

University of Toronto Faculty of Law Public Interest Programs' Joint Volunteer Recruitment Process (Fall 2020)

INTRODUCTION

Law students in all years can volunteer with one of the public interest programs at UTLaw. The following 4 public interest programs at UTLaw have developed a **joint-volunteer recruitment process** for assigning students to their volunteer opportunities: The David Asper Centre for Constitutional Rights (Asper Centre), the International Human Rights Program (IHRP), Pro Bono Students Canada (PBSC) and the Investor Protection Clinic (IPC).¹

This Guide provides an overview of how students can learn about the various volunteer opportunities available at these 4 public interest programs, how students should select/rank their preferences; how students will be assigned to a volunteer placement with one of the programs; and, important training dates.

VOLUNTEER OPPORTUNITIES

Asper Centre >> This year, the Asper Centre has 6 working groups: Climate Justice, Indigenous Rights, Artificial Intelligence & Constitutional Rights, Prisoners' Rights, Sex Workers' Rights, and Refugee & Immigration Law. Asper Centre [student working groups](#) are student-led projects that bring together students to work in conjunction with faculty members, civil society groups and members of the bar on Charter rights advocacy or current constitutional law issues. The groups are led by upper year law students and are supervised and supported by the Asper Centre Program Coordinator and Director.

IHRP >> This year, the IHRP has 5 working groups: Women's Human Rights Resources, Global Health and Human Rights, Digital Verification Corps, Sexual Orientation and Gender Identity, and the Venezuela Accountability Project. IHRP working groups are student-led projects that provide experiential learning opportunities in several areas of international law. The groups are led by upper year law students and are supervised and supported by the IHRP Director and Research Associates.

PBSC >> This year the PBSC has over 40 projects placing students across all years of study. Student volunteers will have the opportunity to develop their legal skills by supporting the work of community organizations under the supervision of lawyers in nearly every area of law, including family, constitutional, human rights, immigration and

¹ Any questions can be directed to the relevant public interest programs (Asper Centre: tal.schreier@utoronto.ca; PBSC > probonostudents.utoronto@gmail.com IHRP > ashleye.major@utoronto.ca; IPC > lvjyd.lamb@utoronto.ca). Questions about this document more generally can be directed to tal.schreier@utoronto.ca or Tristan.mohamed@probonostudents.ca.

refugee, LGBTQ2S+ rights, health, and business law. For a full listing of projects, please see here: <https://pbsc.law.utoronto.ca/projects>

IPC >> The IPC has 3 working groups this year: Project Explorer, Project CLEO and Project SRO. The joint volunteer recruitment process should be used for IPC's Project Explorer and Project CLEO working groups only. Upper year students can apply to the IPC's Project SRO by email to ipc.law@utoronto.ca by 12:30pm September 15, 2020, with a statement of interest (max 100 words).

PLACEMENT GUIDELINES

While each public interest program welcomes upper year students, best efforts will be made to ensure that all 1L students are placed with a volunteer opportunity.

Students are encouraged to rank multiple volunteer opportunities in order to increase the likelihood of being matched with an opportunity of their choice. In other words, the more choices that you list, the greater chance you will obtain a volunteer opportunity that matches your interests.

In an attempt to provide as many students with opportunities as possible, please note that 1L students are **not** be permitted to accept more than **one (1)** placement as between:

- Asper Centre for Constitutional Rights
- International Human Rights Program (IHRP)
- Investor Protection Clinic (IPC); and,
- Pro Bono Students Canada (PBSC).

However, 1L students may accept an opportunity with Law in Action Within Schools (LAWS) **in addition** to an opportunity from one of the above noted programs.² For example, a 1L student may accept a volunteer opportunity with LAWS **and** a volunteer opportunity in an Asper Centre student working group, however she may **not** accept both an Asper Centre volunteer opportunity **and** a PBSC volunteer opportunity.

Please note that this policy will be strictly enforced by the public interest programs.

