



Student Services Weekly Newsletter

Offices of Career Services, Student Services and Academic Affairs
Tuesday, September 6, 2011

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2Ls and 3Ls: Equal Justice Works Conference and Career Fair

The 2011 Conference and Career Fair is October 21 and 22 at the Washington Marriott Wardman Park in Washington, D.C. Student registration is open from August 16-September 12, 2011 at 5 p.m. EDT. For more information, please go to <http://www.equaljusticeworks.org/law-school/conference-and-careerfair/students>.

3Ls: Presidential Management Fellows Program (PMF)

PMF is a premier program for leadership development in the Federal civil service. If selected as a Finalist, you could receive a two-year Federal Government fellowship, with full benefits. Please come learn more about this program, as well as the application/nomination process and deadlines. The application opens on September 15 and closes on September 25, 2011. This is earlier than in past years. This is open to current 3L's or any law student who expects to complete an advanced degree (master's, law, or doctoral-level degree) during the 2011 - 2012 academic year (September 1, 2011 - August 31, 2012).

When: Friday, September 9, 2011

Where: Room 5223

Time: 12:10 - 1:10 PM

See you there!!

3Ls: Equal Justice Works and Skadden Fellowships

If you are planning to apply to either of these and need assistance, please contact Trisha Fillbach at tfillbach@wisc.edu ASAP. The deadline for the EJW Fellowship is September 14, 2011 and Skadden is due on October 3, 2011. If you would like to discuss the application process further, please let Trisha know.

Interested in Learning More about Public Interest Opportunities?

If so, please send Trisha Fillbach at tfillbach@wisc.edu your email address to be added to the Law School's public interest email listserv. Through the listserv, you will receive announcements about public interest activities and programs, as well as job and fellowship opportunities.

Deadline for Foreign Service Officer Test

Deadlines for the October 2011 Foreign Service Officer Test are now available on the careers.state.gov website. Click here (<http://careers.state.gov/officer/selection-process#step3>) for dates, deadlines and location information. Please note that the list of overseas posts offering the test will be available the second half of August 2011.

USAJobs Website Down for a Week

The Office of Personnel Management will take the government's job application platform offline in October to transition to a new system. USAJobs 3.0, designed to make the process smoother for potential hires and federal recruiters alike, will debut on Oct. 13. Agencies will have to close all open job announcements before Oct. 6, when the system will be made unavailable to all applicants for nearly a week. The downtime will allow agencies to transition data to the new platform built by OPM and create a level playing field for job seekers and human resources staff, said Angela Bailey, the agency's associate director of employee services.

OCI Phases Five, Six and Seven – NEW – Additional Employers

Because several additional employers have recently registered to participate in our fall on-campus interviewing program, and because the dates of their visits are pretty widely dispersed (until as late as November 2), we have divided what used to be termed "Phase Five" into three phases: Phases Five, Six and Seven. Set forth below are the names of the employers coming to interview students here at the Law School in the various upcoming phases, and the new bidding deadlines that have been established for those phases. If you have already bid for any of these employers, you do not need to re-bid; but if you entered your bids before some of these employers decided to interview here, you may want to go back into Symplicity and add bids for some of them:

Phase Five -- bidding deadline is Wednesday, September 7 at 11 p.m. CDT

- Borgelt, Powell (Milwaukee) on Sept. 19 - 2Ls only
- Siegel Brill (Minneapolis) on Sept. 19 - 2Ls only
- Deloitte (Milwaukee) on Sept. 19 - 3Ls only
- Hawks Quindel (a Madison plaintiff's side labor and employment law firm), interviewing 2Ls on Sept. 21
- Liebmann, Conway (Green Bay) on Sept. 23 - 2Ls only

Phase Six -- bidding deadline is Wednesday Sept. 14 at 11 p.m. CDT

- U. S. Securities & Exchange Commission (Chicago) on Sept. 26 -- 3Ls only
- John Deere & Co. interviewing 3Ls for a permanent position in the company's labor relations department in Moline IL, on Sept. 26
- Nowlan & Mouat (Janesville) on Sept. 28 - 2Ls only
- Integrys Business Support in-house counsel's office (Green Bay) on Sept. 30 - 2Ls only
- U.S. Army JAG Corps (Worldwide) on Sept. 29 and 30 - 2Ls and 3Ls

