

SOCIAL  
JUSTICE Initiatives

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 Columbia Law School

**HUMAN RIGHTS INTERNSHIP  
PROGRAM GUIDE  
2019-2020**

SOCIAL JUSTICE INITIATIVES AT COLUMBIA LAW SCHOOL

# Human Rights Internship Program Guide

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# Overview

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The Human Rights Internship Program (HRIP) is designed for Columbia J.D. students who have a substantial interest in the postgraduate practice of human rights, public interest, or social justice law on a full-time or pro bono basis, and want to work abroad in the summer. The program provides intensive experiential learning in international human rights legal practice **abroad** for first- and second-year students. After participating in preparatory training, orientation, and independent projects throughout the spring semester, interns spend the summer working with organizations doing human rights work. The program goals are to educate students about human rights law, offer them the opportunity to work in the service of their beliefs, create relationships which may advance their professional development, link human rights activists within the Law School, and build a worldwide network of Columbia graduates and host agency advocates devoted to human rights.

In addition to the cost of international travel, the program will provide a \$7,350 stipend (subject to tax) to 1Ls and 2Ls for ten weeks of international human rights work. The procedure for registering and securing HRIP participation is described later in this document.

## Definition of Human Rights

For the purposes of HRIP, the term “human rights” refers to those rights and standards set forth in international and national laws that seek to protect basic human rights and freedoms, including, but not limited to, women’s rights, children’s rights, migrants’ and refugees’ rights, LGBTQIA+ rights, the rights of people with disabilities, indigenous people’s rights, the right to an education, the right to food, the right to freedom of expression and peaceful assembly, the right to be free of torture or cruel treatment/punishment, the right to a fair and impartial hearing, and the right to practice one’s own religion.

International human rights standards and strategies are those set forth in the Universal Declaration of Human Rights; the International Covenant on Economic, Social and Cultural Rights; the International Covenant on Civil and Political Rights; the International Convention on the Elimination of All Forms of Racial Discrimination; the Convention and Protocol Relating to the Status of Refugees; the Standard Minimum Rules for the Treatment of Prisoners; the Convention on the Rights of the Child; the Convention to Eliminate All Forms of Discrimination Against Women; the Convention on the Rights of Persons with Disabilities; and other international and regional human rights instruments.

To qualify for HRIP, human rights internships must be done abroad at qualifying human rights organizations. (*See section on Summer Internships on page 5 for more information.*)

# Registration Procedure

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All students (1Ls and 2Ls) who want to register to participate in HRIP **must**:

1. Register for Guaranteed Summer Funding on [LawNet](#)<sup>1</sup>. Registration opens October 8 and closes November 30, 2019.
2. Submit a Statement of Interest form by November 30, 2019 to the Human Rights Internship Job Posting on [Simplicity](#) (ID 46121).

Students who submit the Statement of Interest and register for Guaranteed Summer Funding will be provisionally enrolled in the Human Rights Internship Program. To ensure receipt of HRIP funding, students must meet the requirements set forth below.

## Requirements, Expectations, and Benefits

### 1L Requirements:

1. Fulfill the Guaranteed Summer Funding mandatory requirement, which include attending the following events:
  - a. September 24 or online: Developing Your Legal Resume
  - b. October 8 or October 10 (as assigned): Job Search Strategies & Crafting Your Cover Letter
  - c. November 6 or November 7 (as assigned): Interviewing for Public Interest Jobs
2. Attend the 20-hour Training and Orientation Program of human rights-specific lectures, panels, workshops, and informal meetings in the spring semester.<sup>2</sup> Included within the 20-hour Training and Orientation Program are 4 hours of independent study related to the summer placements, to be constructed in consultation with SJI.
3. Secure a qualifying international human rights placement.
4. Complete the appropriate paperwork in the spring.

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<sup>1</sup> All students interested in securing HRIP funding must also register for GSF. Students will remain registered in GSF until they have secured (1) a qualifying international human rights placement and (2) have completed either the 20-hour (1Ls) or 10-hour (2Ls) training program. If students do not find a qualifying HRIP placement or decide that they want to work domestically, they should notify Iliana Ortega via email as soon as possible. They will remain enrolled in the Guaranteed Summer Funding program and will receive GSF as long as they meet all other GSF requirements.

<sup>2</sup> Training and orientation programs are mandatory. Students must contact Iliana Ortega in advance of a session if they cannot attend for a good reason so that SJI can arrange an online viewing and companion assignment. They must meet with Cassandre Theano, Assistant Director of Human Rights and Public International Law, before the next session. Students who miss two sessions may be disqualified from HRIP.

