

**Eligibility — Programs are open to all applicants who can advance the Diversity & Inclusion (D&I) Department mission:**

The mission of the OSB Diversity & Inclusion Department is to support the mission of the Oregon State Bar: by promoting respect for the rule of law, by improving the quality of legal services, and by increasing access to justice. The Program serves this mission by striving to increase the diversity of the Oregon bench and bar to reflect the diversity of the people of Oregon, by educating attorneys about the cultural richness and diversity of the clients they serve, and by removing barriers to justice.

[Also see *Personal Statement Evaluation Criteria (Page 6).*]

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Information that you provide in this packet may be subject to the Oregon Public Records Law. Details provided in "Introduction."

CONTENTS

Introduction . . . . . 2

D&I Eligibility and Programs . . . . . 3

    ■ Clerkship Stipends . . . . . 3

    ■ Public Honors . . . . . 4

    ■ Bar Exam Grants . . . . . 4

    ■ OSB Scholarships . . . . . 4

    ■ Judicial Mentorship Program . . . . . 5

    ■ First Year Internship Program . . . . . 5

    ■ Opportunities for Law in Oregon . . . . . 5

Personal Statement Evaluation Criteria . . . . . 6

OSB Statement . . . . . 6

FAQ . . . . . 7

**NOTE:** Because most applicants apply for more than one D&I component, this Registration Packet is designed to minimize redundancy in the application process. A negative consequence is that many applicants fail to provide the D&I Department with updated contact information. To assure that you do not miss valuable opportunities, please notify D&I staff of changes in contact information.

## OSB Diversity & Inclusion Programs

Program	Eligible Class	Deadline (see Page 3)	Program	Eligible Class	Deadline (see Page 3)
Clerkship Stipend	1L, 2L, 3L*	Feb. 1	First Year Internship	Ethnic minority, 1L	Feb. 1
Public Honors Fellowship	2L, 3L*	(Consult Career Services)	OLIO	Ethnic minority new admit; any upper division student (not limited to ethnic minorities) may apply for OLIO Orientation; see Page 5)	July 1
OSB Scholarship	New Admit, 1L, 2L, 3L*	Apr. 1	Judicial Mentorship Program	1L, 2L, 3L	Sep. 15
Bar Exam Grant	Final Year, Law Graduate	Feb. exam: April 15 Jul. exam: Nov 15			
* 3L in 4-year program					

### Introduction

The Oregon State Bar is the only state bar organization in the nation to assess a fee of its members pursuant to an affirmative action mission. To advance this mission, the Oregon State Bar Diversity & Inclusion (D&I) Department, with the guidance of the Affirmative Action Committee (AAC), offers programs to support law students and law graduates who can help to advance the department's mission.

The department's emphases are to "increase the diversity of the Oregon bench and bar to reflect the diversity of the people of Oregon," to educate "attorneys about the cultural richness and diversity of the clients they serve," and to remove "barriers to justice." Thus, the Oregon State Bar Statement — explained on Page 6 — is required for most of the program's components and is a critical piece of the application process. The AAC will award the greatest preference consideration to those students whose statements can support an intention to practice law in Oregon. However, the AAC hopes that the bar's D&I programming will encourage all law students who may help to advance the program's mission and who might consider practicing in Oregon to register and to apply.

#### **DIVERSITY & INCLUSION DEPARTMENT'S AFFIRMATIVE ACTION PROGRAMS**

Most D&I Department programs are supported by the annual OSB Affirmative Action Program assessment paid by Oregon State Bar members. Eligibility for these programs is not limited to ethnic minorities. Opportunities for Law in Oregon (OLIO) is the D&I Department ethnic minority law student recruitment and retention program. All ethnic minority law students entering an Oregon law school are invited to attend the OLIO Orientation (see

Page 5). Any upper division student (not limited to ethnic minorities) interested in advancing OLIO objectives is invited to apply to attend the OLIO Orientation. OLIO is supported by the OSB Affirmative Action Program assessment, private donations, and grants.

#### **REGISTRATION**

Consideration for programs and participation in OLIO requires registration with the D&I Department. By marking listed programs on the application form, registrants are notifying D&I staff of interest in particular programs. *(Please note: There is a separate application for the Bar Exam Grant and the Judicial Mentorship Program.)* Registrants may also contact D&I staff after registering to alert staff of new interest in programs. D&I staff forwards registration and application materials to the appropriate AAC subcommittee that will score applications for the programs.