Phase Seven -- bidding deadline is Wednesday Sept. 21 at 11 p.m. CDT

- Cook County State's Attorney (Chicago) on October 3 - 3Ls only
- SmithAmundsen (Chicago) on October 7 -- 2Ls only
- Corneille Law Group (Madison) on October 13 -- 2Ls & 3Ls
- Ford Motor Company Office of the General Counsel (Dearborn, MI) on October 14 -- 2Ls only
- Ruder Ware (Wausau and Eau Claire) on November 2 - 2Ls and 3Ls

To indicate an interest in interviewing with any of these employers, you must log on to Symplicity, go to the OCI section, select the appropriate Phase from the "Sessions" drop-down menu, create and upload the documents (cover letter, unofficial transcript, etc.) that the employers are requesting, and click on the "Apply" button. Everything you need to know about how fall on-campus interviewing works is on the Career Services website at

<http://www.law.wisc.edu/career/introductiontofalloci.html>.

November MPRE at the Law School

Every state except Wisconsin, Washington (the State of Washington, not D.C.), and Maryland requires that you pass the Multistate Professional Responsibility Exam in order to be admitted to practice law there. The MPRE is offered three times a year: in March, August and November. For those intending to take the Saturday, November 5th MPRE here at the Law School, the application deadlines are as follows:

Regular Application **Receipt** Deadline: September 20, 2011 (meaning you will pay the least amount if you turn in your application by this date)

Late Application **Receipt** Deadline: October 6, 2011

For registration information, visit <http://www.ncbex.org/multistate-tests/mpre/>

Free Programs from Practicing Law Institute (PLI)

The following programs are available for students to listen to:

- (1) "Welcome to the Firm: Now What? What They Didn't Teach You in Law School" is a one-hour Web-only audio briefing, September 21, 2011, 12:00 pm CST. If you can't listen live, it will be available for free in the PLI archive by mid-October:
http://www.pli.edu/re.aspx?pk=35975&t=YCT1_8ZEM1&utm_source=8ZEM1&utm_medium=EMKTG&utm_campaign=YCT1
- (2) "300 Things You Can Do with a Law Degree" is a half-day (morning) program, on the Web, on October 20, 2011, 11:00 am CST. This program is based on the acclaimed book of the same name and given by its author, Hindi Greenberg, President of Lawyers in Transition. If students miss the live program, it will also be available (free) in the PLI archive by mid-November. Live Webcast:
http://www.pli.edu/re.aspx?pk=36577&t=YCT1_8ZEM1&utm_source=8ZEM1&utm_medium=EMKTG&utm_campaign=YCT1.

On the Wrong Class Email List?

Students often tell us that they are concerned that they are on the "wrong" class email list serve, and believe they are receiving messages intended for 2Ls when in fact they should be on the 3L list instead. Here is the solution to the problem: Students can add themselves to any student list at this website: <http://law.wisc.edu/help/my.php>.

ASM Outreach Consultant

The ASM Student Judiciary is hiring an Outreach Consultant. They are seeking to fill this position as soon as possible and will be accepting applications (resume and cover letter) until September 14th. Below is a position description for the Outreach Consultant:

Outreach Consultant (1 spot): This is a paid position with a stipend (\$2800 for the entire academic year), released monthly over nine months. The Outreach Consultant advises and/or represents students having business before the Student Judiciary and generally fields substantive questions related to pending cases. S/he may be asked by the Judiciary to assist in other miscellaneous projects for the Court. The Outreach Consultant must have (or learn quickly) a thorough working knowledge of the ASM Constitution, bylaws as well as Student Judiciary rules of procedure. Time commitments are between 2 and 20 hours per week, depending on caseload. Term is one academic

year. More information on this opportunity can be found on Symplicity (for 1Ls, please send your resume and cover letters to: Kathryn Fifield, Chief Justice, Student Judiciary, Associated Students of Madison, University of Wisconsin-Madison 2012, International Studies, Economics, Political Science or via email to kfifield@wisc.edu).

Diversity Outreach Program in Milwaukee

The State Bar of Wisconsin Diversity Outreach Committee cordially invites UW Law Students to attend its 2011 Diversity Counsel Program—Today's Diversity: Perception and Reality on Friday, September 30, 2011 at the Italian Community Center in Milwaukee, WI.

