

**APPLICATION FOR PUBLIC INTEREST LAW CERTIFICATE**

**Priority Deadline: Monday, September 11, 2023** (December grads must submit by this date)

*For Spring/Summer grads, submission by the priority deadline allows for a certificate-eligibility audit prior to registration for spring classes.*

**Last Day to Submit Applications: Monday, January 29, 2024.**

I expect to graduate and am applying to receive the Public Interest Law Certificate. I have read and understand the Program requirements (found on the law school's website at: [Public Interest Certificate Information Page](#)) and further understand and acknowledge that award of the Certificate is conditional upon meeting those requirements.

Name: \_\_\_\_\_

USF ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Courses & Procedure**

**COURSES:** To earn a Public Interest Law Certificate, a student must

- 1) Complete at least 9 units of course work selected from the approved elective courses below.
- 2) Complete an Upper Level Writing Requirement analyzing an issue related to public interest law.
- 3) Complete the practicum & community service requirements as indicated on page 3 of this form.

*All course work for the certificate must be taken for a letter grade except for any approved elective course in which credit/no credit grading is mandatory. For any course in which a letter grade is not provided, a "credit" must be achieved in order for the course to be applied to meet the certificate requirements. Students must achieve a grade of C+ or higher in each letter-graded course applied to the certificate and achieve a cumulative GPA of 2.70 or higher for all courses applied to the certificate. A student achieving a cumulative GPA of 3.50 or higher for all courses applied to meet the requirements of the certificate is awarded the certificate with honors.*

**Procedure:** Indicate the letter grade and units received in the courses (below) that you wish to apply to the Certificate. Indicate "in progress" by marking "IP" for courses being taken during the current semester. **(If you indicate more than the required units of coursework, the Registrar's Office will choose courses with the highest grades to count toward the certificate.)**

Note: the curriculum is subject to change and not all courses are offered every year.

Sem/Yr	Grade	Units	Law Reg	PIL Course	Sem/Yr	Grade	Units	Law Reg	PIL Course
				Administrative Law					First Amendment Seminar
				Advanced Criminal Procedure					Health Law & Policy
				Animal Law					Immigration Law
				Animals & Justice Seminar					Information Privacy
				Domestic Violence Law & Litigation					International Human Rights Law
				Education Law					Internet Law
				Election Law					Interrogation & Confessions
				Employee Benefits (ERISA)					Labor Law
				Employment Discrimination					Poverty Law
				Employment Law					Racism & Justice Seminar
				Employment Law Seminar					Sexuality Law
				Energy Law					Trial Practice: Criminal Law
				Environmental Law					U.S. Asylum Law Seminar
				Equality & Religious Freedom					Water & Oil Law
				Family Law					Wrongful Convictions

**The below clinics satisfy PIL Certificate Practicum Requirements if taken for at least 4 credits**

Criminal & Juvenile Justice Clinic, International Human Rights Clinic, Immigration Deportation & Defense Clinic, Immigration Policy Clinic, Internet & IP Justice Clinic, or Racial Justice Clinic

*\*These clinics do not count towards elective units*

Name: \_\_\_\_\_

USF ID Number: \_\_\_\_\_

### UPPER LEVEL WRITING REQUIREMENT FOR THE *PUBLIC INTEREST LAW* CERTIFICATE

To earn the certificate, a student must complete a substantial research paper analyzing an issue relevant to public interest law. The paper must demonstrate the ability to identify, describe and analyze the subject matter and should, where possible, propose a resolution.

The paper must meet the standards for an Upper Level Research and Writing Requirement project and also satisfies this graduation requirement. It may also satisfy the requirements of a course taken (sort by "Certificate" and "Writing Req't" on the course schedule for acceptable courses) or a Directed Research (see Registrar's Office).

Title of the Paper: \_\_\_\_\_

Supervising Professor: \_\_\_\_\_

Semester Completed (If in progress, indicate current semester and year):

Semester

Year

#### To apply for the Certificate, you must:

- Submit this completed application to the Law Registrar's Office by your second to last semester.
- Submit a writing requirement enrollment form by the last day to add classes for the semester the writing requirement is being completed. *The "Public Interest Law Certificate" box on the form must be checked.*

#### **Law Registrar Staff Only**

First Audit: \_\_\_\_\_  
Date & Initials

Meets IPT Writ. Req: Yes  No

Final Audit: \_\_\_\_\_ Total Units: \_\_\_\_\_  
Date & Initials

Grades Verified:  Total Units (inc. IP): \_\_\_\_\_

IP as of (date): \_\_\_\_\_

GPA: \_\_\_\_\_ Honors:

On Track: Yes  No  Date Notified: \_\_\_\_\_

Practicum Verified: \_\_\_\_\_  
Date & Initials

Receiving Certificate: Yes  No

Name: \_\_\_\_\_

USF ID Number: \_\_\_\_\_

**PRACTICUM:** A minimum of 150 hours of supervised legal work in a public interest organization, qualifying government agency, or court. Students may fulfill this requirement through a paid position, clinical experience, externship, or a volunteer opportunity. Please note that in-house law school clinics may count towards the practicum hours (but not towards course requirements).

Organization:		Dates:
Address:		Total # Hours:
City:	State:	ZIP:
Supervisor:	Title:	Phone:
Type of Assignments Received:		
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Organization:		Dates:
Address:		Total # Hours:
City:	State:	ZIP:
Supervisor:	Title:	Phone:
Type of Assignments Received:		
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Organization:		Dates:
Address:		Total # Hours:
City:	State:	ZIP:
Supervisor:	Title:	Phone:
Type of Assignments Received:		

**COMMUNITY SERVICE:** Students must complete a minimum of 50 volunteer hours with organizations on projects that benefit the public. Community service hours may be completed with legal or non-legal organizations. Projects may include work that you perform through USF's Pro Bono Program, individually, or as part of a student group with an organization in the community. *Copy this sheet if additional pages are necessary.*

Organization:	Dates:	Total # Hours:
Supervisor:	Title:	Phone:
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**Please return this form to the Law Registrar's Office (Kendrick 220) by the deadline listed on the first page of this application.** Community Service/Practicum Questions? Contact the Office of Career Services at (415) 422-6757 or Assistant Dean for Student Affairs at (415) 422-6304.

**Office Use Only**

Verified Practicum Requirements: \_\_\_\_\_ Verified Community Service Requirements: \_\_\_\_\_  
 Law School Staff Initials/Date \_\_\_\_\_ Law School Staff Initials/Date \_\_\_\_\_