#### **DECISION MAKING**

Award selections for programs are based on criteria used to assess financial need and other barriers to access. The AAC ranks applications by examining the following *(See Scoring Guide on page 6 for maximum points)*:

- Application Form including Financial Assessment Record (FAR) and Certification (Page "iv")
- Resumé including employment and community activities
- Oregon State Bar Statement (Page 6)
- Personal Statement which addresses specific criteria (Page 6)
- Specific Component Criteria (see Component Descriptions)

Applications for programs are scored and adherence to deadlines is required. Students with complete and updated registration packets will be assured consideration in the decision making process. If an applicant submits a timely but incomplete application, D&I staff will notify the applicant of the missing item(s) and the applicant will have three business days to submit the requested item(s). If the application remains incomplete, the application is disqualified from consideration.

## DEADLINES

In the case of a stated deadline falling on a weekend, the first business day after the weekend date will be the new deadline. Timely materials are postmarked on the deadline date stated or physically received in the offices of the Oregon State Bar by 5:00 p.m. of the deadline date. Faxes and emails indicating a time no later than 5:00 p.m. of the deadline date will be timely. Oregon law students are strongly encouraged to check with their respective Career Services offices for internal requirements and deadlines.

## UPDATING INFORMATION

Applicants must annually provide an Financial Assessment Record (FAR) update (pages i through iv) and a current resume for that academic calendar year. Applicants must submit updates to reflect any change(s) in the "intent" to practice law in Oregon. This would include an increase in one's commitment or factors which reduce the intent to practice in Oregon (*i.e.*, illness, unexpected obligation out-of-state, or pending relocation for some other reason). Registered participants may update any information as personal situations dictate throughout the academic year.

## FULL PARTICIPATION EXPECTATION POLICY

The OSB expects that a recipient of an award of the D&I Department will fully participate in all aspects of the component. "Fully participate" includes physical

attendance for the duration of the particular component—e.g., bar preparation course, clerkship period, etc. If the recipient knows at the time of the award that s/he cannot fully participate in the component or circumstances occur to prevent completion of participation, the recipient must contact the D&I staff immediately. If there is a determination that the original recipient cannot fully participate in the component and the award is withdrawn, the award may be transferred to the next alternate in line.

## OREGON PUBLIC RECORDS LAW

The Oregon State Bar is subject to the State Public Records Law. Public records are generally subject to public inspection through the Public Records Law which contains a number of exemptions including one for personal information. Should anyone seek to examine your application under the Public Records Law, the bar will invoke the personal privacy exemption except for the following information: your name, your list of references and contacts, and your areas of interest as listed on the bottom of Page "i" of the application. The State Attorney General has authority to review the decisions of the state bar in this area and public records disputes can reach the courts. The bar reserves the right to respond as it deems appropriate to any requests to inspect D&I Department records, including your application. The state bar will abide by all final court decisions concerning the public records status of D&I records.

*Thank you for participating in the OSB Diversity & Inclusion Department programs. The D&I programs exist through the efforts and resources provided by members of the OSB, many of whom are former participants in these programs. As a law student and law graduate, your participation is your support of the program. It is the bar's hope that that you will want to actively participate in the D&I Department (AAC, mentor, employer, speaker, donor, etc.) as you enter and succeed in your career.*

## Diversity & Inclusion Programs and Eligibility

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All programs are open to anyone who can help the D&I Department advance its mission. Thus, the Oregon State Bar Statement, as described in this registration packet, is required for most of the programs components and is a critical piece of the registration process. The D&I Department will award the greatest preference consideration for those students whose statements can support an intention to practice law in Oregon. However, the D&I Department hopes that all law students who may help to advance the program's mission and who might consider practicing in Oregon to register and to apply.

Privately funded D&I programs are open only to ethnic minorities.

## CLERKSHIP STIPENDS—DEADLINE FEB. 1

Note: Check with Oregon law schools' Career Services for internal requirements and deadlines.

This program is available to any law student who can assist the D&I Department in advancing its mission.

Clerkship Stipends provide legal employment opportunities for those law students who intend to practice law in Oregon and who will help the D&I Department advance its mission. Applicants are not required to be enrolled in an Oregon law school. The D&I Department will rank applications according to economic disadvantage, the potential that the clerkships will advance the students practical experience and networking in Oregon's legal community, and other considerations.

