The Federal Public Defender (FPD) for the Western District of Washington (WAW) was established in the spring of 1975 to ensure the Sixth Amendment right to effective counsel and equal access to justice for defendants accused of federal crimes. The office also provides support and training for lawyers who accept appointments to represent financially qualified clients under the Criminal Justice Act (CJA), the law which assures professional legal counsel in federal courts by paying an hourly fee for court appointed lawyers who serve clients without the means to pay for legal services.

The FDP Seattle office contributes research and support to both high-profile federal cases and more local defense efforts. UW interns analyze case documents, reports, surveillance video, and recorded telephone conversations. In some cases, their research efforts have been instrumental in obtaining reduced sentences for clients. In complex drug cases, student interns have created charts to demonstrate direct links between defendants and transactions.

The Federal Public Defender internships are unpaid. This year, the Department of Sociology will be able to place up to two (2) student interns at the FPD offices.

**Desired qualifications**

The Federal Public Defender internship is suited for students with a strong commitment to equal justice under the law. All case information is strictly confidential and, because of the sensitivity of the work, the utmost levels of professionalism and responsibility are required.

Student interns need to demonstrate:

- excellent research and writing skills
- familiarity with social media
- ability to analyze and explain complex information
- ability to work both independently and collaboratively as part of a team
- strong technological skills, particularly in web design, video or audio editing, and visual presentation software (Adobe suite, etc.) are highly desirable
- proficiency in Spanish is a bonus.

**Intern responsibilities**

FPD interns volunteer in-person for 12+ hours/week during regular FPD office hours in the downtown Seattle location during Winter and Spring quarters.
UW Interns may support attorneys, investigators, and paralegals in defending individual cases. This may include carefully surveying and summarizing records, compiling sociological research, assisting with social media investigation, and contributing to case strategy. Interns may be asked to support the defense team by creating effective trial and sentencing presentation materials, and train others in the use of software programs.

**Important things to know:**
- Student interns will be working in-person at the downtown offices of the Federal Public Defender, located in the Westlake building at 1601 Fifth Ave, Suite 700, Seattle 98101.

- Applicants must be current UW-Seattle students and U.S. citizens or legal residents. Priority will be given to senior Sociology majors.

- Applications will be submitted to Susanna Hansson in the Sociology Advising office who will forward them to partner site staff. All interview times will be set up with students via email. Final decisions are made by Federal Public Defender staff.

- Completed applications will be shared with internship site staff. By submitting an application, you authorize us to share all application materials, including your academic records.

**Schedule:**
- Students who are offered an internship position must show proof of Covid vaccination and make an appointment with FPD staff to have their fingerprints taken prior to beginning the internship (ideally in December 2022).

- The weekly commitment is 12 + hours per week during regular FPD office hours for 9 weeks in both Winter and Spring quarters.

- The Federal Public Defender offices in Seattle are open Monday through Friday from 8:00am to 5:00pm

- There is a weekly meeting with all undergrad interns on Thursdays at 10 am.
Application information for UW Sociology Department
Federal Public Defender Office Internship

Application Deadline: Tuesday November 15, 2022 @ 4:00pm

Your application will consist of:
1. A cover letter (see below)
2. A copy of your resume
3. An unofficial copy of your UW transcript.

The top part of the first page of your cover letter should include the following information:

- What internship position you are applying for (Federal Public Defender)
- your name and student number
- your major(s) and class standing
- your UW email address and a phone number where you can be reached (no full voicemail boxes please)
- your LinkedIn profile url if applicable.

In no more than 2 double-spaced pages follow the above by describing your interests and qualifications and how they make you a good fit for this internship.

Make sure you mention skills, experience or knowledge you feel matches the desired qualifications for this position (see page 1 of this document). If you say you possess a particular skill, be prepared to give examples. If you claim to be detail-oriented, make sure there are no typos or grammatical errors in your cover letter or resume because that pretty much disproves your claim.

Confirm in your cover letter that you commit to interning for two consecutive quarters and that you can meet the specific shift requirements and/or trainings that this internship requires. There may some repeated information between your cover letter and resume; that’s fine.

IMPORTANT
Have you looked through the Federal Public Defender (FPD) website, https://waw.fd.org/ ? If not, please spend some time there. The website is how the FPD introduces itself to you, and to its clients. Is there information that prompts questions if you are offered an interview? If not, maybe try again.

Websites, cover letters, resumes, and LinkedIn profiles are all super important. The Career Center in MGH 134 offers in-person, and online workshops on a multitude of topics, including how to write cover letters, put together resumes, and strategies for building an effective LinkedIn profile: https://careers.uw.edu/ We strongly recommend that you make use of these resources as you prepare your application.

Submitting your application:
Assemble your application materials (single sided in the order listed above), scan and email it as one PDF to Susanna Hansson at susanna@uw.edu by the above deadline.

Questions? Email susanna@uw.edu

Updated 12/6/2022
The Federal Public Defender internship position is a two-quarter commitment for Winter and Spring quarters. In addition to the 6-month internship period, students are required to enroll in SOC 404, our Internship Practicum course during winter quarter. For more information, see the course descriptions below.

<table>
<thead>
<tr>
<th>Winter Quarter</th>
<th>Students who are offered an internship position must also register for a weekly seminar style in-person course that meets on Wednesdays from 2:30-4:50pm.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 404</td>
<td><strong>It’s critical that your WIN2023 schedule allows you to attend the class in person every week.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Quarter</th>
<th>Students may enroll in this course while completing the second quarter of their internship. <strong>This independent study course is optional</strong> but allows students to earn additional academic credit for the final 3 months of their internships.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 399</td>
<td></td>
</tr>
</tbody>
</table>

**SOC 404**

Offered winter quarter, SOC 404 is designed to combine experiential learning in the workplace with critical reflection about practical and theoretical issues of work and organizations.

SOC 404 is a seminar style in-person course that meets once a week on Wednesdays from 2:30-4:50 during winter quarter 2023. **It’s critical that your schedule allows you to attend the class in person every week.**

Students practice applying sociological concepts to their work experiences. Through readings, projects, papers, discussions and presentations, students consider how Sociology informs and enriches their internship experience. For Sociology majors SOC 404 can count as an upper division elective (or toward lower division electives). For non-Sociology majors, SOC 404 counts as a SSc course.

**SOC 399**

If you would like to continue to receive academic credit with your 6-month internship, then we will sign you up for independent study hours in spring quarter. You will set up individual meetings with the instructor several times during the course of the quarter. The scope of the work will depend on how many credits are selected (2-5).