Interns.
- Monday through Friday from 9:00am – 5:00pm 8 hours/week preferred
- Maximum amount of 5 positions

Opportunities:
1) The Self-Help Conservatorship Clinics provides assistance to self-represented litigants filing for a probate conservatorship over an aging or developmentally disabled adult. Under staff supervision, volunteers have the opportunity to meet with litigants, help prepare and review court paperwork with litigants, and inform self-represented litigants about petitioning for conservatorships.

2) Intake Services interns conduct pre-screening assessments to determine legal assistance and representation of potential clients. Under staff supervision, volunteers will develop and exercise foundational legal skills, such as issue-spotting in assessing and determining income- and case-type eligibility.

Description:
For the past 40 years, Bet Tzedek has provided free, comprehensive legal services for low-income individuals and families in Los Angeles. From humble beginnings as a small group of volunteer attorneys helping Holocaust survivors facing gentrification in the Fairfax District, Bet Tzedek has grown into a public interest law firm with a footprint across Los Angeles County and beyond, with practice area expertise in Elder/Caregiver Law, Employment Rights, Guardianships, Human Trafficking, Health, Holocaust Reparations, Housing, Public Benefits and more.
Central American Resource Center  
www.carecen-la.org/

Location:  
2845 W. 7th St.  
Los Angeles, CA 90005  
- 20 Minute bike from the JEP house

Requirements:  
- All options require fluency in Spanish  
- Training will be given your first time to site.  
- M-F 9:00-5:00; Saturday hours possible.  
- Volunteers expected to complete at least 3-4 hours of work per week

Opportunities:  
1) Citizenship Program Law Intern: Help legal residents become U.S. Citizens and assume full participation in U.S. Civic society. Assist clients in filling out the necessary applications, and help host monthly workshop (Saturdays) to aid up to 100 clients.  
2) U-Visa/Violence Against Women Act (VAWA) Law Intern: U Visa is granted to a person who has been a victim of certain crimes in the U.S. and cooperates with the prosecution of the case. A VAWA Visa is granted to a victim of domestic violence committed in the US by a U.S. citizen or legal resident who is their spouse, child or parent. Assist these clients with consultations, filling applications, and applying for residency after 3 years.  
3) TPS Applications: Temporary immigration relief for people from specific countries that are determined to be unsafe to return to. Once granted TPS, recipients must regularly re-register to maintain their status. Assist clients with filling applications and work permits.

Description:  
CARECEN provides direct legal services, organizing, and community education programs to immigrants. It serves as a strong community advocate on the policy issues of immigration, education reform, and civil rights.
Earth Justice

www.earthjustice.org/

Location:

800 Wilshire Blvd., Suite 1000
Los Angeles, CA  90017
● 5 Minute walk from 7th Street Metro Center

Requirements:

● 4 Hours per week minimum commitment
● Office Hours: Mon-Fri 9-5pm
● Maximum of ONE student volunteer each semester

Description:

Earthjustice is the nation’s original and largest nonprofit environmental law organization. Earthjustice leverages its expertise and commitment to fight for justice and to advance the promise of a healthy world for all. Clients are represented free of charge. Specific duties will include: legal research and factual investigations, administrative office legal assistance, attending court hearings and other organizational meetings.
Esperanza Immigrant Rights Project
https://www.esperanza-la.org/

Location:
1530 James M Wood Blvd. Los Angeles, CA 90015

Requirements:
- Attendance at the volunteer information and registration day is required.
- A site-specific training will also be provided – time and date TBD.
- Live scan fingerprinting and background check must be completed (instructions provided when offer of internship is made).

Opportunities:
1) Community education for refugee children and their custodians (“LOPC”) – Explain legal responsibilities, immigration court processes, and legal defenses to deportation to refugee children and their custodians. LOPC also provides legal screenings, referrals, and detailed workshops.
   - Tasks: assisting with legal intakes interviews, responding to initial client inquiries or follow up, and providing other program support.
   - Spanish speakers are preferred.
   - Preferred Hours: Monday and Wednesday from 2-6pm, and/or Thursday and Friday Mornings 9-1pm.