The students selected for stipends are responsible for finding employment under the program. The employment should be in Oregon although the committee will consider waiving this requirement if the position offers the student special experience not available within the state. If the student does not find a law-related position by the deadline, the student must arrange for an extension or forfeit the stipend to a student-alternate. The stipend period does not extend into the academic year.

Each stipend is \$7.00 per hour and each employer must agree to match at least \$7.00 per hour. The stipend recipient must inform the D&I Department if the total of the stipend and employer portion exceed the hourly rate of a comparable clerks position in the same office. The employer must be in the legal field and the students supervisor must be an attorney. No employer may employ more than two students for summer clerkships at any one time under this program.

*Eligibility and Specific Component Criteria:* All law students are eligible and must register with the D&I Department. Applicants must demonstrate financial need (complete Financial Assessment Record annually) and provide a Personal Statement and Oregon State Bar Statement. An applicant must also submit a resume which includes community activities.

## **PUBLIC HONORS FELLOWSHIP PROGRAM**

*Note: Check with Oregon law schools' Career Services for internal requirements and deadlines.*

This program is open to any Oregon law student who can assist the D&I Department in advancing its mission.

The D&I Department collaborates with the Oregon law schools to award a total of 6 Public Honors fellowships to law students who intend to practice law in Oregon and who will help the D&I Department advance its mission. Each law school nominates up to 5 students whose career goals lie in public interest or public sector law. The D&I Department will rank applications according to economic disadvantage, the potential that the fellowships will advance the students practical experience and networking in Oregon's legal community, and other considerations.

The D&I Department will award fellowships to the top 2 students from each law school and order the remaining applicants as alternates per school. D&I staff provides the recipients with a list of employers participating in the program. Each student submits a resume and cover letter to prospective employers. The employer selects the student(s) for an interview. The recipient must secure a fellowship by a deadline or forfeit the award to an alternate. There is no guarantee that the six students will secure fellowship positions. Each fellowship totals \$4,800 for a maximum of three months summer employment, and does not extend into the academic year.

*Eligibility and Specific Component Criteria:* All law students who are not in their first or final year of law school are eligible and must submit a completed Page "i." Applicants must demonstrate financial need (complete Financial Assessment Record annually) and provide: a Personal Statement, Oregon State Bar Statement, and a resume

which includes community activities. The Oregon law schools will consider the D&I Department's mission in nominating 5 student applicants for Public Honors position.

## **BAR EXAM GRANTS—DEADLINES: NOV. 15 FOR FEBRUARY EXAM; APR. 15 FOR JULY EXAM**

This program is available to any graduating law student or graduate who can assist the D&I Department in advancing its mission.

The D&I Department awards 3 bar exam grants in the fall and 6 grants in the spring to those applicants whose personal experiences, accomplishments, commitment to practice law in Oregon, and financial need demonstrate that they will help the program achieve its mission.

Part of each grant is a reimbursement of all but \$25 of the Admissions application fee. After each bar exam, D&I staff will confirm that the applicant selected for an award did sit for the exam, and staff will process the reimbursement check payable to the bar applicant. The bar applicant is responsible for reimbursing a sponsor, if applicable.

Each grant also includes a one-time committee-approved bar preparation course focusing on Multistate Bar Exam (MBE) testing. Payment for the course will be issued directly to the course in the recipients name. A recipient who chooses not to participate in the course or who previously received this portion of the grant can retain the application fee reimbursement but must forego the eligibility for the course fee. Bar Exam Grant recipients are strongly encouraged to donate the preparation materials to the Bar Exam Library.

*Eligibility and Specific Component Criteria:* There is a separate Bar Exam Grant Application. Please go to the D&I website to access it, or contact D&I staff.

## **OSB SCHOLARSHIPS—DEADLINE APR. 1**

This program is available to anyone who can assist the D&I Department in advancing its mission.

The D&I Department annually distributes 8 scholarships (\$2,000 per scholarship) for which entering and current Oregon law school students who intend to practice in Oregon are eligible. A subcommittee reviews all applications within the pool and determines awards according to evidence of the greatest financial need, the students qualifications to help further the programs mission, and other considerations. The D&I Department distributes funds to successful applicant's law schools financial aid offices by semester - \$1,000 per semester - and the funds do not extend beyond the award year. Interested students must re-apply every year and provide an annually updated Financial Assessment Record.