5. Work at the internship placement for 10 weeks<sup>3</sup>, except in extraordinary circumstances<sup>4</sup>.
6. Submit a completed Employment Verification Form to SJI.

**2L Requirements:**

1. Design a 10-hour Independent Study Training and Orientation Program specifically tailored to your international human rights interests. The Independent Study plan must be approved by SJI.
2. Secure a qualifying international human rights placement.
3. Complete the appropriate paperwork in the spring.
4. Work at the internship placement for 10 weeks, except in extraordinary circumstances<sup>5</sup>.
5. Submit a completed Employment Verification Form to SJI.

**Expectations:**

Participants in HRIP are expected to continue the pursuit of human rights education and experiences throughout their time at Columbia Law School. To that end, there are a number of expectations that HRIP interns should fulfill during their tenure at CLS, which include:

1Ls	2Ls
<ul style="list-style-type: none"> <li>• Interns are expected to take human rights related classes in their 2L and 3L years.</li> <li>• Interns are expected to pursue pro bono and research projects related to human rights with the Law School’s faculty, staff of the Columbia Human Rights Institute, and human rights NGOs.</li> </ul>	<ul style="list-style-type: none"> <li>• Interns are expected to take human rights related classes in their 3L year.</li> <li>• Interns are expected to pursue pro bono and research projects related to human rights with the Law School’s faculty, staff of the Columbia Human Rights Institute, and human rights NGOs.</li> </ul>

**Benefits:**

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<sup>3</sup> HRIP interns may not split their summers between an internship and other employment. They must work at their host organization for at least ten weeks. Interns are allowed to split the summer between two HRIP placements only for very compelling reasons and must obtain prior authorization from SJI. Students who stay longer than ten weeks may receive Columbia Law School pro bono credit for the additional period. Please see [law.columbia.edu/social-justice/pro-bono](http://law.columbia.edu/social-justice/pro-bono) for additional information.

<sup>4</sup> If an emergency situation arises in which working 10 weeks is not possible, students must first secure approval from SJI. If approval is granted, the HRIP stipend may be prorated for service of less than 10 weeks.

<sup>5</sup> See footnote #4.

In addition to the specialized Training and Orientation and the internship experience itself, human rights interns receive a stipend as set forth below and roundtrip airfare to their internship placement. HRIP will reimburse the costs of visas and immunizations necessary for your internship and provide emergency and evacuation insurance. Interns will also receive specific, individualized guidance on their course of study and their selection of field placements related to human rights.

## Summer Internships

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Eligible organizations are international placements that focus on human rights by? using a human rights framework as defined on page 1 of this guide. There are a number of resources available at Columbia Law School to aid interns in making a decision and finding qualifying organizations. They include, but are not limited to:

1. Columbia's exclusive Public Interest Database on LawNet. The database contains descriptions of hundreds of public interest and human rights organizations around the world. HRIP-approved organizations will be listed as such. The database also includes former intern evaluations for some of these organizations and full descriptions of intern summer work.
2. Former HRIP interns. Past interns will be happy to speak about their summer experiences. SJI may be able to help you locate interns who have graduated.

Additionally, we encourage interns to consider other organizations that might meet HRIP criteria. An organization not listed in the database, or listed but not as HRIP-approved, may be approved upon submission of an Organization Request Form (ORF),<sup>6</sup> if the intern shows that the placement qualifies under the HRIP definition of human rights, and if SJI is satisfied that the organization will provide meaningful legal work and adequate supervision by a lawyer.

### Risks and Limitations

There are risks inherent in being a human rights advocate in many countries. It is impossible to completely predict events that may unfold or precautions that may be necessary at the time HRIP interns select their placements, and we do not want to be unduly restrictive. We reserve the right to require any intern to change their host organization when it is determined that local or international conditions warrant such change or that the organization itself can no longer properly support an intern. We also reserve the right to place appropriate conditions and/or restrictions on an internship. Please speak with SJI in advance of accepting an internship offer if you anticipate that the location of your host organization could be problematic. All students are also required to submit their itinerary to International SOS and, if required, obtain travel authorization.<sup>7</sup>

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<sup>6</sup> See page 11

<sup>7</sup> For more information, visit [globaltravel.columbia.edu/content/isos-mytrips](http://globaltravel.columbia.edu/content/isos-mytrips)

## **Internship Timeline<sup>8</sup>**

### **1Ls:**

#### Starting October 8, 2019

- GSF registration period opens.

