

## LL.M. ACADEMIC EXTERNSHIP PROGRAM

**\*\*\*This is a list of organizations where LL.M. students have worked in past academic years\*\*\***

Students may also check some externship opportunity possibilities at [www.law.georgetown.edu/registrar/ExternshipOpportunities.htm](http://www.law.georgetown.edu/registrar/ExternshipOpportunities.htm)

### 1. AMNESTY INTERNATIONAL (“AI”)

Amnesty International USA (AIUSA) offers internships with the Washington, DC Office. All internships are unpaid; however, daily commuting and program related expenses are reimbursed. Although our business hours are 9:00 am-5:00 pm Monday through Friday, our internship program offers flexible hours to accommodate class and work schedules, and we encourage all who are interested to apply.

The programs that offer externships include: the Domestic USA Program; the Refugee Program; Government Relations: Domestic Human Rights & International Justice; Government Relations: Europe/Eurasia; and the Program to Abolish the Death Penalty.

The duties differ depending on the program, however, they may include researching relevant human rights issues and legislation; writing briefs, memos or on-line actions; attending coalition meetings or Congressional briefings and hearings; assisting with campaign strategy, implementation, and advocacy events; monitoring press accounts of relevant issues.

Applicants should email a resume, cover letter and writing sample to the Internship Coordinator, at [ic-dc@aiusa.org](mailto:ic-dc@aiusa.org). Applicants should be sure to indicate their availability, and their program(s) of interest.

In your cover letter, please indicate the number of days per week that you will be available for an internship, including start and departure dates. Also be sure to include the programs of interest.

Your writing sample does not have to be of any specific length or on any particular topic. It could be a recently written term paper, news article, etc.

**Deadline:** October 1, 2009

**Questions:** Internship Coordinator  
Amnesty International USA  
600 Pennsylvania Ave, SE, Suite 500  
Washington, DC 20003  
202.544.0200 x267  
[ic-dc@aiusa.org](mailto:ic-dc@aiusa.org)

**Website:**

<http://www.amnestyusa.org/employment/volunteers/internships-at-amnesty-international-usa-dc/page.do?id=1641002>

## 2. CENTER FOR INTERNATIONAL ENVIRONMENTAL LAW (CIEL)

The Center for International Environmental Law (CIEL) is a public interest, not-for-profit environmental law firm founded in 1989 to strengthen international and comparative environmental law and policy around the world. We provide a full range of environmental legal services in both international and comparative national law, including: policy research and publication, advice and advocacy, education and training, and institution building. Our program areas include Climate Change, Biodiversity and Wildlife, Trade, International Financial Institutions, Law and Communities, Persistent Organic Pollutants and Human Rights and the Environment. Our work covers more than sixty countries on six continents, with emphasis on the Western Hemisphere, Central and Eastern Europe and the Newly Independent States, Asia and Africa.

**Qualifications:** Successful applicants generally possess excellent research and writing skills and a strong dedication to public interest law. CIEL actively seeks applicants with diverse backgrounds, especially qualified students from the global South. We prefer externs who can work a minimum of 15 hours per week.

**Duties of Extern:** Extern responsibilities include researching and writing about areas of international law and policy, assisting with policy analysis and advocacy, attending meetings and conferences, assisting with the production of CIEL publications, and otherwise working closely with CIEL staff on various projects.

Applicants need to submit, via e-mail, to **Sophia Plagakis** at [splagakis@ciel.org](mailto:splagakis@ciel.org):

1. Cover letter
2. Resume
3. Sample of legal writing

**Deadline:** It's a rolling deadline, but no later than October 23, 2009.

**Website:** [www.ciel.org](http://www.ciel.org)

## 3. COMMODITY FUTURES TRADING COMMISSION (CFTC) Division of Enforcement

The Commodity Futures Trading Commission (CFTC) was created by Congress in 1974 as an independent agency with the mandate to regulate commodity futures and option markets in the United States. The agency protects market participants against manipulation, abusive trade practices and fraud. Through effective oversight and regulation, the CFTC enables the markets to serve better their important functions in the nation's economy—providing a mechanism for price discovery and a means of offsetting price risk.

**Qualifications:** Applicants should possess strong writing and analytical skills, and preferably, possess experience with financial instruments – commodities, derivatives, securities, and foreign currencies. All applicants with an interest in financial regulation, investigation, and complex civil litigation are welcomed and encouraged to apply.

**Duties of Extern:** The Extern is afforded an opportunity to participate in educational seminars and meetings that provide exposure to key individuals and institutions in the commodities market. Depending on the applicant's interests and background, the selected individual will work with attorneys in the Division of Enforcement as they investigate, develop, and litigate matters at the administrative and federal levels. This work will include applicants being responsible for drafting litigation documents, conducting discovery, analyzing financial data, interviewing witnesses and handling various aspects of complex civil litigation appropriate with their experience.