*Eligibility and Specific Component Criteria:* All law students are eligible and must register with the D&I Department. Applicants must demonstrate financial need (complete Financial Assessment Record annually) and provide a Personal Statement and Oregon State Bar Statement which support their qualifications to advance the D&I

Department mission. A resume including community activities is also required.

### **JUDICIAL MENTORSHIP PROGRAM— DEADLINE SEPT. 15**

The Oregon Judicial Department has developed a program under which judges mentor minority law students. The program is implemented in conjunction with the Oregon State Bar's Diversity & Inclusion (D&I) Department, which operates the Bar's minority law student recruitment and retention program (OLIO). OLIO participation is limited to ethnic minority law students in the first year of law school. However, D&I programs are open to all law students (without regard to ethnicity or race) who demonstrate a commitment to advancing the D&I Department's mission. Accordingly, although the major motivation of the Judicial Mentorship Program is to assist ethnic minority law students, the program is open to students of any race or ethnicity who participate in D&I programs.

*Eligibility and Specific Component Criteria:* There is a separate Judicial Mentorship Program Application. Please go to the D&I web site to access it, or contact D&I staff.

### **OPPORTUNITIES FOR LAW IN OREGON (OLIO)**

#### **FIRST YEAR INTERNSHIP PROGRAM— DEADLINE FEB. 1**

This program is privately funded; it is limited to ethnic minorities.

The First Year Internship Program (FYIP) offers interested first year ethnic minority law students the unique opportunity to spend their first summer in legal settings, as stepping stones into Oregon's legal community.

The participating employer agrees to offer First Year Interns a comprehensive experience that includes traditional clerkship assignments, networking opportunities, exposure to procedural processes, and mentoring. The FYIP is a foundation building program. Thus, academic performance beyond legal research and writing competence must not appear in any form (i.e., resumes, cover letter, interviews) prior to an agreement between the employer and intern to work together. The participating employer will receive a catalog of students submissions to review and will contact students for interviews. The employer fully funds the salary of First Year Interns.

*Eligibility and Specific Component Criteria:* All Oregon first year ethnic minority law students in Oregon law schools are eligible and must submit the following directly to D&I staff by the deadline:

1. Page "i" of the Registration Packet
2. Resume which includes community activities
3. Up to ten pages of a first semester legal writing assignment
4. FYIP Personal Statement, and
5. FYIP Confirmation Form.

The FYIP Personal Statement is limited to two pages, is

separate from the Personal Statement submitted for other programs (i.e. Clerkship Stipend or Scholarship), and must respond to the following:

1. Your past and present ties to ethnic minority communities in Oregon and elsewhere.
2. Diversity issues that motivated you to become a lawyer.
3. Your expectations of a First Year Internship Program experience.

The FYIP Confirmation Form better assures the applicants and D&I Department that the applicants are aware of important program details. A signed Confirmation Form is an application requirement. Forms are available through Career Services and the D&I Department.

#### **OPPORTUNITIES FOR LAW IN OREGON (OLIO) —REGISTRATION BEGINS AT 9 A.M. (PACIFIC) ON THE FIRST BUSINESS DAY IN JULY.**

OLIO is the Oregon State Bar Diversity & Inclusion Department ethnic minority law student recruitment and retention program. Grants, donations and the OSB Affirmative Action Program Assessment fund OLIO activities. The Oregon Law Foundation (OLF) is the primary grantor for the orientation.

OLIO begins for first year ethnic minority law students with a Summer Orientation introducing the students to Oregon's legal community, Oregon's environment, the Oregon State Bar's commitment to remedying the lack of ethnic/racial minority diversity in the bar's membership, the Oregon Bar Exam, law school study skills, and to other ethnic minority law students in all three Oregon law schools. There is no charge to participate. Follow-up activities, in which Oregon upper division ethnic minority law students may also participate, include study/employment workshops and networking events. D&I Department staff and a faculty of selected lawyers and judges implement the Orientation agenda.

Upper division law students (not limited to ethnic minorities) committed to the OLIO objectives and the D&I Department mission are invited to apply to assist the faculty. These students reside with the entering students and serve as role models/mentors post-Orientation.

*Eligibility and Specific Component Criteria:*

**ENTERING STUDENTS:** Ethnic minority students admitted to Oregon law schools are invited to register for the OLIO Orientation. Orientation seats are limited in number. Interested students may register for the Orientation by contacting D&I Department staff by phone, email, or fax beginning 9 a.m. (Pacific) on the first business day of July.