#### Starting October 15, 2019

- Make an appointment with your SJI advisor for general job search information.
- Make an appointment with Assistant Director of Human Rights and Public International Law, Cassandre Theano to discuss interests, background and skills, job search strategy, and guidelines for tailoring resumes and cover letters to the international human rights internship search. You may also contact SJI's part-time career advisers to discuss more targeted job search strategies in their areas of expertise. All their bios are on the SJI website.<sup>9</sup>
- Begin researching organizations.

#### Beginning November 1, 2019

- Begin drafting cover letters and revising your resume to appeal to international human rights employers.

#### November 30, 2019

- File HRIP Statement of Interest via [Symlicity](#) (ID46121).
- Register for GSF on [LawNet](#)

#### Beginning December 1, 2019

- Apply to organizations of interest that are competitive or of great interest (Most applications will be sent over winter break or in early spring semester).

#### Spring 2020

- Continue sending out applications and follow up on job applications that were sent out in December.
- Meet again with a human rights specialist advisor to touch base regarding your job search efforts.
- Participate in the HRIP 20-hour Training and Orientation Program.

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<sup>8</sup> More information regarding job search timelines can be found in SJI's *Public Interest Job Search Toolkit* and "International Supplement to the Job Search Toolkit," available at:

[law.columbia.edu/social-justice/job-search-tools](http://law.columbia.edu/social-justice/job-search-tools)

<sup>9</sup> For more information, visit [law.columbia.edu/social-justice/contact-us](http://law.columbia.edu/social-justice/contact-us).



## **2Ls:**

### As soon as possible in the fall semester

- Make an appointment with Assistant Director of Human Rights and Public International Law, Cassandre Theano to discuss interests, background and skills, job search strategy, and tailoring resumes and cover letters to the international human rights internship search.<sup>10</sup> You may also contact SJI's part-time career advisers to discuss more targeted job search strategies in their areas of expertise. All their bios are on the SJI website.
- Begin researching organizations.
- Apply to organizations of interest that are competitive or of great interest—many organizations require or expect 2L applicants to submit their materials by December 1.

### Spring 2020

- Continue sending out applications and follow up on job applications that were sent out in December.
- Meet again with Cassandre Theano to discuss your 10-hour self-study program and, if you wish, with a human rights specialist advisor to touch base regarding your job search efforts.

## **Past HRIP Placements**

### **2019-2020 Select Organizations:**

Katiba Institute	Kenya
International Commission of Jurists	Kenya
Asylum Access	Malaysia
International Detention Coalition	Malaysia
Amnesty International – Nigeria	Nigeria
AGHS Legal Aid	Pakistan
Dastak	Pakistan
Human Rights Commission of Pakistan	Pakistan
Amnesty International, West and Central Africa Regional Office	Senegal
RADDHO African Commission on Human and People's Rights	Senegal
Advocaid	Sierra Leone
Center for Applied Legal Studies, University of Witswatersrand	South Africa

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<sup>10</sup> For more information, visit [law.columbia.edu/social-justice/contact-us](http://law.columbia.edu/social-justice/contact-us).

Lawyers for Human Right	South Africa
Lawyers against Abuse	South Africa
Legal Resources Center	South Africa
Section 27	South Africa
Social Economic Rights Institute	South Africa
South Africa Litigation Center	South Africa
Women’s Legal Center	South Africa
Earthrights International	Thailand
Forum Asia	Thailand
Fortify Rights	Thailand
International Commission of Jurists – Asia & Pacific Regional Office	Thailand
Chapter Four Uganda	Uganda
Human Rights Advocacy Forum	Uganda
Refugee Law Project	Uganda
International Legal Foundation	USA

### **2014-2019 Human Rights Internship Program Placements:**

Center for Studies on Freedom of Expression and Access to Information	Argentina
Constitutional Court of the Republic of Armenia	Armenia
Asia Pacific Forum	Australia
National Children’s and Youth Law Centre	Australia
North Australian Aboriginal Justice Agency (NAAJA)(Darwin)	Australia
U.N. Office on Drugs and Crime	Austria
Vasa Prava	Bosnia and Herzegovina
Associação Brasileira Das Indústria Da Alimentao (ABIO)	Brazil
Center for the Study of Labor Relations and Inequality	Brazil
Destination Justice	Cambodia
Open Development Cambodia	Cambodia
U.N. Assistance to the Khmer Rouge Trials, Office of the Co-Investigating Judges	Cambodia
Human Rights Watch	Canada
U.N. Economic Commission for Latin America and the Caribbean	Chile
Justice Centre Hong Kong LTD	China
Pathfinders Hong Kong	China
Yirenping	China
Zhicheng Public Interest Law Firm	China

