

## FEDERAL PUBLIC DEFENDERS OFFICE

<http://waw.fd.org/>

Application Deadline: Wednesday November 14, 2018 @ 4:00pm

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, and have the ability to analyze and explain complex information. They should be able to work both independently and collaboratively as part of a team. Students need to have completed SOC 221 (or an equivalent course) so they are familiar with the meaning of statistical calculations and models. Strong technological skills, particularly in web design, video or audio editing, and visual presentation software (Adobe suite, etc.) are highly desirable.

### Intern responsibilities

FPD interns volunteer for 10-12 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:**

- The Federal Public Defender internship position is a two-quarter commitment for winter and spring quarters. Students who are offered an internship position must also take SOC 404 (T 11:30-1:20pm), a weekly two-hour seminar, in winter quarter. Sociology Advising will register student interns for the class. In spring quarter students earn academic credit through enrolling in SOC 399 while completing the second quarter of their internship.
- Student interns will be working at the downtown offices of the Federal Public Defender, located in the Westlake building at 1601 Fifth Ave, Suite 700, Seattle 98101.
- Interns provide their own transportation to and from the FPD office.
- To participate, applicants must be current UW-Seattle students and U.S. citizens or legal residents. Priority will be given to Sociology majors but students from other majors are welcome to apply.
- All interns will be fingerprinted by the U.S. District Court before beginning work with the Federal Public Defender. This process could take up to two weeks.
- As part of the application process, students will have an initial interview with Susanna Hansson in the Sociology Advising office. Finalists for the positions will then interview with Federal Public Defender staff before their internship can be finalized. All interview times will be set up with students via email.
- The complete applications of students who become finalists are shared with staff at the internship location.

**Schedule:**

- Students who are offered an internship position must make an appointment with FPD staff to have their fingerprints taken at the U.S. District Court at least two weeks prior to beginning the internship (ideally in December 2018).

- The weekly commitment is 10-12 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
- FPD weekly staff meetings are on Tuesdays at 12 noon and student interns are encouraged to attend. Past interns have found these meetings to be helpful. Please note that the FPD staff meeting times conflict with the class time for SOC 404 in winter quarter but student interns should be able to attend staff meetings in the spring.

**Application for Sociology Department  
Federal Public Defender Office Internship**

**Applications are due at 4:00pm on Wednesday, November 14, 2018**

1. In addition to completing this cover page, please include the following (in the order listed):
2. A cover letter (see below)
3. A copy of your resume
4. An unofficial copy of your UW transcript.

Cover letter\*: In 1-2 double-spaced pages describe your interests and qualifications and how they make you a good fit for this internship, as well as how you believe the internship will help further your intellectual and career goals. In your statement, please mention any skills, experience or knowledge that you feel matches the qualifications for this position. If you are proficient in languages other than English, make sure to indicate that on your resume. Please 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.

Drop off a hard copy of your application by **4:00pm** on Wednesday November 14, 2018 in the Sociology Advising Office, Savery Hall 203. In addition, please scan your application (single sided in the order listed above) and email it as a PDF to Susanna Hansson at [susanna@uw.edu](mailto:susanna@uw.edu) by the same deadline.

NOTE: We will be contacting student applicants via email on November 15<sup>th</sup> to set up times for initial interviews.

Please complete the information below before you print out this cover sheet.

STUDENT INFORMATION

Student Name \_\_\_\_\_ Student Number \_\_\_\_\_

Major \_\_\_\_\_ Class Standing Win 18 \_\_\_\_\_

UW email \_\_\_\_\_ Phone \_\_\_\_\_

LinkedIn profile url \_\_\_\_\_

Students may apply for up to two internship positions. However, a targeted, carefully considered application for one position is often stronger than more generic applications for multiple positions. If this describes you: *"I don't care where I intern, I just want an internship; any internship,"* you risk coming across as desperate rather than as a thoughtful applicant who has given a great deal of consideration to the kind of organization and type of work you would like to be involved in. If you wish to apply for more than one position, please complete a separate application as well as a position-specific cover letter and resume for each internship position.

*\*The Career Center in MGH 134 offers an online workshop  
on writing cover letters on Monday 11/5, 2:30-3:00pm.*

Questions? Email [susanna@uw.edu](mailto:susanna@uw.edu)

Updated 10/24/18