**Applicants need to submit, to the Office of Graduate Programs:**

- Cover letter
- Resume
- Writing Sample (5-10 pages)
- Graduate/Law School Transcripts (if applicable)
- List of current courses

**Deadline:** November 16, 2009

**Address Cover Letter to:** Ms. Lacey Dingman  
Business Manager, Division of Enforcement  
U.S. Commodity Futures Trading Commission  
7th Floor  
1155 21st Street, NW  
Washington, DC 20851  
(202) 418-5692  
Fax: (202) 418-5519

**Website:** [www.cftc.gov](http://www.cftc.gov)

#### **4. DEPARTMENT OF JUSTICE**

Students should take a look at the DOJ's page on internships:  
<http://www.usdoj.gov/oarm/arm/int/internsum08.htm#volunteer>

#### **5) DEPARTMENT OF LABOR (DOL)**

**Civil Rights Center  
Office of the Assistant Secretary for Administration and Management**

The Civil Rights Center (CRC) enforces various federal statutes and regulations that (1) prohibit discrimination in DOL financially assisted and conducted programs and activities; (2) prohibit discrimination on the basis of disability by certain public entities and in DOL conducted activities; and, (3) prohibit discrimination within DOL itself. The CRC is organized into four Divisions: External Enforcement, Internal Enforcement, Compliance Assistance and Planning, and Counseling and Mediation.

The primary external activities of this agency include: conducting equal opportunity compliance reviews of DOL grant recipients; investigating discrimination complaints filed against DOL grant recipients as well as certain complaints alleging discrimination on the basis of disability by State and local governments; and, providing equal opportunity compliance assistance and training to DOL grant recipients.

The primary internal activities of this agency include: mediating and/or investigating discrimination complaints filed against DOL; investigating complaints alleging discrimination on the basis of disability in DOL conducted programs and activities; and providing compliance assistance and advice to DOL management on their responsibilities under applicable equal employment opportunity laws and regulations.

At least one extern position is available each semester. Externs will work directly with Division Chiefs and may contribute to final agency decisions or other actions of a complex nature taken by this agency. Externs may also engage in original legal research and/or prepare position papers, desk aides, manuals, etc. regarding interpretation/application of the law on core agency work.

**Qualifications:** Applicants must be U.S. citizens. A security clearance may be required. Allow one month for processing. Applicants must possess strong research, writing and analytical skills, some knowledge of equal opportunity/non-discriminations laws, and an ability to work independently.

**Deadline: November 14, 2009.**

**Applicants need to submit by e-mail to Willie Alexander at [Alexander-Willie@dol.gov](mailto:Alexander-Willie@dol.gov):**

- cover letter
- resume
- legal writing sample

**Contact Person:** Willie Alexander, Chief of External Enforcement, (202) 693-6500

#### **6(a) FEDERAL TRADE COMMISSION (FTC) Office of International Affairs**

The U.S. Federal Trade Commission is an independent agency in Washington, D.C. devoted to enforcing federal consumer protection laws that prevent fraud, deception and unfair business practices. The agency also enforces federal laws that prohibit anti-competitive mergers and other anti-competitive business practices.

The FTC works with competition and consumer protection agencies around the world to promote cooperation and convergence toward best practices. The FTC has built a strong network of cooperative relationships with its counterparts abroad, and plays a lead role in key multilateral fora.

The Office of International Affairs would like to hire a student or students to work in their offices during the spring semester. Ideal candidates would have a background in competition law, or at a minimum should be taking an antitrust course in parallel to pursuing the externship. The externship would be for 15 hours per week.

The students can read more about the FTC Office of International Affairs at <http://www.ftc.gov/oia/about.shtm> and about their international antitrust work at <http://www.ftc.gov/oia/competition.shtm>. Also, students are welcome to speak with Georgetown Law graduate Yimin Tang if they would like to hear more about the work experience for interns/externs here; her e-mail is [ytang@ftc.gov](mailto:ytang@ftc.gov) and her phone number here is (202) 326-2311.

**Deadline:** September 28, 2009

**Submit via email to Dr. Kallay:** Brief cover letter and resume, and if you wish, transcripts from your first law degree. **Please make sure the total application does not exceed 500 kb.**

**Contact person:** Dina Kallay, S.J.D.  
Counsel for Intellectual Property & International Antitrust  
Office of International Affairs  
Federal Trade Commission  
Tel. (202) 326-2616  
Fax (202) 326-2873  
[dkallay@ftc.gov](mailto:dkallay@ftc.gov)

#### **6(b) FEDERAL TRADE COMMISSION (FTC) International Consumer Protection**

The Federal Trade Commission (FTC) is tasked with the prevention of fraudulent, deceptive, and unfair business practices that adversely affect consumers or competition. In recent years, the Commission's consumer protection mission has taken on increased international focus as more and more FTC cases involve offshore defendants or assets. For example, the FTC has sued overseas telemarketers responsible for scamming consumers out of tens of millions of dollars, the FTC has pursued foreign spammers responsible for deluging consumers' in-boxes with unwanted email, and the FTC has gone after U.S. promoters of a bogus weightloss product who concealed their ill-gotten gains in a maze of offshore bank accounts.