**UPPER DIVISION STUDENTS:** Upper division law students (not limited to ethnic minority students) who are committed to advance OLIO objectives and the D&I Department mission may contact D&I staff for orientation application in February.

## REQUIRED STATEMENTS (Personal Statement; Oregon State Bar Statement)

The AAC will evaluate these statements for (1) sincerity; (2) clarity of presentation – organization, grammar, punctuation, etc.; (3) directness – answering the question; and (4) alignment with the OSB Diversity & Inclusion Department mission. Separate statements are required.

### PERSONAL STATEMENT EVALUATION CRITERIA

To promote the goals of the D&I Department, the Affirmative Action Committee will evaluate and score all application materials, including Personal Statements. Please provide a personal statement describing any of the following criteria that may apply.

■ History of disadvantage/barriers to educational advancement.

*Statement should disclose the nature of the disadvantage/barriers and how they have affected the applicant.*

*Examples are:*

- parent's and sibling's educational attainment,
- history of applicant being among first in family to excel or graduate,
- family history of unemployment or underemployment.

*Statement may include abuse issues which impacted educational advancement.*

- Examples are domestic violence, sexual abuse, substance abuse.

■ Personal experiences of discrimination.

*"Discrimination" based on Culture, Disability, Economic Disadvantage, Ethnicity, Gender, Race, Sexual Orientation, etc.*

*Statement should disclose the nature of these experiences and how they have affected the applicant.*

■ Any extraordinary financial obligations that exist other than personal debt.

*Statement should disclose the nature of these obligations and how they are affecting the applicant.*

*Examples are:*

- caring for extended family (youngsters or elderly; disabled; etc.),
- supporting immediate family.

■ Composition of immediate family (number of children; special needs; etc.)

■ Any extraordinary health or medical needs

*Statement should disclose the nature of these needs and how they are affecting the applicant.*

■ Language

*Statement should disclose all languages in which applicant is fluent, and any barriers experienced because English is a second language.*

### OREGON STATE BAR STATEMENT

The D&I Department will award the greatest preference consideration to those students whose statements can support an intention to practice law in Oregon. However, the D&I Department hopes that the D&I programming will encourage other law students considering the possibility of practicing in Oregon to register and to apply.

To assist the AAC in evaluating your application, please submit a statement (separate from the Personal Statement) labeled as "Oregon State Bar Statement" addressing any or all of the following:

1. Why did you choose to attend an Oregon law school?
2. If you are not committed but are considering practicing in Oregon, what would help you to decide to practice in Oregon?
3. How will you improve the quality of legal service or increase access to justice in Oregon?

### "Scoring Guide" for Programs (Criteria and Maximum Points)

Available Points per Criterion	Financial Need	Personal Statement	OSB Statement	Community Activities	Employment History	Academic Achievements	Legal Writing Ability
Scholarships	30	25	25	10	10	NA	NA
Clerkship Stipends	30	25	25	10	10	NA	NA
Pub. Honors Fellowships	30	25	25	Consolidate points to recognize public service: 20		NA	NA
Bar Exam Grants	15	35	NA	25 combined			25

## FREQUENTLY ASKED QUESTIONS

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### ■ GENERAL:

#### Q: Who may apply?

- A: Eligibility for the following programs is not limited to ethnic minorities:
- OSB Scholarship, Bar Exam Grants, Clerkship Stipends, Public Honors Fellowships.

Eligibility for the following programs are limited to 1L ethnic minorities:

- First Year Internship Program, Opportunities for Law in Oregon (OLIO), Judicial Mentorship Program

#### Q: How critical is it that I keep the D&I informed of my contact information?

- A: D&I relies on email to communicate with D&I Department participants. If D&I staff cannot contact you for timely correction of an incomplete application, the AAC subcommittee will not evaluate your application. If D&I staff cannot contact you for timely follow-up for an award, the award will be withdrawn and possibly offered to an alternate.

#### Q: Who scores the applications and when will I know if I received an award?

- A: An Affirmative Action Committee subcommittee of no less than three members scores applications. Generally, the evaluation process takes a minimum of three weeks before all applicants are notified of outcomes by email.

### ■ OSB SCHOLARSHIP:

#### Q: How are scholarships disbursed?

- A: Upon confirmation of enrollment for each semester of the award year, the recipient's law school will receive half the award (one half per semester). The school credits the award to the recipient's tuition.

