If you are unable to view the following email, a web-based version is viewable at our website http://law.usc.edu/career/

UPCOMING DEADLINES & EVENTS:

Grants and Fellowship Deadlines:
Application deadlines are fast approaching for the following grants and fellowships:
- Trope & Trope/Harriet Buhai Family Law Summer Fellowship: April 2, 2007
- PILF Grants: April 11, 2007

Wednesday, April 4, 2007
How to Have a Successful Summer
12:30-1:10
Room 7

Friday, April 6, 2007
Nuts & Bolts of a Clerkship Application
12:30-1:10
Room 101

Tuesday, April 10, 2007
1L Workshop: Planting the Seeds About Clerkships
12:30-1:10
Room 101

Thursday, April 12, 2007
Fall OCI Orientation
12:30-1:10
Room 3

Friday, April 13, 2007
How to Research Judges
12:30-1:10
Room 101

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Upcoming Workshops
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Clerkship Interest Forms

Archived items from Previous Career Alerts:

- DuPont Legal Minority Job Fair
- 1L & 2L Summer Employment & Employment Preferences Survey
- Class of 2007 CSO Survey
- Summer Grants for Public Interest Work
- Featured Resource of the Month - Behind the Bench: The Guide to Judicial Clerkships
- Updated CSO Drop-In Hours

UPCOMING WORKSHOPS

How to Have a Successful Summer
Wednesday, April 4, 2007
12:30-1:10
Room 7

All 1L and 2L’s - Come learn how to make the most out of your summer! There will be a group of panelists available to answer your questions about how to make the most of your summer and make your best impression. This will be a great workshop to learn about what summer employers will be expecting from you in every type of job.

Nuts & Bolts of a Clerkship Application
Friday, April 6, 2007
12:30pm – 1:10pm
Room 101

If you plan on applying for a clerkship, please don’t miss this workshop. Detailed information regarding the application procedure and process from now until Labor Day will be presented. Come learn how to approach the complex task of beginning your clerkship application.

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EMPLOYER RECEPTIONS

McGuireWoods 1L Reception
Wednesday, April 4, 2007
6:00pm – 8:00pm
Los Angeles Office
1800 Century Park East, 8th Floor
Los Angeles, CA 90067

McGuireWoods invites all 1L students to a reception at their Los Angeles office to learn more about their international law firm. The reception will allow students to meet attorneys from the law firm and discuss any questions about the firm, its practice, and recruitment season.

*Please RSVP by Friday, March 30 to RSVPLA@mcguirewoods.com or 310-315-8250

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NEW ASSISTANT DIRECTOR FOR CAREER SERVICES

We are happy to announce the addition of Suzanne Huntley-Levy as our new Assistant Director for Career Services. In this role, Suzanne will take over responsibility for the judicial clerkship program from Priya, who will work closely with Suzanne during the upcoming judicial clerkship season to ensure a smooth transition. In addition, Suzanne will be available for general career counseling sessions with law students.

Suzanne earned her J.D. from USC in 2001 and is excited to return to the law school. She joins us after serving as Associate Director in the Career Development Office at Pepperdine University School of Law. In addition to her career services experience, Suzanne spent several years as an Associate in the Los Angeles office of Sheppard, Mullin, Richter & Hampton, LLP where she practiced corporate law. Suzanne’s enthusiasm and broad range of experience will be welcome additions to the career services team.

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CLERKSHIP INTEREST FORMS

2Ls who are thinking about applying for clerkships next year, please submit your Clerkship Interest Forms to the CSO as soon as possible. Even if you ultimately decide not to apply, having this form will help us stay in touch with you about the clerkship process and will give us valuable information for planning this year’s Clerkship Program.

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DUPONT LEGAL MINORITY JOB FAIR

Los Angeles, CA Saturday, August 11, 2007
Houston, TX Saturday, August 11, 2007
To register, students are responsible for submitting the completed registration form along with their resume and transcript (Record of Academic Performance).

Registration for the Los Angeles, Houston and Wilmington sites will be completed electronically. You may log onto the site directly via the link below, complete the Registration Form, attach your resume and click "Submit." Please forward your Record of Academic Performance (RAP) to Noelle Zappacosta, DuPont Legal Minority Job Fair Coordinator, Ballard Spahr Andrews & Ingersoll, LLP, 1735 Market Street, 51st Floor, Philadelphia, PA 19103-7599.

The deadline for the receipt of your registration for any of the Job Fairs is **5:00 p.m., Tuesday, April 10, 2007.**

Note: Your application materials will not be accepted unless you provide both your resume and transcript.

