

Checklist for Satisfying Your Public Service Requirement (PSR) Via a Public Interest Practicum

For students entering 2014-15 and later, you must have completed 28 credits in order to receive credit for the Public Service Requirement. Otherwise, 30 credits are required.
Contact publicinterest@law.du.edu or afreeman@law.du.edu with any questions.

This checklist outlines the steps students must take to register for a Public Interest Practicum ONLY.

Note: You are not required to do any of the steps below if you are satisfying the requirement in one of the following ways:

- 1) Registering for, and passing, an externship for credit at a government agency, judicial chambers, or nonprofit organization via the [Legal Externship Office](#);
- 2) Registering for, and receiving a grade of C or better, in a clinic via the [Student Law Office](#); OR
- 3) Registering for, and receiving a grade of C or better, in an eligible course. Eligible courses currently include: Federal Appellate Advocacy, Live Client Lab, Poverty and Low Wage Work in America, Street Law, the Graduate Tax Program's Low-Income Taxpayer Clinic, Trial Practice III: Instructor's Practicum, Trial Practice III: Mentor's Practicum, the International Criminal Law Practicum, Wills Lab, and the Probate Practicum.

For these options, your Academic Progress Report will reflect that you satisfied the PSR at the conclusion of the relevant semester.

If you are eligible to complete your PSR and will not be satisfying the requirement through any of the options above, you will need to register for a Public Interest Practicum. Please be sure to do the following prior to beginning your 50 hours of work or any hours worked previously will not count towards the requirement:

1. **Intent Form:** <http://www.law.du.edu/forms/public-interest/intent.cfm>. Fill out the top of this form with your information and then check Public Interest Practicum or Pro Bono Research Project (PBRP) for one or zero credit. If you choose one credit you will also have to participate in an online seminar. Pro Bono Research Project is only for students working with private sector lawyers or for projects found via the [PBRP database](#).
2. **Supervisor Acceptance:** Your supervising attorney must complete the acceptance form confirming that you will be on the project. This needs to be signed by the supervisor and emailed to publicinterest@law.du.edu or afreeman@law.du.edu. The acceptance form for work at nonprofits or government agencies is: <http://www.law.du.edu/forms/public-interest/supervisor-acceptance.cfm>. The acceptance form for pro bono work at private law firms is: <http://www.law.du.edu/forms/public-interest/pro-bono-research/student-acceptance.cfm>.
3. **Disclosure Form:** <http://www.law.du.edu/forms/public-interest/student-disclosure.cfm>. In this form, you are asked to indicate any law-related employment, internships, or volunteer work in which you are currently participating or will be participating at the time you anticipate doing during your work fulfilling the Public Service Requirement.
4. **Register:** You will need to officially register. If it is after the add/drop deadline, you need to complete an add/drop form, which is available on the Registrar's website under forms. Print out this form and return to Suite 365 (externship suite) for Prof. Alexi Freeman's signature. Please note only Prof. Freeman can sign; this is not to be signed by whomever is supervising the fieldwork. Please complete steps #1-3 first. If it is not after the add/drop period, you just waitlist for the public interest practicum and once we receive information #1-3, we remove you from the waitlist.

5. **Timesheets:** You are required to document your 50 hours in an online timesheet once the aforementioned forms are complete. You will receive an email with a password to access the timesheets once we receive and review the aforementioned forms.

Everything but #5 must be completed and submitted to our office if appropriate, prior to beginning any work in order for it to count towards fulfilling your Public Service Requirement.

Upon Completion of Your Hours:

1. When you've completed your hours, you will also need to complete a short student evaluation. For work at nonprofits and government agencies, or work at private law firms, use this: <http://www.law.du.edu/forms/public-interest/pro-bono-research/student-report.cfm>. We cannot give you credit for completion of the PSR until that is complete.
2. Your supervisor will also need to complete an evaluation: For work at nonprofits and government agencies, have the supervisor use this form: <http://www.law.du.edu/forms/public-interest/performance-eval.cfm>. For work at private law firms, have the supervisor use this form: <http://www.law.du.edu/forms/public-interest/pro-bono-research/performance-eval.cfm>.