OVERVIEW OF IMPORTANT DATES

- Monday September 14 to Friday September 18: Public Interest Program Information Sessions – Students should attend as many Information Sessions as possible during this week (see Info Session section below for links) to learn about all the available volunteer opportunities.

² Students interested in applying for an opportunity with **LAWS** should visit the following page: <https://www.lawinaction.ca/get-involved/law-student-volunteers/>

- Friday September 18 at 2:00 p.m. EDT: “[Public Interest Application Form 2020](#)” goes live; students are invited to complete this form in order to rank their volunteer opportunity preferences.
- Tuesday September 22 at 2:00 p.m. EDT – Application Date: Deadline for students to submit the Public Interest Application Form 2020 via the link: <http://bit.ly/PublicInterest2020>
- Thursday September 24 at 12:30 p.m. EDT - Notification Date: Students are notified of their placement. Notifications will continue on a rolling basis as students accept/decline placements.
- Thursday September 24 at 3:30 p.m. EDT - Initial Deadline for Acceptance: **students must promptly accept no more than one (1) placement** as between Asper, IHRP, IPC, or PBSC, **and should immediately reply rejecting all other placement offers.** Reminder: Students may accept LAWS in addition to the aforementioned placements.
- Tuesday September 29: Final Confirmation - by this date students will have received confirmation of their placement, and assigned any next steps.

INFO SESSIONS

Info Sessions are intended to introduce students to the various public interest program opportunities that exist at UTLaw. Info sessions allow students to meet program leaders, student working group leaders, hear from former volunteers and community partners, and learn more about program requirements.

Students are encouraged to attend as many info sessions as possible to maximize their decision making in advance of expressing interest.

Monday September 14 @ 12:45 p.m. EDT: Investor Protection Clinic (IPC)

- Zoom Link: <https://zoom.us/j/95449196019>
- Meeting ID: 954 4919 6019 / Passcode: 103698

Tuesday September 15 @ 12:45 p.m. EDT: International Human Rights Program (IHRP)

- Zoom Link: <https://zoom.us/j/94537563379>
- Meeting ID: 945 3756 3379 / Passcode: 898812

Wednesday September 16 @ 12:45 p.m. EDT: Law in Action Within Schools (LAWS)

- Zoom Link: <https://us02web.zoom.us/j/81052890130>

Thursday September 17 @ 12:45 p.m. EDT: Pro Bono Students Canada (PBSC) 1L Session

- Registration required. Please see [here](#) for additional information.

Thursday September 17 from 8:00 - 8:45 p.m. EDT: PBSC Upper-year Info Session

- Zoom Link: <https://zoom.us/j/8393505577>
- Passcode: 720130

Friday September 18 @ 12:45 p.m. EDT: David Asper Centre for Constitutional Rights (Asper Centre)

- Zoom Link: <https://zoom.us/j/97193289617>

RECRUITMENT PROCESS

In order to best match students to the various volunteer opportunities at the Asper Centre, IHRP, PBSC and the IPC, this joint-volunteer recruitment process has been centralized for the most part. Students who wish to volunteer for one of these 4 programs' opportunities must fill out the [Public Interest Application Form 2020](#), ranking their choices, by no later than Tuesday September 22 at 2:00 p.m. EDT.

Students are encouraged to rank as many programs and projects within each program as possible, in order to ensure that they get placed in a suitable volunteer opportunity.

Please Note: Although students who wish to volunteer in one of these programs must “apply” using the [Public Interest Application Form 2020](#), this is not meant to be a formal recruitment process similar to a job or articling applications. The basic information gathered during this recruitment process is merely to help ensure that as many students as possible are placed in volunteer positions based on their areas of interest. The public interest programs will make best efforts to attempt to place as many students as possible in their preferred choices. While priority will be given to 1Ls and those without previous experience, some projects will be more suitable for upper-years depending on the nature of the work.

