



## **Scott Eller Fund for Law Student Professional Development 2018-2019 Guidelines**

### **Purpose**

The Scott Eller Fund for Law Student Professional Development was established by Scott Eller to help defray some of the travel costs and other expenses incurred by Akron Law students who participate in professional activities that are not otherwise funded by the law school.

### **Eligibility and Potential Uses**

A student must be registered at the law school during the semester the funds are to be used. Summer registration is not required if the student was registered for the prior spring semester and has not yet graduated. At the time of the application and at the time when the funds are used, the student must be in good academic standing and not on probation, and must not be subject to any Honor Code or Student Professional Code of Conduct discipline or investigation.

Although a student may submit an application for **any legal or law-related professional development** activity, however, the selection Committee has included the following non-exhaustive list of events the Committee would likely fund:

- Students interviewing for law clerk or post-graduate clerkship or attorney positions, when the interview is more than 150 miles from campus.
- Students attending professional conferences or CLEs, or other professional networking events in the course of a job search
- Students delivering paper or presentations at academic or professional conferences. If the fund is used to support a paper or written presentation, the paper or presentation should indicate that funding was provided by The University of Akron School of Law.
- Students accepting awards.
- Students on the planning committee for academic or professional conferences.

Funding requests must be made in advance of the professional development activity and all awards will be reimbursements. Advance payment requests will not be considered.

## **Funding Limits and Criteria**

The Scott Eller Fund for Law Student Professional Development was not established to cover the entire cost of a student's activity. In most cases, awards will be limited to \$250, although awards could be larger or smaller depending on the number and quality of applications received. A student may submit multiple applications in a single year, although each student is limited to only one award during their educational tenure at Akron Law.

Reimbursable expenses may include conference fees, training materials, travel and housing expenses, and presentation materials. No membership fees, entertainment, airport parking, personal expenses, food, or beverages will be covered. It is important that the applicant collects and turns in all pertinent receipts and documentation. Without documentation, the law school cannot reimburse the awarded applicant. The current reimbursable rate for mileage is 53.5 cents per mile.

## **Award Administration**

The award will be in the form of a reimbursement of expenses, and pursuant to University travel policies and procedures. Any other arrangements must be approved in writing, by the Assistant Dean of Career Services. Awards from the Scott Eller Fund for Law Student Professional Development must be used and all receipts submitted by June 15, 2019 of each academic year or any remaining balance will be forfeited. Once awarded, the student may not change the project for which an award was made.

## **Selection Process**

A Committee of members from the Akron Law administration will review applications and make award decisions. The Committee may make its recommendations based solely on the applications received; it may also choose to interview any or all applicants, or request additional materials from applicants. Only completed applications will be considered, and incomplete applications may be deemed ineligible until they are complete, regardless of the timing of the subject event. Applications will be considered on a case-by-case basis and are not ranked in any order of importance or preference based on the type of event.

The committee will announce the awards by the end of November or February and by mid-June.

## **Application Instructions and Deadlines**

For the 2018-2019 academic year the Committee will consider applications on a rolling basis. Applications for fall must be submitted by October 2; applications for spring must be submitted by February 15; and applications for summer must be submitted by May 24. The project or trip that is the subject of the application need not be limited to the semester in which the student applies, but must take place within the fiscal year of the application. As such, a student could apply by October 2, 2018 to deliver a conference presentation in April 2019. We encourage early submissions.

Students must complete an online application:

[https://akron.qualtrics.com/jfe/form/SV\\_7QwQrUsOazBCFEx](https://akron.qualtrics.com/jfe/form/SV_7QwQrUsOazBCFEx)

The application will require submission of professional activity information, budget information, and a short personal statement about how the activity is likely to impact your professional development.

Students who are granted an award from the Scott Eller Fund for Law Student Professional Development must submit a reimbursement request within one month of the conclusion of the professional activity but no later than June 15, 2019. Electronic submissions of reimbursement requests is preferred. The reimbursement requests must include the following items:

- Receipts totaling or exceeding the amount of the award.

AND any one of the following. Writings (in part or as a whole) and photos may be used by Akron Law in the future to promote the Scott Eller Fund for Law Student Professional Development. Please consider your professional audience.

- A one (1) page reflection essay. For the essay, **identify and describe** one important concept, research finding, theory, or idea that you learned at the professional activity. **Reflect** on why this idea is important to your intended area of practice or your personal learning. Finally, **apply** this idea to your own life by exploring how it will help you become a practice ready lawyer or a more innovative legal professional.
- A photo of yourself at the professional activity. Consider posing with a keynote speaker, by a banner advertising the event, or holding a program from the activity.
- A brief description of someone you met at the professional activity and how she or he will/might be able to assist you in your professional development (examples: a session presenter, someone you networked with at a reception, someone who asked questions about your presentation or made recommendations about future research).