



HEALTH LAW & POLICY

HLP STAFF APPLICATION

In spring 2007, *Health Law & Policy (HLP)* became the first student-run publication disseminated by American University Washington College of Law dedicated to the rapidly emerging and increasingly prominent field of health law. *HLP* is a substantive bi-annual periodical comprised of practitioner and student articles addressing a range of contemporary issues salient to national and international health laws and policies. Please visit www.wcl.american.edu/org/hlp/ to view the first two issues.

Submissions: To submit an original article for possible publication in future issues of *HLP*, please email your article to hlp@wcl.american.edu, or mail a hard copy of your submission to *Health Law & Policy*, American University Washington College of Law, 4801 Massachusetts Avenue, NW Washington, DC 20016. We request that all submissions are submitted as a Microsoft Word document in a doubled-spaced paragraph format using Times New Roman Size 12 font. Please include all relevant endnote citations. Additionally, please submit a short cover letter containing the contact information for all authors, including home address, telephone number, and email address.

STAFF APPLICATION PROCESS:

HLP is currently accepting applications from 1L, 2L, and 3L students for **staff editor, staff writer, and executive editorial board** positions. Staff writer and editor positions require an average commitment of 1-3 hours per week, with a heavier commitment required in the weeks preceding publication. Executive Editorial board requires a greater time commitment. Any of the positions may involve the following tasks: editing, writing short columns, Bluebooking, source checking, soliciting authors, and additional administrative tasks as may be necessary. **All new and existing staff members will have the opportunity to train for and fill positions on the Editorial Board for the following semester or school year.**

All staff applications must be submitted to the *HLP* mailbox in the WCL Mailroom located on the 4th floor or emailed to hlp@wcl.american.edu **no later than 5:00 pm on Friday April 25, 2008.**

Please Submit the Following to Apply for a staff position:

1. **Fall 2008 Application Form**—next page of this handout
2. **Letter of Interest**—In a one-page, typed letter, please indicate: your interest and background in health law, why you are interested in joining *HLP*, and any skills or experience you believe will contribute to the publication.
3. **Academic and Professional Resume**—GPA is not relevant; you may opt not to include it on your resume.
4. **Current Semester Class Schedule.**
5. **Executive Editor Letter of Interest** (*Only if applying for Executive Editor position*) – In a one-page, typed letter, please indicate the specific skills you will bring to the Executive Editorial board. Please give examples, and be sure to focus on your organizational skills and ability to commit sufficient time to the position.

HEALTH LAW & POLICY

2008 Staff Application Form

NAME: _____

PHONE: _____

EMAIL: _____

YEAR: _____

POSITION: Please check all that apply. Please note the average time commitment for each position. If you are interested in a staff writer position, it is recommended that you consult the columns printed in the Fall 2007 issue of *HLP* to gain a sense of the caliber and amount of writing that accompanies a staff writer position.

_____ I am interested in becoming an staff articles editor with *HLP* for Fall 2008 (1-3 hrs./wk.).

_____ I am interested in serving as a staff writer with *HLP* for Fall 2008 (1-3 hrs./wk.).

_____ I am interested in serving on the executive editorial board for *HLP* for Fall 2008 (average of 3-5 hrs./wk.; fluctuates depending on the publication timeline)

ACADEMIC INFORMATION & AVAILABILITY: Please check all that apply.

I am a: ___ 1L ___ 2L ___ 3L ___ Full-time student at WCL ___ Part-time student at WCL

I expect to graduate on this date: _____.

I expect to enroll in _____ hours of classes for Fall 2008.

Please list your **Class/Work/Externship/Activity Schedule** below each appropriate day of the week. Include the any and all externships, jobs, WCL activities, and outside activities you are committed to for the upcoming semester/year and **the times and number of hours** that these obligations will consume. Please list all recurring weekend commitments as well. (Please note: Participation in WCL Journals or other activities does not bar you from becoming a staff member with *HLP*.)

<u>Monday</u>		<u>Tuesday</u>		<u>Wednesday</u>	
<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>		

APPLICATIONS ARE DUE BY FRIDAY, April 25 2008 by 5:00 pm. Please staple your ENTIRE completed application (including your letter of intent, resume, and this form) and submit to the *Health Law & Policy* mailbox located in the **4th floor faculty mailroom**. Any questions or concerns should be addressed to hlp@wcl.american.edu.