Organización Nacional de los Pueblos Indígenas de la Amazonia Colombiana (OPIAC)	Colombia
Croatian Law Center	Croatia
St. Andrew's Refugee Services	Egypt
AIRE Centre (Advice on Individual Rights in Europe)	England
Human Dignity Trust	England
International Senior Lawyers Project	England
Middle East Centre, LSE	England
REPRIEVE	England
International Federation for Human Rights	France
Le Club des Juristes	France
European Center for Constitutional and Human Rights	Germany
Syrian Archive	Germany
Advocates for Community Alternatives	Ghana
Hungarian Helsinki Committee	Hungary
Regional Environmental Center for Central and Eastern Europe	Hungary
Human Rights Law Network of New Delhi	India
Lawyers Collective – Women's Rights Initiative	India
Asia Justice and Rights (AJAR)	Indonesia
Immigrant Council of Ireland	Ireland
Adalah: The Legal Center for Arab Minority Rights in Israel	Israel
Association for Civil Rights in Israel	Israel
Shurat Hadon – Israel Law Center	Israel
International Institute for the Unification of Private Law (UNIDROIT)	Italy
Delegation of the European Union to Japan, Europa House	Japan
ICAP Kenya	Kenya
International Commission of Jurists, Kenya	Kenya
ALEF (Act for Human Rights Lebanon)	Lebanon
Mwatana for Human Rights	Lebanon
U.N. High Commissioner for Refugees	Lebanon/Malaysia/Serbia
American Bar Association, Balkans	Macedonia
Regional Rule of Law Network Program Article 19	Malaysia

Comite de Solidaridad y Derechos Humanos: Casa Tochan	Mexico
Institute for Women in Migration – Instituto Para Las Mujeres en la Migración (IMUMI)	Mexico
Care International – Myanmar Yangon Heritage Trust	Myanmar
International Criminal Tribunal for the Former Yugoslavia	Netherlands
REDRESS	Netherlands
Special Tribunal for Lebanon	Netherlands
United Nations International Residual Mechanism for Criminal Tribunals (IRMCT)	Netherlands
Institute of Human Rights and Humanitarian Law	Nigeria
Legal Defense and Assistance Project (LEDAP)	Nigeria
Earth Rights International (ERI)	Peru
Asylum Protection Center	Serbia
AdvocAid	Sierra Leone
Equal Education Law Centre	South Africa
Legal Resource Centre - Capetown/Durban/Grahamstown	South Africa
Natural Justice	South Africa
Southern Africa Litigation Center (SALC)	South Africa
The Equal Education Law Centre	South Africa
The Legal Resource Centre/ Children’s Rights Inc.	South Africa
Green Climate Fund	South Korea
Taiwan Legal Aid Foundation	Taiwan
Institute for Human Rights and Development in Africa	The Gambia
U.N. Development Programme	Turkey/Belarus/Kenya/Maldives
Foundation for Human Rights Initiative	Uganda
Zimbabwe Environmental Law Association	Zimbabwe
Zimbabwe Lawyers for Human Rights	Zimbabwe

**COLUMBIA LAW SCHOOL  
HUMAN RIGHTS INTERNSHIP PROGRAM  
STATEMENT OF INTEREST  
SUMMER 2020**

NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ UNI: \_\_\_\_\_

**DIRECTIONS:**

1. Please type your answers on attached sheets of paper to be submitted with this cover page.
2. Statements of Interest should be submitted via Symplicity by November 30, 2019 to the Human Rights Internship Job Posting (ID 46121).

**QUESTIONS:**

1. **Demonstration of Interest in International Human Rights. (1-2 pages)**  
Describe your interest in international human rights, public interest, or social justice law, and its relationship to the summer placement you will seek to further this interest. Indicia of interest include, but are not limited to: your desire to pursue a career in human rights, public interest, or social justice law; interest in making human rights or public interest work a major part of your professional activities; past summer or other employment (law or non-law); classes taken and papers written in college, graduate school or law school; prior experience in human rights, public interest or social justice service activities, volunteer positions, student activities in college and/or the Law School, specialized skills, knowledge and experience, including your knowledge of a foreign language. **If you have not had an opportunity to demonstrate your commitment, tell us why and describe your current commitment and the reason for it.** (*This information will be helpful to SJI in advising meetings and in planning the Training and Orientation sessions and other events.*)
2. **Placement Interest. (1 page maximum)**  
Briefly describe one or two topic areas, organizations or places in which you would like to work, and explain how they meet HRIP's definition of human rights. You may, but are not required to, refer to specific placements. This information is to help SJI plan the Training and Orientation, and other events. You will not be required to work on issues or at the organizations described in this section.
3. **Special Qualifications. (1/2 page maximum)**  
Briefly set forth any specialized skills, knowledge and experience, including foreign language proficiency that you possess. Take note of any skills that are required or especially useful for a particular internship that may interest you.
4. **Any Other Information. (Optional. 1/2 page maximum)**  
Other important information that was not already provided.
5. **Resume. (Please attach)**

