

# High School Summer Law Intern Program

## Sponsored by the Memphis Bar Association

### Purpose

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.

Upon successful completion of the internship, each intern will receive a \$500 stipend at a graduation program in July.

### Responsibilities

The legal profession includes many different kinds of law and many different types of practice, ranging from trial attorneys to in-house corporate counsel. 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. Depending on their assignment, interns may or may not go to court and may be assigned clerical duties (filing, faxing, photocopying, etc.)

### Schedule Requirements

Internships are for a period of 4 weeks, June 4-29, 2018. 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 BridgeBuilders, summer camps, trips, sports, etc. Such activities will not automatically exclude you from the program, but may be a factor in the selection process. The particular days and times an intern works each week will be determined by the workplace and the intern.

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 meet the following requirements:

- *minority high school students in good standing*
- *who will begin their junior or senior year of high school in August 2018*
- *residents of, and attend school in, Shelby County.*

Applicants previously accepted into the program are not eligible.

### 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 & Selection Process

The application and selection process will be as follows:

1. Complete application packet
  - Questionnaire (*typed*)
  - Statement of Interest essay (*typed*)
  - Letter of recommendation (*typed or hand-written*)
  - Parent signature (*hand-written*)
2. Submit application no later than Friday, March 30, 2018
3. Group Interview
4. Notification of Acceptance
5. Orientation for Accepted applicants
6. Program runs June 4 - 29, 2018

## Application Procedure

Minority students that wish to apply to the SLIP must complete and return the attached application by **5:00 p.m. on Friday, March 30, 2018** to:

Will Norris  
Memphis Bar Association  
145 Court Ave., Suite 301  
Memphis, TN 38103

Fax: (901) 527-3582  
Email: [wnorris@memphisbar.org](mailto:wnorris@memphisbar.org)

Incomplete applications will not be considered by the committee. All items required by the application must be included. Applications must be signed by you and your parent or guardian, and must include a letter of reference. 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

Applicants that submit a complete application before the deadline 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, contact Will Norris at (901) 527-3574; [wnorris@memphisbar.org](mailto:wnorris@memphisbar.org).

# HIGH SCHOOL SUMMER INTERN PROGRAM

## 2018 APPLICATION

Type your answers so the application can be read easily. Information about the status of your application and the group interviews will be sent to you via email. Provide an email address that you check regularly.

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Telephone (Cell) \_\_\_\_\_ (Home/Secondary) \_\_\_\_\_

Email Address(required) \_\_\_\_\_

Ethnicity (required)

☐ African-American/Black ☐ Latino/Hispanic ☐ Asian-American ☐ Native American

☐ Middle Eastern ☐ Bi-Racial

Have you previously applied to the Summer Law Intern Program?

☐ Yes ☐ No If yes, what year? \_\_\_\_\_

High School currently attending \_\_\_\_\_

Current Grade Level \_\_\_\_\_ GPA (required) \_\_\_\_\_

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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

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:

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### Information About Household *(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 \_\_\_\_\_

Present or Last Employer \_\_\_\_\_

Employment Dates \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Job Duties \_\_\_\_\_

## School/Community Activities

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

[illegible]

**Statement of Interest (required)**

Submit a typed essay of no more than 500 words telling us about yourself and discussing why you would like to participate in this program.

## **Applicant - Please Read Carefully Before Signing**

*\*signatures must be hand-written*

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 \_\_\_\_\_

## **Applicant's Parent/Guardian - Please Read Carefully Before Signing**

*\*signatures must be hand-written*

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 \_\_\_\_\_

## **Letter of Recommendation**

Attach a letter of recommendation from an adult (not 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.

## **Submit Application**

Completed applications are due by 5:00 p.m. on Friday, March 30, 2018. Incomplete applications will not be considered by the committee. All information disclosed on the application will be kept confidential. The following items are required:

- ☐ Completed application form
- ☐ Statement of Interest
- ☐ Letter of Reference
- ☐ Applicant's signature
- ☐ Parent/Guardian's signature

You may mail, fax\* or email your application to:

Will Norris  
Memphis Bar Association  
145 Court Ave., Suite 301  
Memphis, TN 38103  
Fax: (901) 527-3582  
Email: [wnorris@memphisbar.org](mailto:wnorris@memphisbar.org)

\*If you fax your application, call Will at (901) 527-3573 to confirm that it was received.

## LETTER OF RECOMMENDATION

**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.)*

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