The FTC's Office of International Affairs, International Consumer Protection works to further both the competition and consumer protection missions of the FTC by promoting cooperation with foreign law enforcement and by serving as an internal resource to other Commission offices. On the consumer protection side, attorneys provide investigative assistance and share information with our consumer protection counterparts around the world, and we assist FTC litigators in other offices with cross-border aspects of their litigation. Our attorneys have served as consumer protection experts on U.S. delegations to international organizations and foreign agencies, and we have produced international guidelines on the identification and prevention of cross-border consumer fraud, on privacy and spam enforcement cooperation, and on consumer dispute resolution and redress. We also work on international privacy, data security, and e-commerce policy issues that arise in the borderless realm of the Internet, and we share our technical expertise with developing countries seeking to develop and implement an effective consumer protection regime.

The consumer protection group is looking for law student interns to work with the office's attorneys at the FTC's headquarters in Washington, DC. Interns will be responsible for researching novel and

substantial legal issues, such as on-line privacy and governance issues, European consumer law, and problems relating to Internet jurisdiction. Interns may also respond to requests from consumer protection agencies worldwide, attend intra- and interagency meetings, assist in planning events for foreign visitors, and summarize developments in foreign law. While the hours are flexible, interns are expected to commit to a minimum of 12 hours per week.

For more information, visit our website: <http://www.ftc.gov/oia/consumer.shtm>

**To apply, send a cover letter, resume, and writing sample by November 1, 2009 to:**

Hui Ling Goh  
Counsel for International Consumer Protection  
Office of International Affairs  
Federal Trade Commission  
600 Pennsylvania Ave, N.W., Room H-494  
Washington D.C. 20580  
Email: [hgoh@ftc.gov](mailto:hgoh@ftc.gov)

**7. FOUNDATION FOR INTERNATIONAL COMMUNITY ASSISTANCE (FINCA)  
Office of the General Counsel**

FINCA International is a not-for-profit organization with headquarters in Washington, DC. FINCA provides microfinance services and products to the poor in more than 20 countries around the world, including Latin America, Africa and Eurasia. The General Counsel's office provides legal advice to FINCA's headquarters operations and to its affiliates on a variety of matters, including commercial financing agreements, donor funding contracts, intercompany agreements, strategic partnerships, banking regulation, international employment, intellectual property, litigation, corporate governance and corporate registrations.

**Qualifications:** FINCA is seeking externs with the following qualifications:

- **General/International:** Applicants must be enrolled in an LLM program in an international field, have international legal experience, possess strong writing and analytical skills and have proficiency in Spanish, Russian and/or French. Applicants with experience working for an international organization with a background or interest in cross-border finance and/or banking and financial law are particularly welcome to apply.
- **Tax:** Applicants must be enrolled in an LLM program in Taxation, have international legal experience, possess strong writing and analytical skills and, preferably, have proficiency in Spanish, Russian and/or French. Applicants with experience in international taxation are particularly welcome to apply.

**Duties of Extern:** The selected individuals will assist the Office of the General Counsel in the process of transforming affiliates into regulated financial institutions, researching and analyzing legal issues related to the micro-credit lending operations of FINCA affiliates, preparing legal memoranda and drafting and reviewing legal documents as needed. The externs will assist the Office of the General Counsel in analyzing and evaluating the corporate governance of FINCA and its affiliates, and recommending strategies for corporate restructuring and good governance, including the safeguarding of

assets, tax minimization, and the protection of intellectual property. In addition, the selected individuals will draft and/or review contracts with donor organizations or other parties, research, assist with the management of litigation issues, and draft other legal memoranda as needed. The selected candidates may apply for a one-year follow-on internship program with FINCA.

**Applicants need to submit, via e-mail, no later than November 14, 2009:**

- Cover letter
- Resume
- Writing Sample (5-10 pages)

**Contact Person:** Jennifer Brownnett; e-mail: [Jbrownnett@villagebanking.org](mailto:Jbrownnett@villagebanking.org)

**Website:** [www.villagebanking.org](http://www.villagebanking.org)

## **8. THE HOUSE COMMITTEE ON SMALL BUSINESS**

The House Committee on Small Business is one of 17 standing committees of the House. The committee's chairwoman is Nydia M. Velázquez, an attorney from New York's 12<sup>th</sup> District. In the House, Committee Chairs completely control their committee agenda, which determine the subject matter of staff work. Thus, the work of our staff and interns follows Chairwoman Velázquez's agenda, and can vary wildly, consistent with the breadth of this committee's oversight jurisdiction: "The Committee on Small Business shall study and investigate on a continuing basis the problems of all types of small business." Our primary legislative responsibility is to regulate the Small Business Administration (SBA). Our broad oversight jurisdiction overlaps that of other committees, however, extending to any and all government agencies and issues of importance to small business.

Our "China Team" interacts with government and industry officials in China (Chinese, American, and other foreign), at every level, in a wide variety of circumstances, on a constant basis, both here and in China. We travel to China and elsewhere in East Asia, frequently. In sum, this committee probably is the most active office on Capitol Hill with respect to US-China relations. More broadly, most of the chairman's key agenda items are international in nature or scope, or influenced by important international considerations.

**Qualifications:** Applicants must possess strong writing and analytical skills. Applicants with international or domestic tax experience are encouraged to apply. Our work on behalf of Small and Medium businesses often includes detailed tax policy work and substantive research.