#### Q: Will I automatically receive a scholarship in the following year(s)?

- A: No. Applicants must apply every year. Applicants must submit a FAR annually. Updates for other criteria are optional.

### ■ BAR EXAM GRANT:

#### Q: If I receive a grant, how and when do I receive the Bar Exam admissions fee and bar course?

- A: The commercial preparation course is paid administratively, and recipients are to report to the course site. The application fee portion of the grant is a reimbursement to the recipient after D&I Department confirms that the recipient sat for the entire exam.

#### Q: What happens if graduation or vacation plans or other events conflict with dates and times of the bar preparation course?

- A: The Full Participation Expectation Policy applies. Recipients are expected to fully participate in the entire bar preparation course. Home study options are available. Recipients who do not physically attend the entire course must provide explanations to the D&I Department.

#### Q: Can I receive the bar grant's application fee before I take the bar exam?

- A: No.

#### Q: What happens if I receive the grant's bar preparation course but already registered and paid for the course?

- A: The D&I Department will process a reimbursement to the recipient as soon as possible.

#### Q: Can I apply for the Bar Exam Grant more than once?

Yes. However, you are eligible for the bar preparation course only once.

### ■ CLERKSHIP STIPEND PROGRAM:

#### Q: Can I extend my stipend period into the school year?

- A: No.

#### Q: What if I get more than one job offer or what if I accept a position and a better offer comes my way?

- A: Consult your Career Services advisors immediately. D&I staff can also assist.

#### Q: How does the Full Participation Expectation Policy affect my summer break plans?

- A: A full summer clerkship period is considered 12 40-hour weeks. Many students take a two-week break before the end of the 12-week period as a break before the fall semester. Applicants anticipating clerking less than 10 weeks must immediately inform the D&I by written statement.

#### Q: What if I develop plans for a break during my clerkship?

- A: Recipients must receive approval from the employer and inform the D&I Department

#### Q: Can I use my stipend for a clerkship outside of Oregon?

- A: Stipend recipients must obtain approval from the AAC. Because in-state placements better assure Oregon networking and sitting for the Oregon Bar Examination, out-of-state placements are discouraged.

#### Q: Can I use my stipend to work for a law professor?

- A: No.

#### Q: Can international students with restrictive visas utilize a stipend?

- A: International students who receive clerk/fellowship awards are responsible for securing placements in accordance with visa restrictions. If placements are not possible, stipends are forfeited.

### ■ PUBLIC HONORS FELLOWSHIP PROGRAM:

#### Q: What if I get more than one job offer or what if I accept a position and a better offer comes my way?

- A: Consult your Career Services advisors immediately. D&I staff can also assist.

#### Q: How and when do I get paid?

- A: The D&I Department will send you a check monthly. The D&I Department will not send employment forms. Fellowship recipients are responsible for any applicable taxes.

### ■ FIRST YEAR INTERNSHIP PROGRAM

#### Q: If I do not get calls for interviews, should I call the firms?

- A: The number of first year applicants far outnumbers participating firms. It is not unusual that most applicants will not receive calls to interview. Before calling firms, applicants seeking interviews should consult with Career Services advisors. D&I staff can also assist.

#### Q: I had my heart set on working in a large firm through the FYI and did not apply for a Clerkship Stipend. What should I do?

- A: Immediately consult with Career Services and D&I staff. Some students opt to take summer law courses. Some students opt to volunteer as law clerks.

#### Q: What if I get more than one job offer or what if I accept a position and a better offer comes my way?

- A: Consult your Career Services advisors immediately. D&I staff can also assist.

### ■ OLIO ORIENTATION

#### Q: If I can attend only a portion of the OLIO Orientation, can I still participate?

- A: No. The OLIO Orientation is a continuing process with every segment establishing a foundation for a following segment. Further, budgeting and coordination issues may arise with unanticipated partial attendance.

#### Q: Will the D&I Department pay my travel expenses to participate in the OLIO Orientation?

- A: OLIO transportation begins with bus rides from the law schools.

#### Q: Can I submit my OLIO Orientation registration before July 1?

- A: Yes. However, you are still required to contact D&I staff beginning 9:00 am PST on July 1 or, if July 1 falls on a non-business day, the next work day. Contact confirms your continued interest.

#### Q: If I do not attend the OLIO Orientation and I am an ethnic minority student in an Oregon law school, can I still attend other OLIO events?

- A: Yes.

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