

Spring 2010 Clinic & Externship Program

DEADLINE FOR APPLICATIONS

FRIDAY, OCTOBER 23 BY 12:30 PM

APPLICATION WILL BE AVAILABLE ON SYMPPLICITY ON WED., OCT. 14. YOU MUST SUBMIT A RESUME, WRITING SAMPLE WITH COVER LETTER (WRITING SAMPLE NOT REQUIRED FOR CLINIC APPLICANTS) & APPLICATION THROUGH THE SYMPPLICITY SYSTEM, NO OTHER APPLICATIONS WILL BE ACCEPTED.

***PLEASE NOTE: THOSE INTERESTED IN PUBLIC INTEREST OR JUDICIAL EXTERNSHIPS MUST ALSO SUBMIT A WRITING SAMPLE.**

Accessing the Application

The application and information for the Clinic/Externship Program is available in the Online Resource Library on Symplicity. When searching under Document Type select "Feinstein Institute". It will be listed as "Spring 2010 Clinic/Externship Program Application". Download the application and fill it out electronically.

Submitting the Application

When you have completed the application go back into Symplicity to upload your application materials into your "**Document Resource Library**". Upload the application (classify as "other document"), your resume (classify as "resume") and writing sample with cover* (classify as writing sample").

Applying to the Posting

Once you have uploaded all of the necessary documents into your document library click on the "**Job Posting**" tab. When searching under "**Position Type**" choose either "**Clinic**" or "**Externship**" (You only need to apply to one of these postings, even if you list the other as a second or third choice). Click on the appropriate link and you will be brought to the job posting where, if you have successfully uploaded all of your documents into your online document library, should be able to click on the drop down menu under resume & writing sample to choose the appropriate resume and writing sample, and check the box of the application under other documents. Please be sure to upload the correct application if you have several in your library.

*Please note: the writing sample with cover is required before you can submit an application for one of the Externships. The writing sample is not required for the Clinics; however, if you list an Externship as a second or third choice on your application please submit a writing sample with your application.

The Feinstein Office will not get these documents until you have accessed the job posting, added your documents and clicked SUMBIT. Once your application materials have been received and confirmed you will get an email from the Feinstein Institute.

If you have any questions or need assistance with the application process through Symplicity please contact Jennifer Lashley by email jlashley@rwu.edu or phone 401-254-4573.
For help with resume updates please contact the office of Career Services by contacting Alyscia Jensen by email ajensen@rwu.edu or by phone 401-254-4650