



Career Development Office, CDO ■ Campus Center 201 ■ cdo@bard.edu ■ 845-758-7539

Bard Career Development Office (CDO)

RESOURCE GUIDE

Pre-law, Government, Policy Opportunities and Pathways

Find us on Social Media where we also post jobs and internships, event information, and more!



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CAREER EXPLORATION TIPS

There are many ways that you can gain experience in the legal field to learn more about your interests and determine if a pathway to law school, government or public policy is right for you.

1. Gaining experience within the legal field is not a requirement for attending law school, however, it can help you to better understand the foundations of law and the day-to-day work involved in practicing legal work. Taking on an internship, part time or full-time role within the legal field may offer you an opportunity to hone your research, analytical and critical thinking skills. Refining your written and verbal communications skills in the professional realm is also important as these skills are critical for success in law school and in related careers.

2. Internships – Think local!

Many law firms in large cities do not employ undergraduate or recent college graduates for law internships, as they usually hire law school students for these roles. However, you can seek out and apply for internship work with local law firms, civil legal services and government offices outside of most metropolitan regions. It's ok if you are not sure of the specific law discipline that you may be interested in pursuing, internships are a good way to gain basic knowledge and experience in the field as you begin to consider next steps. Keep in mind that litigation, contract and subsidiary rights work are also conducted in legal departments within many firms and there are usually opportunities to intern with legal teams within various industries, such as publishing firms; healthcare institutions; technology firms; financial institutions; corporate and non profit businesses; media and communication firms; music and entertainment and other.

3. Remember there are many careers related to law that do not require a law degree. Although a law degree is helpful to have there are other law related opportunities to consider such as roles in government; international affairs; social work; case management; law enforcement; legal assistance and paralegal work; justice centers; public policy and nonprofits; working with the FBI, Secret Service, other intelligence firms and more. You will want to take some time to conduct research to gain insight into related careers and determine what is best for your future professional goals.

4. **Looking for funding for unpaid summer internships?** Check out the Bard College Community Action Awards sponsored by the Center for Civic Engagement. Application deadline is early spring semester. <https://cce.bard.edu/community/community-action-awards/> Also, local not for profit and civic organizations may have scholarships for advocacy and human rights work. Check out your local Rotary Club, American Legion or Knights of Columbus organizations.

5. **Get Involved- On Campus** Bard College offers many ways student can become involved in civic and government related initiatives. Explore opportunities at the Bard Prison Initiative (BPI), Bard CCE and TLS programs or get involved in on-campus clubs.

6. Full Time Positions

Seeking out a paralegal or legal assistant position is a good first step towards gaining legal experience and further developing skills needed for law school and future employment. Most paralegal firms realize that candidates have an interest in advancing on to law school after a few years of legal assistant work. If you are looking for regional opportunities, you should be able to locate these positions on websites of local firms and government offices under the employment tab and/or through the online job search platforms.

In addition, within most metropolitan regions there are paralegal firms that perform work for a variety of law firms. You can seek out paralegal recruiters who recruit talent to work as legal assistants and paralegals for the larger law or paralegal firms in the city and region.

SUPPORT AT BARD COLLEGE

Interested in learning more about government or policy work?

Contact advisers in CDO to schedule an appointment to talk about your interests. Email cdo@bard.edu

Bard Career Development Office, CDO <http://www.bard.edu/cdo/students/>

CDO advisers are available to offer general graduate school information. CDO can meet with you to discuss your interests and ways to build relevant experience and learn more about legal career opportunities. CDO advisers are available to review application materials, resumes and personal statements and are available to assist with mock interviews, if needed. **Make sure your materials are polished before applying.** E-mail cdo@bard.edu to schedule an appointment to meet with an adviser.

Interested in learning more about law school and legal careers?

The Bard CDO Pre-law adviser is Jacqui Rose. Contact Jacqui by e-mail jrose@bard.edu to schedule an appointment to talk about interests in law and law school. Jacqui also works directly with the Pre-law club on campus and hosts the Bard Pre-law list serve.

Bard Pre-law List Serve

To subscribe to the pre-law listserv, send a message to sympa@sympa.bard.edu from the address you want to subscribe to the list. In the subject line of your message, type in: subscribe bardprelaw Firstname Lastname (indicate your own first name and last name). Leave the message body blank. After this, you will receive a message telling you whether your request was accepted or not.