- Applications Open: Friday September 18 at 2:00 p.m. EDT:
 - Students interested in an opportunity with Asper Centre, IHRP, IPC or PBSC must express their interest by completing the Public Interest Application Form [here](#).
 - Students interested in an opportunity with LAWS will express their interest by completing an application [here](#).
- Application Deadline: Tuesday September 22 at 2:00 p.m. EDT: this is the application deadline for all public interest program volunteer opportunities.
 - Students interested in an opportunity with Asper Centre, IHRP, IPC or PBSC must express their interest by completing the Preference Form [here](#).

- Students interested in an opportunity with LAWS will express their interest by completing an application using [here](#).
- Placement Notification Date: Thursday September 24 at 12:30 p.m. EDT and thereafter on a rolling basis
 - All students placed on projects will be notified at this time.
- Placement Acceptance Period: Thursday September 24 from 12:30 - 3:30 p.m. EDT
 - Please note that **students must promptly accept no more than one (1) placement** as between Asper Centre, IHRP, IPC, or PBSC, and **should immediately reply to the other offers in order to reject those placements**. This policy will be strictly enforced, and students accepting multiple placement offers from these programs may be removed from their placement of choice.
 - **Students may accept a placement with LAWS in addition to one other placement** (i.e. students MAY accept BOTH a placement with PBSC and a placement with LAWS. Students CANNOT accept a placement with PBSC and a placement with Asper Centre however).
 - Students who do not accept a placement offer within this three-hour window will be deemed as having rejected this placement.
 - Additional placement notifications will be released on a rolling basis until Tuesday September 29 at the latest.

What happens if I don't get my first choice? How do rolling offers work?

The public interest programs will make best efforts to match students to programs based on their first choice. However, due to the fact that some projects have specific requirements (ex. language requirements, requirements for upper-years etc.), students may not receive an offer for their first choice. Consequently, students are encouraged to select as many programs of interest as possible when completing the Preference Form.

Once you have been offered a placement and accepted via email, you should **immediately** decline any other offered placements, by email. This is to help ensure the programs can begin opening up opportunities to other interested students.

Prospective students should monitor their email regularly beginning Thursday September 24 at 12:30 p.m. EDT.

TRAINING DATES

PBSC: All student volunteers must complete the following mandatory training (Zoom links will be provided once students are placed on a PBSC project):

- General Training: September 30: 12:30 – 2:00 p.m. EDT
- WestlawNext Legal Research Training:
 - First-years: October 6 from 12:30 - 2:00 p.m. EDT.
 - Upper-years :October 8 from 12:30 - 2:00 p.m. EDT.
- Anti-oppression Training: self-directed training module to be provided to all volunteers

Please note that some projects require student volunteers to undergo additional project-specific training given the nature of the work and/or communities being served. Please visit PBSC's projects page for additional info: <https://pbsc.law.utoronto.ca/projects>

Asper Centre: On or after the final confirmation date (September 29), students will hear directly from their specific working group leaders. The leaders will arrange the first meeting/training of the working group and will be in touch with volunteer members to schedule this meeting.

IHRP: The IHRP requires that all student volunteers complete a mandatory training on Conducting International Law Research on Thursday, October 1 at 12:45 p.m.

- Zoom Link: <https://zoom.us/j/94537563379>
- Meeting ID: 945 3756 3379 / Passcode: 898812

On or after the final confirmation date (September 29), students will hear directly from their specific working group leaders. The leaders will be in touch to arrange the first group meeting and any project-specific trainings that participants must undertake.

IPC: On or after the final confirmation date (September 29), students will hear directly from the IPC Director, to arrange the first meeting/training of the working group and will be in touch with volunteer members to schedule this meeting.

LAWS: Training for our student volunteers will take place on Friday, September 25 at 12:45 p.m.

- Zoom Link: <https://us02web.zoom.us/j/83757738703>
- Meeting ID: 837 5773 8703 / Passcode: 030823