

4th SEMESTER CHECKLIST

If you would like to pursue the fourth semester, make sure you do the following:

1. Pick up a copy of the *MELP Internship Handbook* from the ELC or go to http://www.vermontlaw.edu/Academics/Clinics_and_Experiential_Programs/MELP_and_LLM_Internships.htm to view the information online.
2. Identify organizations for which you would like to intern during the 4th semester.
 - a. NOTE that you can set up the MELP internship with any organization, **regardless of whether they have an available internship listed**.
 - b. NOTE that if you need help identifying an organization, there are resources available to you in Career Services.
3. Make an appointment to see a counselor in Career Services for resume review and/or organization ideas.
4. Contact organizations to request an internship by:
 - a. Calling a potential internship sponsor at the organization of your choice;
 - b. Explaining who you are and why you are calling;
 - c. Providing them with an overview of the MELP Internship Program;
 - d. Discussing your areas of interest and possible internship projects; and
 - e. If they are interested, identifying who would act as the internship sponsor.
5. Identify a faculty sponsor and discuss the journal requirements with them.
6. Draft the internship contract. If you have questions about the contract, please consult with Jett Vaden in the ELC at 802-831-1201 or jvaden@vermontlaw.edu
7. Complete the final MELP Internship Contract, including signatures from your faculty sponsor and internship sponsor, and submit it to Jett Vaden in the ELC and Marilyn Labadie in the Registrar's Office.
 - a. NOTE to be officially enrolled (which impacts your status for financial aid, loan deferral, or health insurance) **you must submit the internship contract to the Registrar's office two weeks before the first day of classes of the semester during which you will be completing your internship**. If you fail to meet the deadline, VLS will not accept your contract or register you for the credits until you receive approval from the Committee on Standards.
 - b. NOTE that you must complete **45 hours** of work per internship credit.
 - c. NOTE that you must register for at least **3** credits to be considered enrolled; to defer your loans; and to apply for financial aid.
 - d. NOTE that you must register for at least **5** credits to be eligible for health insurance through Vermont Law School.
 - e. NOTE that you may not register for more than **9** total internship credits.
 - f. NOTE that you may not register for more than **36** total MELP credits.
 - g. NOTE that the MELP Internship **will not** fulfill a distributional requirement.
8. If you are seeking financial aid during the 4th semester, you must submit the following documents to the Financial Aid Office (check with Deb Becker at 802-831-1235 or dbecker@vermontlaw.edu for specific deadlines dates):
 - a. Vermont Law School Financial Aid Application
 - b. FAFSA
 - c. A copy of your Federal Tax Return
9. Visit the Business Office **after** you have registered to talk about administrative costs.