Faculty and Academic Advisers

Take some time to talk to your professors and advisers about your interest in law, policy or government. They may be able to provide you with some insight about specific graduate programs as well as assist you in the process of searching for opportunities. Remember that you will need faculty references for law and graduate school applications, so taking time now to build relationships with faculty can not only help you with your career search but also may result in a stronger and more personal letter of recommendation for graduate school.

Bard Faculty Pre-law Advisers and Center Support

- **Laura Ford**, Assistant Professor of Sociology, lford@bard.edu
- **Peter Rosenblum**, Professor of International Law and Human Rights, prosenbl@bard.edu
- **Roger Berkowitz**, Associate Professor of Political Studies and Human Rights, berkowitz@bard.edu
- **Center for Civic Engagement at Bard**, hosts civic and advocacy programs at Bard and in the local community. Close ties to alumni/ae in specific fields. <http://cce.bard.edu/>
- **Bard Globalization and International Affairs Program (BGIA)**, hosts students per semester in NYC. Students intern at civic, nonprofit and advocacy organizations. <https://bgia.bard.edu/>
- **Hannah Arendt Center at Bard College** – offers on campus internships for conferences and speaker series. * See “On-Campus” jobs on Handshake listings. <http://hac.bard.edu/>

LSAC – Law School Admissions Council <https://www.lsac.org/>

**Bard College pre-law faculty advisers are on campus administrators of this partnership.*

The Law School Admission Council (LSAC), “is a nonprofit corporation whose goal is to provide the highest quality admission-related services for legal education institutions and their applicants throughout the world.” LSAC administers the LSAT, hosts free Law Forums annually across the country for students interested in going to law school, and offers many more services. Test dates for the LSAT are posted on site.

Graduate School & LSAT - Assessments CDO partners with Kaplan Testing to sponsor free online practice tests; information sessions on preparing for tests and applying to graduate schools.

www.kaptest.com

EXAMPLES OF INTERNSHIPS AND EMPLOYERS NEAR YOUR HOME OR SCHOOL

Note: Contact the local government offices, law firms and justice centers directly to inquire about internship or shadowing opportunities. Most offices will have full time positions posted on the website however internships may not be posted. Have a conversation with the department personnel and show interest; sometimes offices offer internships regularly and others may create an internship experience for the right candidate.

Regional Law Firms – Seek out law firms in your area

District Attorney Offices, Courts and Judicial Offices

State Congressional and Assembly District Offices – State Capitals as well as Regional Offices

Local Town and City Government- Mayor’s Offices and Local Officials

County Executive Offices – Look at your local County Executive’s Office

- *County offices should have internship opportunities in a variety of departments, such as Commissioner of Finance; Economic Development; Public Health; County Attorney; Human Rights Commission; Office of Environment.*

Justice Centers and Community Partnership Programs

Legal Aid Services and Human Rights Commissions

Immigration and Women’s Rights Organizations

Re-entry support programs for those individuals reentering into society after imprisonment

State Attorney General Offices (located in cities statewide)

Legal and Litigation Offices – Corporate, Private and NonProfit firms

SELECT HUDSON VALLEY GOVERNMENT OFFICES

Local to Bard College

Red Hook, New York Town Justice and Government

<https://www.redhook.org/>

Town of Rhinebeck Justice Court

<https://www.rhinebeckny.gov/justice-court.html>

The Village of Tivoli Justice Court

<http://tivolinny.org/office-and-officials/>

County, District & City Offices and Law Firms

Dutchess County

Attorney General’s Office, Regional Office-Poughkeepsie, NY

Assistant Attorney General, Vinita Kamath, 845-489-3900

<https://ag.ny.gov/poughkeepsie-regional-office>

City of Poughkeepsie Government – Poughkeepsie, NY
<http://cityofpoughkeepsie.com/>

Dutchess County District Attorney -Poughkeepsie, NY
District Attorney, William Grady, 845-486-2300
<https://www.dutchessny.gov/Departments/District-Attorney/District-Attorney.htm>

Dutchess County Executive- Poughkeepsie, NY
County Executive, Marcus Molinaro, 845-486-2000
<http://www.co.dutchess.ny.us/>