**Duties of Extern:** The selected individual will assist attorneys on the Committee staff in preparing for congressional hearings, including conducting legal research, preparing briefing memos for Members, and drafting proposed statements and questions.

**Applicants need to submit, via e-mail:**      Resume  
Statement of interest in the Small Business Committee  
Hours of availability

**Deadline:** December 1, 2009

**Contact Person:** Eduardo Lerma  
US House of Representatives  
2361 Rayburn House Office Building  
Washington, DC  
e-mail: [eduardo.lerma@mail.house.gov](mailto:eduardo.lerma@mail.house.gov)

**Website:** [www.house.gov/smbiz](http://www.house.gov/smbiz)

## 9. THE HOUSE COMMITTEE ON TRANSPORTATION AND INFRASTRUCTURE

The House Committee is chaired by James L. Oberstar, a Democrat from Minnesota. The Committee reviews the activities of government entities under its jurisdiction. The Committee provides oversight to ensure that these agencies implement the laws, programs, and policies within the Committee's jurisdiction in a manner that is consistent with statutory intent. As appropriate, the Committee also investigates ways to improve the overall operation of such agencies and eliminate waste or fraud. During the course of conducting oversight and investigation activities, the Committee continues to utilize the Government Accountability Office (GAO) and the various Inspectors General within the agencies and departments under its jurisdiction.

**Contact Person:** Jennifer Esposito  
[Jennifer.Esposito@mail.house.gov](mailto:Jennifer.Esposito@mail.house.gov)

**Website:** <http://transportation.house.gov>

## 10. HUMAN RIGHTS FIRST

Human Rights First welcomes applications for interns in its Law and Security Program to work in the D.C. office. Interns will be expected to commit to 20 hours of work per for a 10-12 week period.

Responsibilities may include:

- Attending, summarizing, and analyzing legislative hearings on subjects relevant to the work of the Law and Security Program;
- Summarizing and analyzing proposed legislation;

- Supporting program staff on thorough legal and factual research on initiatives concerning U.S. national security policy, torture and other cruel, inhuman or degrading treatment, secret detention facilities, and military justice issues;

- Research, analysis, and drafting of memoranda on legislative matters concerning detention, interrogation and rendition;

- Research, analysis, and drafting of memoranda on substantive and procedural issues regarding litigation related to human rights consequences of U.S. counterterrorism operations;

- Research, analysis, and drafting of memoranda on legal issues concerning detention and interrogation policies and practices for amicus briefing in pending cases;

Documenting and reporting on current conditions at U.S. detention facilities overseas;

Bluebooking, proof-reading and cite-checking legal filings, memoranda, briefing materials and publications; and

Assisting in the drafting of documents provided to Capitol Hill staff and members of Congress and Human Rights First press statements.

**Candidates must meet the following qualifications:**

- \* Current law student;
- \* Excellent oral and written communication skills
- \* Excellent legal research skills
- \* Ability to handle multiple tasks at once while working independently or as a team member;
- \* Sense of humor.

**Deadline:** not posted on their website yet; still working on their Fall internships.

**To apply,** go to: [http://www.humanrightsfirst.org/about\\_us/jobs/apply.aspx](http://www.humanrightsfirst.org/about_us/jobs/apply.aspx)

**Website:** <http://www.humanrightsfirst.org>

## **11. THE INTER-AMERICAN DEVELOPMENT BANK (IADB)**

The Inter-American Development Bank is a public international organization whose members are 47 countries and whose purpose is to further the economic and social development of Latin America and the Caribbean. The Bank promotes the investment of public and private capital for development purposes primarily by providing loans for specific projects and for institutional and policy reforms, and by providing technical assistance.

**Qualifications:** The Department seeks applicants for the externship who possess strong writing and analytical skills and are proficient in English and Spanish. Proficiency in Portuguese or French is also desirable. Applicants with experience or interest in international transactions and finance are encouraged to apply.

**Duties of Extern:** The selected individuals will assist attorneys in any of the Department's units in their ordinary functions, which may include the preparation of legal documents related to private and public sector Bank lending; the preparation of legal documents related to the Bank's borrowing activities in capital markets; research in member country legislation and in Bank policies and guidelines; the preparation of legal opinions to be issued in connection with Bank operations and other Bank activities; support in the management of ongoing litigation or other administrative or legal proceedings in which the Bank is involved.

**Applicants need to submit, in hard copy, to the Office of Graduate Programs:**

- Cover letter
- Resume

**Deadline:** Applications must be received in the **Office of Graduate Programs** by **October 16, 2009**. The externship will begin on January 25, 2010.

**Contact Person at IADB:** Ms. Emma Araujo, [EMMAA@iadb.org](mailto:EMMAA@iadb.org)  
Legal Department

**Website:** [www.iadb.org](http://www.iadb.org)

## **12. INTERNAL REVENUE SERVICE (IRS) Office of the Chief Counsel**

The Office of Chief Counsel, IRS serves as independent counsel to the IRS Commissioner and furnishes legal advice and representation, nationwide, on all matters related to the administration and enforcement of the Internal Revenue Laws. Attorneys are engaged in the development and interpretation of technical principles and rules for the uniform application of federal tax laws, and handle matters both procedural and substantive in nature. They also have extensive client contact and regular dealings with the Department of the Treasury. One organizational element, General Legal Services, represents the IRS and the Office of Chief Counsel in litigation on various administrative issues involving personnel, discrimination, labor-management relations, and government contracts, as well as handling litigation with the Department of Justice.