Presented in collaboration with the Association of Corporate Counsel, Wisconsin Chapter, the event features a wide-ranging program with three morning presentations, a luncheon, a keynote presentation by Sean Carter, nationally recognized humorist, and an afternoon program on increasing personal leverage by expansion of the client base. Mr. Carter is the country's foremost Humorist at Law. In his presentation: Fail Better: Continuing Efforts to Eliminate Bias, Mr. Carter will focus on bias as it relates to race, gender, religion, disability, sexual orientation and class.

For more information, visit:

<http://www.wisbar.org/AM/Template.cfm?Section=doc&Template=/CM/ContentDisplay.cfm&ContentID=103999>.

To register, visit:

http://www.wisbar.org/AM/Template.cfm?Section=StateBar_Events&template=/Conference/ConferenceRegistrants.cfm&ConferenceID=5550.

Volunteer Opportunities at the Tenant Resource Center

The Tenant Resource Center is actively recruiting volunteers to staff its office hours (volunteer 2–3 hours per week, anytime from 9–6 Monday-Friday). Volunteers provide counsel for tenants and landlords interested in learning more about their rental rights and responsibilities under Wisconsin law. There are several training sessions coming up:

September 14th (Wednesday) and 15th (Thursday)

Urban League 2222 S. Park St.

September 14th from 8:30 - noon, 1 - 4pm.

September 15th from 8:30 - 11am.

You must attend all three of these sessions or make other arrangements to learn pieces you missed during the other two trainings. Or, you can choose to attend one of the following all day sessions.

September 24th (Saturday)

Tenant Resource Center, 1202 Williamson St., Conference Room

One day only! 9am - 5pm

October 9th (Sunday)

Tenant Resource Center, 1202 Williamson St., Conference Room

One day only! 9am - 5pm

Contact Brenda Konkol at

bkonkel@tenantresourcecenter.org to sign up or for additional information.

3Ls: EPA Attorney Fellowship

The Environmental Protection Agency (EPA), Region 5, Office of Regional Counsel seeks applications for the 2012 Region 5 Honors Attorney Fellowship. This is a temporary two-year position in the Chicago, Illinois office. The 2012 Fellowship will begin in the fall of 2012. The office will seek applications for the 2012 Fellowship from August 29, 2011 through September 12, 2011 via the USAJOBS website: EPAVacancies on USAJOBS. Please check the USAJOBS website on August 29, 2011 for more information (search for CI-R5-OT-2011-0030, the announcement number for the position). Applications must be made through the www.usajobs.gov website during the application period – they are not accepting mailed or e-mailed submissions.

U.S. Securities and Exchange Commission (SEC) 2012 2L Summer Honors Program

The application process for the 2012 SEC Summer Honors Program has opened. Candidates are encouraged to apply via the link below. Any questions regarding the application process should be directed to students@sec.gov.

Washington, DC Headquarters:

<http://sec.futurestep.com/Opportunities/VH886>

Regional Offices:

Atlanta Regional Office:

<http://sec.futurestep.com/Opportunities/HU912>

Boston Regional Office:

<http://sec.futurestep.com/Opportunities/UC372>

Chicago Regional Office:

<http://sec.futurestep.com/Opportunities/PF579>

Denver Regional Office:

<http://sec.futurestep.com/Opportunities/YF532>

Fort Worth Regional Office:

<http://sec.futurestep.com/Opportunities/AP581>

Los Angeles Regional Office:
<http://sec.futurestep.com/Opportunities/EJ965>

Miami Regional Office:
<http://sec.futurestep.com/Opportunities/KQ965>

New York Regional Office:
<http://sec.futurestep.com/Opportunities/NM761>

Philadelphia Regional Office:
<http://sec.futurestep.com/Opportunities/TC143>

San Francisco Regional Office:
<http://sec.futurestep.com/Opportunities/IM133>

Salt Lake Regional Office:
<http://sec.futurestep.com/Opportunities/YI582>

The SEC will begin reviewing applications and hiring on a rolling basis beginning September 16, 2011. They expect to evaluate applications at two-week intervals after that point. The posting will officially close on October 14, 2011. For student opportunities, click here http://www.sec.gov/jobs/jobs_students.shtml.

3Ls: FDIC Honors Program

The FDIC is now accepting applications through September 30, 2011 for its Honors Attorney Program. Honors Attorneys are assigned to a wide variety of projects throughout the Legal Division that provide extensive legal experience as well as a substantial amount of individual responsibility. For more information on this excellent opportunity, please refer to the posting on Symplicity.