Dutchess County Bar Association membership directory - To identify local law firms.
<http://dutchesscountybar.org/member-a>

Ulster County

City of Kingston Government – Kingston, NY
<https://kingston-ny.gov/content/8399/>

Ulster County District Attorney- Kingston, NY
Holley Carnright, 845-340-3280
<https://ulstercountyny.gov/district-attorney>

Ulster County Executive's Office-Kingston, NY
County Executive, Patrick Ryan, 845-334-8356
<http://ulstercountyny.gov/executive/office-ulster-county-executive>
**Internships with a variety of offices; Human Rights; Public Defender; Probation; County Attorney and other.*

Top Law Firms in Ulster County
<https://www.justia.com/lawyers/new-york/ulster-county>

New York State Representatives & Regional Offices

Congressional Representative 18th District – Hudson Valley Region
Sean Patrick Maloney
Offices – Newburgh, NY & Washington, DC
<https://seanmaloney.house.gov/>

Congressional Representative 19th District – Hudson Valley Region
Antonio Delgado
Offices – Delhi, Hudson, Kingston, Liberty, Oneonta, Washington, DC
<https://delgado.house.gov/>

New York State Assembly Members
<https://nyassembly.gov/mem/>

Assembly Member Kevin Cahill
Regional Offices – Kingston, Albany
<https://nyassembly.gov/mem/Kevin-A-Cahill>

Assembly Member, Didi Barrett
Regional Offices – Hudson, Poughkeepsie, Albany
<https://nyassembly.gov/mem/Didi-Barrett>

New York State Senator 42nd District
Jennifer Metzger
Regional Office – Rosendale, NY
<http://jenmetzger.com/>

New York State Senator 41st District
Susan Serino
Regional Office – Hyde Park, NY
<https://www.nysenate.gov/senators/sue-serino/about>

NEW YORK STATE GOVERNMENT OFFICES

New York State Offices
<https://www.ny.gov/>

New York State Assembly Members
<https://nyassembly.gov/mem/>

New York State Senate
<https://www.nysenate.gov/>

United States Senator
Kirsten Gillibrand
Regional Offices throughout New York State
<https://www.gillibrand.senate.gov/>

United States Senator
Charles Schumer
Regional Offices throughout New York State
<https://www.schumer.senate.gov/>

New York State Congressional District Representatives
https://www.govtrack.us/congress/members/current#current_role_state=NY

Internship Programs

New York State Internship Programs
<https://nysinternships.cs.ny.gov/nnyl/>

New York State Assembly Internship Program
Spring internship, fall application deadlines
<https://nyassembly.gov/internship/>

New York State Democratic Conference Internship Program
Spring semester internship, application deadline early fall
<https://www.nysenate.gov/newsroom/articles/velmanette-montgomery/apply-now-new-york-senate-democratic-conference-internship>

SELECT LOCAL, STATE & CITY JUSTICE CENTERS, OUTREACH & ADVOCACY PROGRAMS

Brennan Center for Justice - New York, NY

The Brennan Center for Justice at NYU Law fights for the ideals promised at our nation's founding.

<https://www.brennancenter.org/>

CASA (Court Appointed Student Advocate) – Kingston, NY

Court Appointed Special Advocates for Children (CASA) provides a voice for children in care in Ulster County who have been abused or neglected and helps give them hope.

<https://www.casaulster.org/>

Hudson Valley Justice Centers

The Hudson Valley Justice Center provides free, high quality legal counsel in civil matters where basic human needs are at stake. Hudson Valley Justice Center serves poor and low-income immigrants who cannot afford an attorney, regardless of immigration status.

<https://hvjc.org/>

Hudson River Housing - Poughkeepsie, NY

Hudson River Housing provides a continuum of services that improves lives and communities through housing with compassion and development with vision. We create pathways out of homelessness through empowerment, education, and advocacy.

<https://hudsonriverhousing.org/>

Legal Services of the Hudson Valley

Legal Services of the Hudson Valley is the only provider of comprehensive civil legal services to all seven counties of the lower Hudson Valley.

<https://lshv.org/>

Legal Services of New York

Legal Services NYC is celebrating 50 years of fighting poverty and seeking racial, social, and economic justice for low-income New Yorkers. Our advocates fight on the front lines every day for New York City's most vulnerable residents.

