

HIGH SCHOOL SUMMER LAW INTERN PROGRAM

Sponsored by the Memphis Bar Association



PROGRAM DESCRIPTION

The High School Summer Law Intern Program (SLIP) seeks to develop and nurture an interest in the legal profession among young people from underrepresented groups, with the long-term goal of increasing diversity in the legal profession. Interns will get personal experience in the daily legal workplace of private law firms, corporate law divisions or governmental law offices. Each participating workplace will provide a mentor to the intern, who will assign them duties and assist them in gaining a better understanding of the practice of law.

DUTIES

The legal profession includes many different kinds of law and many different types of practice, ranging from trial attorneys to in-house corporate counsel. Depending on their assignment, interns may or may not go to court. Interns may be assigned clerical duties (filing, faxing, photocopying, etc.) but the participating workplaces are asked to provide them with a perspective of the legal practice in Memphis by accompanying lawyers to court; assisting lawyers in case preparation; observing the negotiation or closing of a business transaction, etc.

GROUP ACTIVITIES

There will be group activities on each Friday afternoon for all interns to learn more about the legal system and the varieties of legal practice in Memphis.

QUALIFICATIONS

Interns must be minority high school students in good standing who will begin their junior or senior year of high school in August 2017 and must be residents of, and attend school in, Shelby County. *Applicants previously accepted into the program are not eligible.*

Internships are for a period of 4 weeks, June 5-30, 2017. Interns must be able to work a total of 60 hours during that time period. Please note on the application if you will be involved in any activities during that time period, such as Bridge Builders, summer camps, trips, sports, etc. Such activities will not automatically exclude you from the program, but may be a factor in the selection process. Upon successful completion of the internship, each intern will receive a \$500 stipend at a graduation program in July. The particular days and times an intern works each week will be determined by the workplace and the intern.

SELECTION CRITERIA

The number of interns accepted into the program will depend on the number of workplaces available. For the past few years, the number of interns has ranged from 60 to 75. Members of the MBA Summer Law Intern Program Committee will judge the applicants on the following criteria:

- Interest in the law as a future career
- School and community activities and/or employment history
- Oral presentation skills (e.g., group interview)
- Writing skills (e.g., statement of interest)

APPLICATION PROCEDURE

Minority students interested in the SLIP should complete the attached application and return it by **5:00 pm on Friday, March 31, 2017** to:

Charlotte Gean
Memphis Bar Association
145 Court Avenue, Suite 301
Memphis, TN 38103
Fax: (901)527-3582
Email: ckgean@memphisbar.org

Please complete all items required by the application prior to returning it. Applications must be signed by you and your parent or guardian, and must include a letter of reference. *Incomplete applications will not be considered by the committee.* All information disclosed on the application will be kept confidential.

All completed applications received by the deadline will be considered equally. The date the application is received, as long as it is before the deadline, has no bearing on the selection process. ***Applications received after the deadline will not be considered.***

GROUP INTERVIEWS

After submitting an application, the next step in the process is a group interview. Applicants will be invited to participate in one of the group interview sessions, which will be held in April. Applicants must prepare a brief (3-5 minute) speech about why they should be selected for this program and present it before a panel of attorneys and other applicants. More information about the interview process will be sent to the applicants in early April. ***Both information about the group interviews and notification of acceptance are done via email so it is critical that you provide a valid email address that you check often.***

NOTIFICATION OF ACCEPTANCE

Applicants will be notified in early May whether or not they have been accepted into the program. An orientation for the accepted applicants will be held the last week of May.

If you have questions about the program or the application procedure, please contact Charlotte Gean at (901) 527-3574 ext 116; ckgean@memphisbar.org or Anne Fritz at (901) 527-3575; afritz@memphisbar.org.

HIGH SCHOOL SUMMER INTERN PROGRAM 2017 APPLICATION

(Please type your answers so the application can be read easily.)

Name _____ Date of Birth _____

Street Address _____

City _____ State _____ Zip code _____

Telephone (Home) _____ (Cell) _____

Email Address (required) _____

(Note: Information about the status of your application and the group interviews will be sent to you via email so please include an email address that you check regularly.)