3Ls: FCC Honors Program

The FCC has announced entry-level attorney positions for its 2012 Attorney Honors Program. The FCC is seeking applications from graduating law students with superior academic credentials and an interest in communications law. The application deadline for the fall 2012 class is September 23, 2011. The FCC Attorney Honors Program introduces law school graduates to the field of communications and the work of the FCC. Honors Program attorneys will participate in federal administrative practice as it relates to the FCC's oversight of television, radio, cable, wireless, wireline, satellite, and other communications services and facilities, and will benefit from special training and career-development opportunities. For more information on these excellent opportunities, please refer to the posting on Symplicity.

3Ls: Upcoming Deadlines for Government Programs

The following government programs have 3L deadlines coming up in the next few weeks. Details of these programs are provided in the 2011-12 Government Honors

& Internship Handbook, located at <https://www.law.arizona.edu/career/honorshandbook.cfm>.

- Department of the Interior – Office of the Solicitor 2012 Honors Attorney Program (Paid, Deadline 09/09/11)
- Department of Transportation – Office of the General Counsel 2012 Honors Attorney Program (Paid, Deadline 09/09/11)
- Washington Attorney General – Preferred Pool Status in Attorney Hiring (Paid, Deadline 09/09/11)
- Federal Trade Commission – Bureau of Competition Entry Level Attorney Program (Paid, Deadline 09/15/11)
- Comptroller of the Currency – Law Department Chief Counsel’s Employment Program (Paid, Deadline 09/16/11)
- Massachusetts Office of the Attorney General – Fellowship Program (Paid, Deadline 09/16/11)
- Environmental Protection Agency - Office of General Counsel Honors Fellowship Program (Paid, Deadline 09/23/11)
- Federal Communications Commission - Office of General Counsel 2012 Attorney honors Program (Paid, Deadline 09/23/11)
- Federal Deposit Insurance Corporation - 2012 Legal Division Honors Program (Paid, Deadline 09/30/11)
- Nuclear Regulatory Commission - Atomic Safety & Licensing Board Panel Judicial law Clerk Program (Paid, Deadline 09/30/11)

2Ls: Upcoming Deadlines for Government Programs

The following government programs have 2L deadlines coming up in the next few weeks. Details of these programs are provided in the 2011-12 Government Honors & Internship Handbook, located at <https://www.law.arizona.edu/career/honorshandbook.cfm>.

- Central Intelligence Agency – Office of General Counsel Summer Law Clerk Program (Paid, Deadline 09/15/11)
- Environmental Protection Agency – R7 Kansas City, Summer Legal Intern Program (Paid, Deadline 09/15/11)
- Federal Trade Commission – Bureau of Competition Summer Intern Program (Paid & Unpaid, Deadline 09/15/11)
- Department of Health & Human Services – Office of Counsel to the Inspector General 2012 Summer Law Clerk Positions (Paid, Deadline 09/16/11)
- Ohio Attorney General's Office - Summer Law Clerk Program (Paid, Deadline 09/23/11)
- Federal Reserve Board - Summer Law Clerk Program (Paid, Deadline 09/30/11)

Programs with “Rolling Deadlines” review applications and fill positions on an ongoing basis, so apply early for these programs.

Part-time Law Clerk for Fall Semester Wanted

Freedom from Religion Foundation in Madison is looking for a part-time law clerk for the fall semester to assist its Legal Department with a First Amendment caseload. The intern will research and analyze case law concerning the Establishment Clause (state/church separation). The position is paid and could be extended through the spring semester. For more information on this position, please refer to the Symplicity job posting.

Fall Career and Internship Fair

Date: Thursday, September 15

Time: 4:30 – 8:00 p.m.

Location: Kohl Center, 601 West Dayton Street

All UW-Madison students are welcome to attend this FREE event. This fair offers students the opportunity to connect with approximately 650 representatives from over 230 organizations who are eager to talk about their full-time and internship positions, as well as offer students a chance to research careers and network. Note that these are not necessarily legal employers, but nonetheless, this event is a great chance to network.

New Career Services Library Books

The CSO has added the following books to its library, all of which are available for a two week check-out period: 1) Work Life & the High Calling of the Law, 2) Inside a U. S. Embassy, and 3) Landing a Federal Legal Job. Additionally, the following directories have been added – these are not available for check-out, but you can view them in the office: 1) AFL-CIO Lawyers Coordinating Committee Directory of Members-2011, 2) Directory of Corporate Counsel-2011-2012, and 3) Sports Market Place Directory 2011.