<https://www.legalservicesnyc.org/about-us>

New York State Justice Centers

The Justice Center has advocates available to help victims and families or personal representatives.

<https://www.justicecenter.ny.gov/>

Vera Justice Center - New York, NY

To drive change. To urgently build and improve justice systems that ensure fairness, promote safety, and strengthen communities.

<https://www.vera.org/>

Worker Justice Center – Kingston, NY & Throughout NYS

The Worker Justice Center of New York pursues justice for those denied human rights with a focus on agricultural and other low wage workers, through legal representation, community empowerment and advocacy for institutional change.

<https://www.wjcny.org/>

SELECT LOCAL, STATE AND NATIONAL PUBLIC POLICY INSTITUTES

Brookings Institute

The Brookings Institution is a nonprofit public policy organization based in Washington, DC. Our mission is to conduct in-depth research that leads to new ideas for solving problems facing society at the local, national and global level.

<https://www.brookings.edu/>

Center for American Progress

The Center for American Progress is an independent nonpartisan policy institute that is dedicated to improving the lives of all Americans, through bold, progressive ideas, as well as strong leadership and concerted action.

<https://www.americanprogress.org/>

Council on Foreign Relations

The Council on Foreign Relations (CFR) is an independent, nonpartisan membership organization, think tank and publisher dedicated to being a resource for its members, government officials, business executives, journalists, educators and students in order to help them better understand the world and the foreign policy choices facing the United States and other countries.

<https://www.cfr.org/about>

Hudson Institute

Hudson Institute challenges conventional thinking and helps manage strategic transitions to the future through interdisciplinary studies in defense, international relations, economics, health care, technology, culture, and law.

<https://www.hudson.org/>

Hudson Valley Patterns for Progress

Hudson Valley Pattern for Progress is a not-for-profit policy, planning, advocacy and research organization whose mission is to promote regional, balanced and sustainable solutions that enhance the growth and vitality of the Hudson Valley.

<http://www.pattern-for-progress.org/>

Empire Center for Public Policy

The Empire Center for Public Policy, Inc. is an independent, non-partisan, non-profit think tank based in Albany, New York. Our mission: Make New York a better place to live and work by promoting public policy reforms grounded in free-market principles, personal responsibility, and the ideals of effective and accountable government.

<https://www.empirecenter.org/issue-areas/>

Public Policy Institute of New York State

The Public Policy Institute of New York State, Inc. is a research and educational organization whose purpose is to formulate and promote public policies that will restore New York's economic competitiveness.

<http://www.ppiny.org/>

Public Policy International Affairs Program (PPIA)

The Public Policy and International Affairs Program (PPIA) works to promote the inclusion and full participation of underrepresented groups in public service and to advance their leadership roles throughout our civic institutions serving domestic and international affairs.

<https://www.ppiaprogram.org/ppia/>

SELECT U.S. FEDERAL JOB PLATFORMS

Department of State – Jobs and Student Programs

<https://www.state.gov/job-seekers/>

Foreign Service Jobs

<https://careers.state.gov/work/foreign-service/>

House of Representatives Internships/Jobs – Subscribe for monthly e- newsletter with postings

<https://www.house.gov/employment/positions-with-members-and-committees/unsubscribe-from-the-house-employment-bulletin>

PeaceCorps

<https://www.peacecorps.gov/>

USA Jobs – Many federal agencies post jobs and internships on this platform.

U.S Government and Federal job platform. Students can search “Pathways” for student positions.

<https://www.usajobs.gov/>

EXPLORING CAREER PATHS & OCCUPATIONS

Career Path Research Resources

O*Net Online (Detailed profiles of occupations in law, public safety and more)

<https://www.onetonline.org/find/career?c=12>

Occupational Outlook Handbook (Guide to careers, labor market, salary and training information for career fields related to law)

<https://www.bls.gov/ooh/legal/home.htm>

National Federation of Paralegal Associations http://paralegals.legalstaff.com/?site_id=22316

LawCrossing <https://www.lawcrossing.com/>

Handshake <https://bard.joinhandshake.com/>

To access: Bard students can use their full Bard email address as the user name and click on “forgot” password and create a new password.