Board of Student Advisers

Harvard Law School

Wasserstein Hall 2051 (617) 495-4535

1585 Massachusetts Avenue Fax (617) 496-1084

Cambridge, MA 01238

Dear Applicant:

Thank you for your interest in the Board of Student Advisers. Originally founded by the Harvard Law School faculty to provide tutors for the moot court program, the BSA has been serving Harvard Law School for over 100 years.

During the 2018-2019 academic year, Board members will have a wide variety of duties. Beginning in August, BSAs will assist with the 1L Orientation program. BSAs will serve as Teaching Assistants for the First-Year Legal Research and Writing Program and assist with Orientation. Board members will also serve as general mentors and advisers for students new to the HLS experience, including 12–14 first-year students and 4–5 transfer students. In addition, BSAs will administer the upper-level and first-year Ames Moot Court competitions. Finally, each BSA will contribute to the Board by serving on at least one internal BSA Committee, which offers exciting opportunities for BSAs to become involved in an area that interests them. For these duties, Board members will receive a stipend of $4,000-$5,000. BSAs also have the opportunity to receive academic credits for writing new LRW exercises.

The BSA believes that it can better serve students if it is fully representative of the student body. Therefore, the Board encourages applications from applicants of all backgrounds. The BSA provides equal opportunity in employment for all persons and prohibits discrimination in employment on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status.

The application is meant to provide a sense of each applicant’s personality and strengths, and therefore consists of multiple components, which are listed on the third page of this document. After completing the registration form, applicants to the BSA are asked to submit their resumes and application statements electronically by March 4, 2018. Applicants will then participate in two interviews with current members of the Board, each of which will include a mock conference based on the Mock Student Work Assignment, as well as a traditional interview component. Transfer applicants to the Board will be asked to provide their transcripts and two professor recommendations to Susannah Tobin, Director of the LRW Program There is no grade threshold for applicants. Rather, the application is holistic, and grades and recommendations are just two of the pieces that will help provide a complete understanding of each applicant.

The BSA will notify applicants whether they have been accepted by the end of July 2018. **BSA members should be prepared to return to campus prior to 1L Orientation. The return date is tentatively set for August 26, 2018, but could be as early as the week prior; exact dates will be provided with offers in July**. You cannot serve on the BSA if you do not attend orientation.

The Board of Student Advisers is one of the most dynamic organizations on campus. The next year will provide particularly exciting opportunities to teach and mentor first-year students and to make a meaningful contribution to the academic environment at HLS. If you have any questions, please do not hesitate to contact a member of the Selections Committee.

We appreciate your interest and look forward to reading your application.

Sincerely,

The BSA Selections Committee

Lauren Mercer, Co-Chair lmercer@jd18.law.harvard.edu

Jacob Steiner, Co-Chair jsteiner@jd18.law.harvard.edu

Alicia Guo aguo@jd19.law.harvard.edu

Kendall Howell khowell@jd19.law.harvard.edu

Pete McDonald pmcdonald@jd19.law.harvard.edu

Application Components

2018–2019

1. [**Registration Form**](https://docs.google.com/forms/d/1tmNP3hGBS9GcLWTSkrKzeNXvYx7lcrvs4a9GFA-HbtQ/viewform?edit_requested=true)**: Complete Now**

If you have not yet completed the online registration form, follow the link above to do so. We will use the registration list to communicate with you throughout the application process.

1. **Resume, Statement of Interest, and Interest and Extracurricular Activities List**: **Due Sunday, March 4, 2018, 5:00 PM.**

Your Resume, Statement of Interest, and Interest and Extracurricular Activities List should be combined into a single PDF document and submitted as an attachment to bsaselections@gmail.com.

Please adhere strictly to the naming conventions below so that our filters function correctly.

File Name: LastName FirstName BSA Application 2018.pdf
(e.g., Mercer Lauren BSA Application 2018.pdf).

Email Subject: LastName FirstName BSA Application 2018
(e.g., Mercer Lauren BSA Application 2018).

Prompts for the Statement of Interest and Interest and Extracurricular Activities List are attached.