**Qualifications:** Applicants need to be **US citizens** or they need to be **a citizen of a member allied country** as defined by the State Department (see externship program information).

**Duties of Extern:** The Office of Chief Counsel, IRS seeks applicant for student volunteer positions in multiple business functions. The business functions are as follows: corporate, criminal tax, financial institutions & products, general legal services, income tax & accounting, international, large & mid-sized business, passthroughs & special industries, procedure & administration, small business/self-employed, tax exempt & government entitles, wages & investment. Externs will be placed as needed into these business functions.

### **Applicants need to submit paper copies to the Office of Graduate Programs:**

- Cover letter
- Resume
- Transcript
- Writing Sample

**Deadline:** September 30, 2009

**Contact Person:** Ms. Hsinyu Yu, Office of Chief Counsel

**Website:** [www.irs.gov](http://www.irs.gov)

## **13(a) INTERNATIONAL MONETARY FUND Financial Integrity Group, Legal Department**

The Financial Integrity Group (FIG) of the International Monetary Fund's Legal Department is responsible for the Fund's work on Anti-money laundering and Combating the Financing of Terrorism (AML/CFT). We are seeking an extern who can help us advance our research on international AML/CFT regimes, laws, and institutions. The exact projects would be subject to discussion with the candidates, but could include such topics as:

- Examining major money laundering or predicate crimes cases to find out more about the schemes that were used to hide the money and evade detection.
- Researching IMF, World Bank and other assessment reports, as well as AML/CFT legislation of member countries, to ascertain how many countries have adopted risk-based measures relative to customer due diligence and the application of international standards to presumably low-risk sectors.
- Researching company registry and AML/CFT legislation of member countries to develop a taxonomy of approaches to ensuring transparency of legal persons and arrangements.
- Researching AML/CFT legislation and criminal codes of select member jurisdictions to understand the consequence of different approaches to defining which crimes can be considered predicates for money-laundering.

**Deadline:** Applications (cover letter and resume) must be received via email by **November 6, 2009**, addressed to Amy Kuhn, e-mail [akuhn@imf.org](mailto:akuhn@imf.org).

**Contact Person for enquiries:** Mr. Paul Ashin  
Head, Research and Analysis Team, FIG  
email: [pashin@imf.org](mailto:pashin@imf.org)

### **13(b) INTERNATIONAL MONETARY FUND Legal Department, Technical Assistance & Law Reform Unit**

The International Monetary Fund's Legal Department (LEG) has a technical assistance and law reform unit which, inter alia, provides technical assistance to member countries on tax legislation. As part of this function, LEG has been participating with the IMF's Fiscal Affairs Department and with other international organizations (the World Bank, OECD, IDB, UN) in the International Tax Dialogue (ITD). The ITD website provides a forum for tax administrations and ministries of finance to share information and to conduct research on tax issues. The ITD website contains a number of links to sources of tax information elsewhere on the internet.

#### **Qualifications:**

1. A background and interest in tax law, and an interest in expanding knowledge of foreign tax systems and foreign tax law research.
2. A basic understanding of internet searching
3. Knowledge of Spanish, French, or other, particularly widely used languages, is preferred but is not essential.

**Duties of extern:** The extern would locate sources of tax legislation and other tax information concerning IMF member countries on the web, would fix broken links on the itdweb by locating the websites or portions of websites to which the links should be made, and would make revisions to the document on the ITD website which provides guidance on how to conduct tax law research on the internet.

The extern would search the websites of various countries to locate documents that should be of interest to officials in other countries, and would enter metadata (title, subject, URL) on these documents into the website's database. This requires judgment on what kinds of documents might be particularly

interesting or useful (e.g. a report on policy issues in taxing capital gains should be included, while information on the locations where tax returns may be filed, or an explanation of eligibility for individual retirement account deductions would not be included). The overall goal is to improve the usefulness of the ITD website as a research tool.

The extern would also provide research support on comparative tax law concerning ongoing projects.

**Deadline:** Applications (cover letter and resume) must be received via email by **November 6, 2009**, addressed to Mr. Victor Thuronyi at [vthuronyi@imf.org](mailto:vthuronyi@imf.org).

**Contact Person:** Mr. Victor Thuronyi  
Senior Counsel  
email: [vthuronyi@imf.org](mailto:vthuronyi@imf.org)

#### **14. INTERNATIONAL TRADE COMMISSION (ITC) Office of the General Counsel**

The U.S. International Trade Commission is an independent, bipartisan, quasi-judicial agency located in Washington, D.C. with broad investigative powers relating to international trade. The Office of the General Counsel advises the Commission during its investigations and has independent litigation authority to represent the Commission in federal courts and before NAFTA panels, usually in defense of the Commission's decisions on appeal. The Office of the General Counsel works with the United States Trade Representative in appeals involving Commission decisions before the World Trade Organization and also advises the Commission on various administrative matters.