2) Immigration court help desk (“ICH”) – ICH provides legal screenings, pro se assistance, workshops and referrals to individuals in removal proceedings who cannot afford an attorney.
   - Tasks: assisting with information collection, program reporting and data.
   - Spanish is not required. Preferred Hours: Monday to Friday

3) Pro Bono – the pro bono program matches volunteer attorneys with individuals facing deportation, and utilizes non attorney volunteers of all backgrounds.
   - Tasks: assisting with all aspects of outreach including designing flyers and creating email blasts, and assisting with case and program management.
   - Spanish is not required. Preferred Hours: M & TH – from 10am-6pm

Description:
Esperanza Immigrant Rights Project is a non-profit legal organization that provides community education and direct representation to individuals in immigration deportation proceedings. Interns will work closely with staff attorneys and paralegals and will be supervised by a manager. Responsibilities of the intern may include client interviews or follow-up calls, research, events, or program assistance.
International Rescue Committee

https://www.rescue.org/

Location:
625 N Maryland Ave, Glendale, CA 91206
• Car required.

Requirements:
● Must speak conversational Spanish.
  ○ Armenian, Farsi, Dari or Arabic helpful but not required
● Thursdays 1-7pm with a required 10 week commitment
● An IRC application, interview and background/reference check will be required prior to being accepted as an intern with IRC. Training will be set up at a mutually convenient time for the student and IRC staff.
● A tax deductible donation of $49 required in order to defray the cost of the background check. The background check will not be initiated until this donation is made
● Maximum amount of positions (5-10)

Opportunities:
Interns will work with the Citizenship & Financial Capability Program.
This includes:
● assisting clients with green cards &/or citizenship
● teaching civic, English, and financial literacy
● classes taught in English with assistance in native language

Description:
The International Rescue Committee provides opportunities for refugees, asylees, victims of human trafficking, survivors of torture, and other immigrants to thrive in America. Their programs are designed to ensure refugees thrive in America—whether ensuring children are enrolled in school, adults become self-reliant through employment or starting businesses, or families receive acute medical care they need to recover from trauma or illness. The IRC helps those in need to rebuild their lives and regain control of their future in their new home community.
LA County Bar Association
Veterans Legal Services Project

https://www.lacba.org/give-back/veterans-legal-services-project

Location:

1055 West 7th St. (Suite 2700) Los Angeles, CA 90017

- Nearest public Transit is 7th Street Metro Center.
- There is no free parking at LACBA.

Requirements:

- Volunteer hours available during normal business hours (M-F 9 - 5PM).
  - Must work a minimum of 4 hours per week.
- Phone interview and a mandatory on-site training
  - DAYS & TIMES TBD in conjunction with students
- You must be available to attend one clinic, where you will be working one-on-one with clients.
  - Clinics occur on the 3rd Wednesday evening of the each month, from 5:30pm to 8:30pm.
- Maximum number of positions 2 per day (4 total)

Description:

The Veterans Legal Services Project of the Los Angeles County Bar Association assists veterans to overcome legal obstacles to full employment. They offer legal services, clinics, and self-help workshops to veterans in the areas of expunging criminal convictions and resolving outstanding tickets & warrants. They assist Veteran clients at monthly legal clinics, from the main LACBA office, and at Patriotic Hall by appointment. Under supervision of the Project Director and Managing Project Attorney, the interns participate by conducting client interviews, providing procedural guidance and legal information to clients by phone from LACBA’s downtown LA office and in person at Patriotic Hall (just down Figueroa from USC), drafting motions, performing legal research, and assisting in the development of program materials.
**Neighborhood Legal Services**

http://www.nelsla.org/

**Location:**

6230 Sylmar Ave. (Room 350)
Van Nuys, CA 91401
  - Car needed

**Requirements:**

- Self-Help has a 7-9 hour a week requirement.
- They are flexible but do ask that volunteers commit to a full shift.
- The shifts are Monday-Friday 8:30 - 12:30 pm and 1:30 - 4:30pm.