# SOCIAL JUSTICE Initiatives

## PUBLIC INTEREST SUMMER PROGRAMS ORGANIZATIONAL REQUEST FORM FOR SUMMER 2020 INTERN

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NAME OF ORGANIZATION: \_\_\_\_\_

ORGANIZATION'S FULL MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ORGANIZATION TYPE:**

- |   |   |
|---|---|
| <input type="checkbox"/> Human Rights Organization              | <input type="checkbox"/> Private Law Firm             |
| <input type="checkbox"/> Nonprofit/Nongovernmental Organization | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Academic Institution                   | _____   |
| <input type="checkbox"/> Government Agency or Office            |   |

WEBSITE: \_\_\_\_\_

DESCRIPTION OF ORGANIZATION'S PURPOSE (please attach most recent annual report or brochure, if any):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AREAS OF WORK** (please check all that apply):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> AIDS/HIV                       | <input type="checkbox"/> Employment/Labor               | <input type="checkbox"/> Law Reform                    |
| <input type="checkbox"/> Alternative Dispute Resolution | <input type="checkbox"/> Environmental                  | <input type="checkbox"/> Migrant/Farm Workers          |
| <input type="checkbox"/> Animal Rights                  | <input type="checkbox"/> Family Law                     | <input type="checkbox"/> Native American               |
| <input type="checkbox"/> Arts/Media                     | <input type="checkbox"/> First Amendment                | <input type="checkbox"/> Poverty                       |
| <input type="checkbox"/> Children's Rights              | <input type="checkbox"/> Gay/Lesbian/Transgender Rights | <input type="checkbox"/> Reproductive Issues           |
| <input type="checkbox"/> Civil Rights/Civil Liberties   | <input type="checkbox"/> Government                     | <input type="checkbox"/> Tax/Financial                 |
| <input type="checkbox"/> Consumer                       | <input type="checkbox"/> Gun Control Issues             | <input type="checkbox"/> Technology                    |
| <input type="checkbox"/> Criminal Justice               | <input type="checkbox"/> Health                         | <input type="checkbox"/> Voting Rights                 |
| <input type="checkbox"/> Death Penalty                  | <input type="checkbox"/> Homelessness/Housing           | <input type="checkbox"/> Whistleblowers/<br>Government |
| <input type="checkbox"/> Disability                     | <input type="checkbox"/> Human Rights                   | Accountability   |
| <input type="checkbox"/> Domestic Violence              | <input type="checkbox"/> Immigrants/Refugees            | <input type="checkbox"/> Women's Rights                |
| <input type="checkbox"/> Economic Development           | <input type="checkbox"/> Indigenous Rights              | <input type="checkbox"/> Other                         |
| <input type="checkbox"/> Education                      | <input type="checkbox"/> International Law              | _____  |
| <input type="checkbox"/> Elder Law                      |   |  |

CONTACT PERSON:

NAME, TITLE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**DESCRIPTION OF PROJECT(S) LIKELY TO BE DONE (please add lines/pages if needed):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TYPE OF ADVOCACY DONE BY ORGANIZATION (please check all that apply):**

Court Room Exposure  
 Direct Service  
 Policy  
 Public Education

Research/Writing  
 Transactional  
 Other (please describe)

\_\_\_\_\_  
\_\_\_\_\_

**WILL AT LEAST ONE ATTORNEY BE IN RESIDENCE IN YOUR OFFICE MID-MAY TO MID- AUGUST TO SUPERVISE YOU?**

YES  NO

**If yes, please provide attorney's name:** \_\_\_\_\_

**ANY OTHER INFORMATION YOU WISH TO PROVIDE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FORM SUBMITTED BY:** \_\_\_\_\_

**PLEASE RETURN THIS FORM TO: Iliana Ortega, Program Coordinator, Summer Programs, by hand to 800 William June Warren Hall (Big Warren) or by email to GSFHelp@law.columbia.edu**