**Qualifications:** Externs must be **U.S. citizens**. In addition, please note in your cover letter whether or not you would be willing to work more than the required 10 hours per week. The Office would prefer that the externships during the school year involve **12-15 hours** per week.

**Duties of Extern:** Normal duties pertaining to the Office of the General Counsel are assigned to externs. Externs are given general supervision by staff attorneys Mark B. Rees or Karen Veninga Driscoll, and specific supervision by staff attorneys generating particular assignments. If the extern is receiving credit from a law school for working in the General Counsel's Office, the supervisor also provides the extern with a formal evaluation of their externship at its conclusion or whatever documentation is required by the extern's law school.

**Applicants need to submit, in hard copy, to the Office of Graduate Programs:**

- Cover letter
- Resume
- Writing Sample (*at least 10 pages*)
- Unofficial copies of all graduate and undergraduate transcripts

**Deadline:** Applications must be received in the **Office of Graduate Programs** by **November 2, 2009**.

**Contact Person:** Mark B. Rees, Attorney-Advisor  
e-mail: [Mark.Rees@usitc.gov](mailto:Mark.Rees@usitc.gov)

**Website:** [www.usitc.gov](http://www.usitc.gov)

## 15. INVESTMENT ADVISER ASSOCIATION

The IAA is a not-for-profit trade association that exclusively represents the interests of SEC-registered investment advisers. Founded in 1937, the Association's membership today consists of over 450 investment advisory firms that collectively manage in excess of \$6 trillion for a wide variety of institutional and individual clients. The primary focus of the IAA's legal work is the Investment Advisers Act of 1940 and regulations thereunder.

**Duties of Extern:** The intern would be expected to work 10-15 hours/week for 11 weeks. The position would be under attorney supervision and would involve legal research, drafting articles for the monthly IAA newsletter, drafting compliance materials for our membership, and other projects as they arise.

**Qualifications:** The position is open to students who have taken a federal securities law course and are enrolled in the Securities & Financial Regulation LL.M. Program. Candidates should have strong writing skills.

**Applicants need to submit:**

- cover letter
- resume
- transcript
- writing sample
- two references

**Deadline:** Applications must be received via e-mail by **November 15, 2009**.

**Contact Person:** Paul D. Glenn, Esq.  
Counsel  
Investment Adviser Association  
1050 17<sup>th</sup> Street NW, Suite 725  
Washington DC 20036  
202 293 4222  
e-mail: [paul.glenn@investmentadviser.org](mailto:paul.glenn@investmentadviser.org)  
[www.investmentadviser.org](http://www.investmentadviser.org)

## 16. JOINT COMMITTEE ON TAXATION

The Joint Committee on Taxation is closely involved in every aspect of the tax legislative process. Among other things, the Joint Committee staff (1) prepare hearing pamphlets, committee reports, and conference reports (statements of managers), (2) assist the office of legislative counsel in the drafting of statutory language, (3) assist members of Congress and their staffs with the development and analysis of legislative proposals, (4) assist members of Congress and their staffs in addressing constituent issues and problems, (5) prepare revenue estimates of all revenue legislation considered by the Congress, (6) review proposed large income tax refunds, and (7) initiate investigations of various aspects of the federal tax system. Members of Congress, particularly members of the tax-writing committees, have increasingly relied on the nonpartisan, technical expertise of the Joint Committee staff to assist them in making objective and informed decisions with respect to proposed revenue legislation.

**Duties of Extern:** Externs will perform legal research and writing and other tasks relating to Joint Committee staff functions at the direction of committee staff members.

**Applicants should submit the following documents BY E-MAIL:**

- Cover letter
- Resume
- Writing Sample (5-10 pages).

**Deadline:** Applications will be accepted by e-mail through **October 30, 2009**. Applications will be considered on a rolling basis.

**Contact:** Gordon Clay, Legislation Counsel  
[gordon.clay@mail.house.gov](mailto:gordon.clay@mail.house.gov)  
or  
Michael Hauswirth, Legislation Counsel  
[Michael.Hauswirth@mail.house.gov](mailto:Michael.Hauswirth@mail.house.gov)  
or  
Rachel Levy, Legislation Counsel  
[Rachel.Levy@mail.house.gov](mailto:Rachel.Levy@mail.house.gov)

**Website:** <http://www.jct.gov>

**17. NATIONAL NUCLEAR SECURITY ADMINISTRATION (in the Dept. of Energy)  
Office of General Counsel**

The National Nuclear Security Administration (NNSA) was created by Congress in 2000 as a separately organized entity to regulate nuclear nonproliferation and disarmament internationally. The agency works to increase public awareness of nuclear security and reduce the threat of global nuclear proliferation. protects market participants against manipulation, abusive trade practices and fraud. Through effective oversight and regulation, the NNSA enables the markets to serve better their important functions in the nation's economy—providing a mechanism for price discovery and a means of offsetting price risk.

**Duties of Extern:** The Extern is afforded an opportunity to participate in educational seminars and meetings that provide exposure to key individuals and institutions in the area of nuclear security. Depending on the applicant's interests and background, the selected individual will work with attorneys in the Office of the General Counsel as they investigate, develop, and litigate matters at the administrative and federal levels. This work will include applicants being responsible for drafting litigation documents, conducting discovery, analyzing financial data, interviewing witnesses and handling various aspects of complex civil litigation appropriate with their experience.