**Description:**

NLS’s primary mission is to combat poverty through the judicial system to improve the lives of individuals and families and in our community. They offer free legal representation, advice and education. They have improved health and wellness, expanded economic opportunities, and protected human rights throughout Los Angeles County. Volunteers work at clinics and on cases and projects in our offices, at sites in the community, and in their clinics. At the clinics volunteers help litigants prepare court forms, or paperwork for administrative hearings. Under the supervision of an attorney, volunteers may be asked to provide information about the legal process, as well as other community resources. All non-attorney work is reviewed and approved by an attorney.
Strategic Actions for a Just Economy: Wage Justice Center

www.saje.net/

Location:
152 W. 32nd St Los Angeles, CA, 90007
- 10 minute walk from USC Galen Center

Requirements:
- Spanish/English bilingual interns are highly recommended and preferred, as most tenant clinics discussions are in Spanish.
  - Students with limited Spanish could still partner up with data entry
- SAJE will schedule an orientation directly with you after you have been chosen as an intern there.
- Volunteer Hours
  - Tuesdays (4:00pm-7:00pm) Tenant Clinic
  - Thursday (10:30am-12:30pm) Tenant Clinic
  - Database/ follow up time at intern’s own availability

Opportunities:
- Assist in the tenant clinic
  - Tuesdays (4:00pm-7:00pm) and/or Thursdays (10:30am-12:30pm)
- Database management of tenant clinics in Nation builder
- Basic writing of letters directed to landlords preferably English/Spanish.

Description:
Since 1996, SAJE has been a force for economic justice in the community focusing on tenants’ rights, healthy housing, and equitable development. They run a regular tenant clinic, help connect local residents to jobs, and fight for community benefits regarding future development through private agreements and public policies. They believe that the fate of city neighborhoods should be decided by those who dwell there, and convene with other organizations to ensure this occurs in a manner that is fair, replicable and sustainable.

In an effort to provide tenants with information about their tenant’s rights, SAJE holds a biweekly tenant clinic which provides free education and assistance to community residents, who are facing issues such as uninhabitable living conditions, disputes with their landlords, illegal rent increases, etc.
USC Gould School of Law

Immigration Clinic

www.gould.usc.edu/academics/experiential/clinics/immigration/

Location:
USC Gould Law School (On Campus)

Requirements:
- Freshman, sophomore or junior class standing;
- Fluency in Spanish (speaking and writing);
- Ability to commit to volunteer both Fall and Spring semesters;
  ○ Student required to participate with JEP with for one semester
- Ability to commit a minimum of 10 hours a week during normal business hours (Monday-Friday from 8:30 am – 5:00 pm) AND occasional Saturdays
- Training will be ongoing throughout the semester. We will host a naturalization training event sometime during the week of September 10th
- Maximum of two positions available

Opportunities:
Undergraduate Administrative Assistants will provide the following support:
- organize and create case files
- conduct pre-screening eligibility interviews with potential naturalization applicants;
- identify and classify naturalization cases as “complex” or “simple;”
- assist with organizing Saturday Citizenship Clinics;
- complete naturalization applications and fee waivers; and
- interpret attorney-client meetings prior to Immigration Court hearings (if bilingual)

Description:
The USC Immigration Clinic is a non-profit law office that represents adults and children from all over the world, including Mexico, Central and South America, and Africa in proceedings before the Immigration Court, the Board of Immigration Appeals and the 9th Circuit Court of Appeals. Specifically, the Citizenship Project of the Immigration Clinic assists eligible lawful permanent residents to apply for citizenship (naturalization).