High School currently attending _____

Current Grade Level _____ GPA (required) _____

I am: African-American/Black Latino/Hispanic Asian-American Native American
 Middle Eastern African Bi-Racial (response required)

Have you previously applied to the program? No Yes If yes, what year? _____

Interns are responsible for getting to and from the workplace and the Friday group activities. Will you have any difficulty getting transportation to the workplace and group activities? Yes No
If you answered "yes", would you like to be assigned to a workplace close to your home or your parent's/guardian's place of work? *(We will make every effort to assign you to a convenient location, but cannot guarantee it.)*

Are there any activities (such as Bridge Builders, Governor's School, summer school or camp, etc.) that may interfere with your participation in the Summer Law Intern Program? Yes No

If yes, please specify the activity and the dates you will be involved:

Information About Household (This information is optional)

Are you eligible to receive free or reduced-cost school lunch? Yes No

Mother's Name

Occupation:

What is the highest educational level attained by your mother?

Father's Name

Occupation:

What is the highest educational level attained by your father?

Do you reside with your mother father both parents a guardian?

How many other children reside in the home with you? _____

Estimated annual household income _____

Student's Employment History

Present or Last Employer _____ Supervisor _____

Address _____ Telephone _____

Job Duties _____ Employment Dates _____

School/Community Activities

What school or community-related activities are you currently involved with? *(Please attach an additional sheet if necessary.)*

Statement of Interest (required)

On a separate piece of paper, please submit a typewritten essay of no more than 500 words telling us about yourself and discussing why you would like to participate in this program. Be sure to include your name on the statement.

Please Read Carefully Before Signing

I certify that all of the information contained in this application as well as any resumes or attachments submitted with this application, is true, complete and correct, and to the best of my knowledge and belief, in good faith. Falsification of any information contained in the application or my failure to comply with the terms of the internship program as set forth herein may result in my disqualification from the Summer Law Intern Program or termination of my internship through it. I understand that if I am accepted into this program as an intern that I am an intern through the Memphis Bar Association and not an employee of the individual sponsoring firm, corporate legal department, or government agency.

Signature of Applicant _____ Date _____

(No typed or computer-printed signatures)

For Applicant's Parent or Guardian:

I give my permission for the applicant, a minor child, to participate in the High School Summer Law Intern Program, including all group activities. I understand the time commitments necessary for the above applicant to participate in the High School Summer Law Intern Program and support the applicant's participation in the program, if accepted. I understand that if the applicant is accepted into this program, he/she is an intern through the Memphis Bar Association and not an employee of the individual sponsoring firm, corporate legal department, or government agency.

Signature of Parent or Guardian _____ Date _____

(No typed or computer-printed signatures)

Please attach a letter of recommendation from an adult (other than a family member or guardian). The adult could be a teacher, pastor, or other person who knows you well. For your convenience, a letter of recommendation form is attached to this application.

Completed applications are due by 5:00 pm on Friday, March 31, 2017. Before returning your application, make sure you have done the following:

- Included your Statement of Interest
- Signed the application
- Included a Letter of Reference
- Had your parent or guardian sign the application

Incomplete applications will not be considered by the committee. All information disclosed on the application will be kept confidential. You may mail, fax* or email your application to:

Charlotte Gean
Memphis Bar Association
145 Court Ave., Suite 301
Memphis, TN 38103
Fax: (901) 527-3582
Email: ckgean@memphisbar.org

*If you fax your application, please call Charlotte at 901-527-3574 ext 116 to confirm it was received.

MEMPHIS BAR ASSOCIATION SUMMER LAW INTERN PROGRAM

LETTER OF RECOMMENDATION FORM

Applicant: Please give this form to a teacher, counselor, pastor, employer, etc. to complete. You may *not* be recommended by a relative or guardian. Your recommender may also submit a letter of recommendation instead of this form.

Recommender: Please print or type all information.

Name and Title of Recommender:

Phone _____ Email _____

Relationship to the applicant: _____

How long have you known the applicant? _____

Why do you believe the applicant should be selected to participate in the Memphis Bar Association Summer Law Intern Program? *(Attach a separate page if more space is needed.)*