**Applicants need to submit:**

- Cover letter
- Resume

**Deadline:** October 15, 2009

**Contact person:** Ms. Branda Tsou  
Office of the General Counsel  
National Nuclear Security Administration  
U.S. Department of Energy (NA-3.1)  
1000 Independence Avenue, SW  
Washington, DC 20585

[Branda.Tsou@nnsa.doe.gov](mailto:Branda.Tsou@nnsa.doe.gov)  
fax: (202) 586-0419

**Website:** [www.nnsa.doe.gov](http://www.nnsa.doe.gov)

## 18. NORTHERN VIRGINIA MEDIATION SERVICE (NVMS)

The Northern Virginia Mediation Service (NVMS) often has opportunities for students to perform credit-based internships. Interns develop skills in mediation and conflict resolution, communication, client service, administration, case management, training design and delivery, marketing and non-profit management. Interns also have the opportunity to work closely with a dedicated group of staff, mediators, and trainers.

**Requirements:** All interns participate in an orientation session and perform a minimum of 160 hours of work to receive internship credit and benefits.

**Benefits:** Interns have the opportunity to participate in NVMS training workshops (see list at <http://www.nvms.us/schedule.htm> and include mediation, negotiation, and facilitation skills) offered during the internship period at no cost.

**Website:** <http://www.nvms.us/employmentinternship/internships/> and <http://www.nvms.us/wp-content/uploads/2008/09/internship-opportunities.pdf>

**To apply,** complete the application, and fax to (703) 993-3551 (<http://www.nvms.us/wp-content/uploads/2008/09/intern-application.pdf>); or submit a resume to [communitymediation@nvms.us](mailto:communitymediation@nvms.us)

**Deadline: December 1, 2009** ; Interviews will be scheduled until internships are filled.

## 19. ORGANIZATION OF AMERICAN STATES (OAS) Department of Legal Services (DLS)

**Requirements:** The Department of Legal Services (“DLS”) offers law students seeking legal experience and lawyers seeking advanced law degrees the opportunity to work as Externs in a small, multi-faceted public International Law Department which handles matters ranging from litigation, labor relations, privileges and immunities, contracts, and intellectual property law.

Law students and lawyers should have a law degree from a civil law or common law country. Externship applicants should be attending an American Bar Association approved law school in the

United States or a recognized law school in another OAS Member State. Externs must be proficient in English, or Spanish, or Portuguese, or French.

**Description of Duties and Assignments:** DLS provides legal advice on the interpretation of normative instruments; administrative, budgetary, and personnel matters; internal regulations; contracts, treaties, and agreements; and the application of national laws relating to taxation, labor relations, and privileges & immunities; and cooperation and electoral agreements. DLS negotiates agreements and conducts special investigations. DLS represents the Secretary General and the OAS Retirement and Pension Fund in litigation before the OAS Administrative Tribunal and in the courts in the United States of America.

Externs are assigned to conduct research and to write legal memoranda. Areas of research may include, for example, aspects of international law, intellectual property, privileges and immunities, contracts, labor law, arbitration law, and litigation-related matters. Assignments vary depending on the issues and matters being handled by DLS.

**Work Methodology:** Externs are provided with desk space, a computer with Windows and internet access, access to the OAS Columbus Memorial Library, and access to the Library of the U.S. Department of the Interior. It is expected that, where available, Externs also will utilize research resources provided by their academic institutions.

**Deadline: November 2, 2009.**

**To apply:** go to the OAS electronic application form:

[http://www.oas.org/EN/PINFO/HR/gen\\_information.htm](http://www.oas.org/EN/PINFO/HR/gen_information.htm) For information about the Department of Legal Services, visit the DLS website at [www.oas.org/legal](http://www.oas.org/legal).

## **20. OVERSEAS PRIVATE INVESTMENT CORPORATION Department of Legal Affairs**

OPIC's Department of Legal Affairs, consisting of approximately twenty attorneys, interacts with every department at OPIC and plays an important role with respect to OPIC's overall program. The Department negotiates with individual countries the bilateral agreements allowing OPIC to offer its programs in that country. Once OPIC programs are in place, the Department represents OPIC in any negotiations with foreign governments, including settlement of OPIC's claims against the government after OPIC has compensated an insured investor. OPIC lawyers also draft project finance and investment funds legal documentation, review political risk insurance contracts, negotiate with investors and their counsel on the details of finance, funds and insurance transactions, and determine liability and the extent of compensation due in claims on OPIC insurance policies. In the event of a dispute under an insurance policy, the Department may represent OPIC in arbitration, the dispute resolution mechanism called for in OPIC insurance contracts. If OPIC chooses to rely on outside counsel (for example, local counsel in a project country), OPIC lawyers select and supervise retained attorneys. Finally, OPIC depends on the Department to provide any legal advice it may require as a corporation on a wide range of general corporate, legislative, and administrative matters.