2L and 3Ls: First Round Interview and Callback Information from OCI and Off-Campus Interview Programs

The Career Services Office is frequently asked about the status of callback interviews from off-campus interview programs and from OCI interviews. In addition, we also get asked how many students receive interviews or callbacks from all the off-campus programs. In order for us to provide an accurate response, we need the information

from students who bid for or interviewed in these programs. Please send an email to Nilesh Patel (nileshpatel@wisc.edu) with the following:

- Employer & interview program
- Did you receive an initial interview?
- Did you receive a callback?
- How were you contacted for the callback (email, telephone, etc.)?

Please note that student names are not provided. You can see last year's list which was available to students here: http://law.wisc.edu/career/restricted/fall_2010_callbacks_and_offers.docx.

2Ls: Latham & Watkins' Diversity Scholarship

Latham & Watkins is accepting applications for the firm's annual Latham & Watkins Diversity Scholars Program, which awards second-year law students a \$10,000 non-renewable scholarship for use during their third year of law school. This year, the firm will provide four to six scholarships. Candidates are asked to submit an application form, personal statement, resume and official or unofficial law school transcript by October 14, 2011. Application forms and more information on the program can be found at: <http://www.lw.com/AboutLatham.aspx?page=Diversity>.

2Ls: Dinsmore & Shohl Diversity Scholarship - Deadline September 15, 2011

Dinsmore & Shohl LLP, based in Cincinnati, OH, offers a diversity scholarship for 2Ls. In addition to working as a salaried Summer Associate in one of Dinsmore's offices, recipients will receive a scholarship of between \$5,000 and \$10,000. Recipients will also be assigned a mentor who will serve as a dedicated resource for professional development. The firm is seeking applicants who have a strong record of academic or professional achievement, demonstrated leadership qualities, and a meaningful commitment to diversity. Second-year students may apply between July 25, 2011 and September 15, 2011.

For more information, visit:

<http://www.dinsmorecareers.com/Diversity/DiversityScholarshipProgram.aspx>.

2Ls: Sidley & Austin Diversity Scholarship - Deadline September 30, 2011

Sidley & Austin offers a Diversity and Inclusion Scholarship Initiative for second year law students. Sidley will grant a \$15,000 Sidley Diversity and Inclusion Scholarship to a limited number of deserving second year law students who join Sidley's summer program. Applicants must have a demonstrated ability to contribute meaningfully to the diversity of the law school, the firm and the legal profession and be a second year law student; preference is given to students at schools where Sidley conducts on-campus interviews (OCI) or participates in resume collections and who have demonstrated academic achievement and leadership qualities.

For more information, visit:

<http://www.sidley.com/careers/northamerica/about/diversityscholars/>.

Creating Unofficial Transcripts

Many employers ask students to provide an "electronic" version of the student's transcript. The way to do that is to create a Word document that contains a list of your courses and grades. You can find a template for such a document on the Career Services website -- go to <http://law.wisc.edu/career/> and then click on the "Transcripts" link under the heading "Job Search Tools."

Getting Rid of Metadata/Tracked Changes

Microsoft Word has a very useful feature called "track changes" that allows multiple users of a document to make changes and allows subsequent users to see what changes were made. The program also allows comments to be made in the margins as a way of explaining a change or to make a suggestion. The Career Services Office uses the track changes and comments features to show students what changes were made to their materials.

If students fail to remove the comments and tracked changes, employers to whom resumes and cover letters are sent can view all of these notes. Therefore, it is vital to make sure you know how to successfully remove these comments and corrections. For a detailed outline of how to remove "tracked changes" and comments, please visit the Career Services office and pick up a the document titled, *Clearing Comments and Changes in Cover Letters & Resumes*.

Summary of News Articles about the Legal Hiring Market

Each week, the Executive Director of the National Association for Law Placement generates a list of links to recent newspaper, magazine and blog articles about the legal hiring market and about how various sectors of the legal profession are faring. Many of these articles would be of interest to law students and would help you gauge which practice areas are the busiest, which regions of the country are bouncing back from the recession most quickly, what changes are occurring in employers' interviewing and hiring strategies, etc. You can view these articles at <http://www.nalp.org/newsdigest>.