To access the Ballard Spahr site, visit [www.ballardspahr.com](http://www.ballardspahr.com). When the home page comes up you will see the link to the DuPont Minority Job Fair on the left of the page in red. Click on this link to bring up the screen which asks for your username (student) and password (3r0vaodf). Note: The letters are case sensitive (the third character is zero and the sixth character is lower case “o”). You will also be able to view a list of Primary Law Firms and other service providers invited to participate in the job fair at the Ballard Spahr site.

Once you have registered, employers will have the opportunity to review your materials and select students to whom they would like to extend an invitation to interview at one of the Job Fair locations. Each selected student will have private interviews with those employers that have expressed an interest in them. If you accept an invitation you will be expected to travel to the Job Fair at your own expense.

**1L & 2L SUMMER EMPLOYMENT & EMPLOYMENT PREFERENCES SURVEY**

The Career Services Office is asking all 1Ls and 2Ls to complete the following online survey so that we can compile accurate summer employment data, as well as better assist 1Ls and 2Ls actively seeking summer employment. In addition, the survey is designed to collect employment preferences (for both summer and post-graduate employment) that will help the CSO target potential employers and resources. Please take a moment to click on the following link and complete the short survey:

While the survey is also designed to collect summer employment information, at this point in the semester, typically only a small number of 1Ls will have secured summer employment. Therefore, we will ask 1Ls to complete the survey again and provide summer employment information at the end of the semester. Thank you in advance for providing us with this important information.

CLASS OF 2007 CSO SURVEY

ATTENTION 3LS - The Career Services Office is collecting information from the Class of 2007. We are asking all graduating students to complete the following online survey so that we can report accurate employment data, as well as better assist graduates seeking employment. Please take a moment to click on the following link and complete the short survey: http://mylaw.usc.edu/survey/takeSurvey.asp?surveyID=51

SUMMER GRANTS FOR PUBLIC INTEREST WORK

Please note the following deadlines for summer grants:

Trope & Trope/Harriet Buhai Family Law Summer Fellowship: April 2, 2007
PILF Grants: April 11, 2007

There are several opportunities for summer funding for public interest work. The applications for these grants are available in the CSO. If you have any questions, please contact Priya Sridharan at psridhar@law.usc.edu

Trope & Trope/Harriet Buhai Family Law Summer Fellowship
This summer public interest grant of $6500, made possible by a donation from the prestigious family law firm of Trope & Trope, is given to a student who works full time for ten weeks at the Harriet Buhai Center for Family Law. The Center is a public interest non-profit organization dedicated to providing high quality family law assistance to low-income persons in Los Angeles County. There is a paper application, followed by an interview process. DEADLINE: APRIL 2, 2007

Public Interest Law Foundation (PILF) Grants
The Public Interest Law Foundation awards and administers approximately 25 summer work grant opportunities. These grants provide financial support to USC Law students working in Public Interest Law.
Although some specific grants are aimed to support discreet populations of the USC Law community, all PILF grants are designed to support and foster the commitment of USC law students and alumni to the practice of Public Interest Law. Eligibility requirements for grant assistance and grant selection criteria vary depending on the type of grant in question, however all PILF grants require applicants to complete a minimum of 15 pro bono hours and participate in fundraising activities, including the PILF auction. Applications are available on the PILF website. All applications must also include a letter from the supervising attorney of the sponsoring organization.

DEADLINE: APRIL 11, 2007

FEATURED RESOURCE OF THE MONTH

Behind the Bench: The Guide to Judicial Clerkships

Available in the CSO Resource Room, this comprehensive guide contains in-depth information about the complex clerkship process. Author Debra M. Strauss, Esq. expertly guides students through the world of clerkships by drawing on experiences of clerks and judges. All aspects of clerkships are outlined in the book including what clerkships are, what kind of work law clerks do, why students should apply, and how to find the type of court and clerkship that would be right for you. Behind the Bench: The Guide to Judicial Clerkships also provides essential information about how to build a successful application with advice and strategies for timing your application, structuring your letters and resume, and choosing your references. The guide is organized into 4 important parts including To Clerk or Not to Clerk, Courts and Clerkships, The Nuts and Bolts, and Resources for Prospective Judicial Clerks and Their Law Schools. Behind the Bench: The Guide to Judicial Clerkships is an indispensable resource for students thinking about applying for a clerkship or beginning the application process. Be sure to stop by the CSO today and check out this great resource!

UPDATED CSO DROP-IN HOURS

Please note that the CSO counselors have adjusted their drop-in hours for the new Spring semester. The new drop in hours schedule is as follow:

- Monday 9:00-10:00am
- Tuesday 2:30-3:30pm
- Wednesday 2:30-3:30pm
- Thursday 2:30-3:30pm
- Friday 9:00-10:00am