

## MJF Summer Fellowship Program: Summer 2026

### Overview and Funding

The MJF summer fellowship program is a full-time summer experience. Each fellow performs approximately 10 weeks of full-time work, to a maximum of 400 hours. The work will be completed between the end of Spring Semester and the first day of Fall Semester on a schedule that will be determined between the fellow and the host organization.

MJF provides sufficient funding for the host organization to pay their summer fellow a minimum hourly rate of \$16.38/hour gross. Hosts then pay the fellow over the course of the summer as taxable income on an hourly basis. The host agency is the employer and will withhold and pay employee payroll taxes and will issue the fellow a W-2 tax form.

### Eligibility and Student Application Process

For their applications to be considered, law students must be:

- Currently enrolled at Mitchell Hamline School of Law, University of Minnesota Law School, or University of St. Thomas School of Law; and
- Scheduled to graduate after December 2026.

Students who received an MJF fellowship the prior summer are eligible to reapply if they meet the above two eligibility criteria.

For Summer 2026 Fellowships, the online application process will **open on Monday, January 5, 2026** and it will **close on Thursday, January 29, 2026**.

The fellowship applications will be posted on the student job board (12twenty or Symplicity) at Mitchell Hamline School of Law, University of Minnesota Law School, and University of St. Thomas School of Law. Minnesota Justice Foundation will be the employer name, and the job title will be "MJF Summer Fellowship – [agency name]." There will be a separate posting for each fellowship.

- Address application materials to the host agency, not MJF. (Cover letters can be addressed to "Supervising Attorney," and if you choose to include a mailing address in your cover letter, research the host agency's address and use that (not MJF's).
- Questions about the application process should be directed to the MJF staff attorney at your school, not to the agencies.
- Thank you notes to the agencies are permitted following interviews.

By virtue of applying, applicants affirm that they have read the **Contract and List of Responsibilities** below and agree to comply should they be offered and accept a fellowship as an MJF Summer Fellow.

## **Interviews**

Each MJF Fellowship host agency makes its own interviewing and hiring decisions.

The interview process will take place in February (Wednesday 2/18, Thursday 2/19, Friday 2/20, Monday 2/23) using online platforms such as Zoom and Teams. In February, MJF will send notice of interviews and sign-up instructions to applicants selected to interview. The sign-up process for interview time slots will be hosted on an online platform and will be conducted on a first-come, first-served basis.

## **Contract and List of Responsibilities**

Should I receive and accept an MJF Summer Fellowship, I understand and agree to the following.

I will:

- Attend a mandatory orientation session (date TBD during May 2026, to be scheduled around fellows' exam schedules).
- Fill out a data sheet estimating the number and types of matters on which I worked and submit it to MJF by August 31, 2026.
- Write a reflection about my experience and submit it to MJF by August 31, 2026.
- I understand this reflection may be used in the MJF newsletter, in letters or grant evaluations for funders of the Summer Fellowship Program, and/or in an MJF Annual Report or for promoting the Summer Fellowship Program in subsequent years in print or in person at fundraising events.
- Try to attend the 2026 MJF Annual Awards Celebration (anticipated to occur in late September or early October 2026).
- When invited by MJF, speak about my experience as a fellow to interested students and MJF Supporters, as availability allows.

I understand and agree that:

- The fellowship relationship is an employment relationship between the agency for which I am a fellow and me. I will be paid on an hourly rate. I will not receive a lump sum payment and I understand payroll taxes will be deducted from my paycheck.
- MJF does not supervise me or control the details of my job duties during my fellowship. There is no employment relationship between MJF and me.
- The details of scheduling are between me and my supervisor at the host agency. I will work with my supervisor to understand the scheduling details. These will vary based on the preferences and policies of the supervisor and the host agency.
- I will clarify with my supervisor whether there will be any partial weeks associated with orientation or for holidays when the office is closed, for purposes of planning my schedule.

- The pay rate will be a minimum of \$16.38/hour gross. Some hosts may elect at their discretion to contribute additional funding to bring the fellow's pay rate into line with other clerks. I will verify my pay rate with my supervisor.
- Because I am employed by the host agency, communication about schedules and any concerns about employment should be directed to my supervisor.
- The agency or I may end the fellowship at any time, with or without cause.
- If my fellowship should end early, I will notify my supervisor at the agency and MJF immediately.
- If I do not complete the full number of hours required to earn the full \$6,550 (gross), whether voluntarily or involuntarily, the remaining dollars will be returned to MJF.

**I agree that, in submitting my application for the MJF 2026 Summer Fellowship Program, I have read the above Contract and List of Responsibilities, and I agree to comply with them should I be offered and accept a fellowship.**