For a law student interested in finance and the legal aspects of international business transactions, an OPIC internship provides exposure to many facets of international investment, from structuring project financings to the assessment of political risks and evaluation of claims in connection with OPIC's

insurance contracts. An internship with OPIC's Department of Legal Affairs gives students a comprehensive overview of the operations and effectiveness of OPIC programs in support of international transactions.

The internship is an opportunity for practical application of legal principles in such areas as corporate law, administrative law, public international law, international business transactions, insurance, banking, and finance. Law student interns help OPIC's attorneys advise OPIC in matters relating to insurance, finance, investment funds and administration and can be assigned to a number of legal research and writing projects. The Department makes every effort to match required research assignments to our interns' areas of particular interest.

**Mandatory Eligibility Requirements:**

- U.S. citizenship
- No felony convictions
- If a male born after December 31, 1959, must be registered with the Selective Service System
- Must be enrolled full time in an accredited law school, and must not have graduated before the internship would be served
- Candidates must have an outstanding academic record. OPIC will request an official transcript for applicants under consideration
- Must have experience or demonstrated interest in finance and international law and development, as evidenced by an academic or employment background in banking, finance, international affairs, etc.
- Superior writing abilities
- Must provide date of birth and Social Security Number.

**Length of Internship: 12 weeks**

**Number of Positions Available:** OPIC typically selects 2-3 interns (overall, not just from Georgetown)

**Application Period:** October 1 - November 15, 2009; selections will be made by November 27, 2009.  
<http://www.opic.gov/about/jobs/internship/legal>

Students must apply online at <http://www.opic.gov/about/jobs/internship/legal/apply>

**Interviews:** Interviews of the leading candidates for the available positions are conducted over the telephone.

## **21. SECURITIES AND EXCHANGE COMMISSION (SEC)**

The U.S. Securities and Exchange Commission (SEC) was established to protect investors and maintain the integrity of the securities markets. To achieve this, the SEC requires public companies to disclose meaningful financial and other information to the public, which provides a common pool of knowledge for all investors to use to judge for themselves if a company's securities are a good investment. The SEC also oversees other key participants in the securities world, including stock exchanges, broker-dealers, investment advisors, mutual funds, and public utility holding companies. Here again, the SEC is concerned primarily with promoting disclosure of important information, enforcing the securities laws, and protecting investors who interact with these various organizations and individuals.

**Qualifications:** Preference will be given to students in the Securities LL.M. program with an excellent academic background.

**Duties:** Students will work 15-20 hours per week. Students will be assigned to work with SEC staff members on projects covering a broad range of the Commission's work. Projects in the past have included the investigation of industry and issuer practices, litigation of civil enforcement actions and the drafting of proposed statutes and rules. Note: Students must also participate in a seminar program conducted by the Commissioner's senior staff and prominent members of the private bar.

**Applicants need to submit:**

- Cover Letter
- Resume
- 5-10 page legal writing sample
- Graduate/Law School Transcripts (if applicable)
- List of current courses

**Deadline:** Applications accepted on a rolling basis from **August 17 to October 23, 2009; applications recommended by October 9, 2009.**

**Contact Person:** Candyce Pare, Student Observer Program  
U.S. Securities and Exchange Commission  
100 F Street, NE  
Washington, DC 20549-5631  
Fax: 202-772-9235  
E-mail: [PareC@sec.gov](mailto:PareC@sec.gov)

**Website:** [www.sec.gov](http://www.sec.gov)

## **22. SENATE FINANCE COMMITTEE**

The Finance Committee is second to none in the Senate in terms of the legislative responsibilities entrusted to it. The Finance Committee's jurisdiction is decided by subject matter, not by agency or Department. The Finance Committee is perhaps best known for its role as the Senate committee with jurisdiction over all of tax law. The power to create tax law makes Finance one of the most powerful committees in Congress, as tax law touches almost every realm of public policy. The Finance Committee oversees laws and policy related to foreign trade. Each Congress, the Finance Committee also oversees legislation to help set tariffs and quotas for the importation of specific goods. The Finance Committee has jurisdiction over a broad range of so-called "entitlement" programs that individuals are automatically entitled to if they fall into a certain class (i.e., are over a certain age or under a certain income level). Many of these programs are related to health care: most notably, Medicare, Medicaid and CHIP (Children's Health Insurance Program), for low income children. The issues related with social security consist of supplemental security income, social services, unemployment compensation, and TANF - Temporary Assistance to Needy Families program.

**Qualifications:** Applicants must be **U.S. Citizens** or a **citizen of a member allied country** as defined by the State Department (see externship program information).

**Duties:** An extern's role will be to assist the staff members in the department to which you are assigned. This may take many forms, including legislative research, assisting with coordination of Committee Hearings and Executive Sessions, and other duties as may be assigned. **NOTE:** Preference will be given to those applicants who can devote 2 days a week to the externship (rather than 1-2 hours per day).

Applicants need to submit, VIA FAX, a cover letter (indicate times and dates available for externship) and a resume.

**Deadline:** Applications are considered on a rolling basis.

**Contact Person:** Carla J. Martin, Chief Clerk  
fax: (202) 228-0554  
[www.finance.senate.gov](http://www.finance.senate.gov)

Please designate if you prefer a Democrat or Republican assignment, or if you are amenable to either.