1. **Mock Student Work Assignment: Complete and Bring to Your Interviews**

The Mock Student Work Assignment, which includes two student outlines and a Bluebook feedback exercise, can be downloaded from the BSA Website at <https://orgs.law.harvard.edu/bsa/apply-to-the-bsa/>.

The Mock Student Work Assignment must be completed independently.

1. **Transcript Release Form: Complete and Bring to Your First Interview**

The Transcript Release Form is attached to this application.

The Director of the First-Year Legal Research & Writing Program, Susannah Tobin, will be the only person to see your transcript.

1. **Professor Recommendation Form (from HLS)**: **Due May 1, 2018**

Please request a recommendation from the professor at HLS of your choosing. To do so, give the attached Professor Recommendation Form directly to your recommender. The professor has until May 1, 2018 to submit your recommendation to Susannah Tobin in Griswold 118. Please note that the BSA will not send confirmations when we receive your recommendation. You are responsible for confirming submission with your recommender.

1. **Professor Recommendation Form (from previous institution)**: **Due May 1, 2018**

Please request a recommendation from the professor or instructor of your choosing at your former law school who can speak to your legal writing. To do so, give the attached Professor Recommendation Form directly to your recommender. The professor has until May 1, 2018 to submit your recommendation to Susannah Tobin at stobin@law.harvard.edu. Please note that the BSA will not send confirmations when we receive your recommendation. You are responsible for confirming submission with your recommender. A recommendation from a professor at your previous institution is suggested, but not required.

NAME OF APPLICANT:

HARVARD ID#:

Statement of Interest

The Board of Student Advisers relies on active and thoughtful engagement from each of its members. Please tell us a little bit about who you are, and why you want to be a member of the Board. Feel free, but not obligated, to include any ways that you will contribute to the diversity of the Board.

Please limit your statement to 500 words. Your statement can discuss several discrete aspects of your background and does not need to be tied together in a cohesive essay.

NAME OF APPLICANT:

HARVARD ID#:

Interests & Extracurricular Activities List

Outside of classwork, please give us a sense of how you spend your time. We are interested in hearing about extracurricular activities both at the law school and outside of it, personal hobbies, and other ways you spend the time when you are not in class.

Please answer in list form. Where appropriate, feel free to indicate your level of involvement or rough amount of time spent on a given activity.

NAME OF APPLICANT:

HARVARD ID#:

Transfer Student Experience

Although the 1L experience at your previous school may have been different from your peers' experiences as 1Ls at HLS, the Board is excited about the perspectives and experiences that you could bring to the role. Please discuss how and why you feel equipped to advise students going through the 1L experience at Harvard.

Please limit your answer to 250 words.

NAME OF APPLICANT:

HARVARD ID#:

Transcript Release Form

*Complete this form and bring it to your first interview.*

I hereby authorize the Registrar to release my first-year grades to Susannah Tobin, Director of the First-Year Legal Research & Writing Program, for use in the Board of Student Advisers selection process.

Signature

Print Name

Harvard ID Number

NAME OF APPLICANT: ­­­­­­­­

HARVARD ID#:

Professor Recommendation Form

**I. INSTRUCTIONS**

In an effort to gather a broad range of input regarding applicants to the Board of Student Advisers (BSA) LRW Teaching Assistant program, we are eliciting recommendations from faculty members. To the extent that you are able, please comment on the applicant’s strengths and weaknesses in the following categories: legal reasoning and writing skills, interpersonal skills, and general engagement in the law school environment. These categories are intended as a non-exclusive list; please feel free to discuss anything else that you deem relevant. Also, do not feel obligated to comment on all of the above categories. Any input you can provide will be greatly appreciated.

**Please complete and return this form to Susannah Tobin in Griswold 118 by May 1, 2018. Thank you in advance for your assistance!**

**II. COMMENTS**

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Faculty Member’s Name

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Faculty Member’s Signature Date

NAME OF APPLICANT: ­­­­­­­­

HARVARD ID#:

Professor Recommendation Form

(from the law school where you completed 1L)

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**Please complete and email this form to Susannah Tobin at stobin@law.harvard.edu by May 1, 2018. Thank you in advance for your assistance!**

**II. COMMENTS**

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Faculty Member’s Name

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Faculty Member’s Signature Date