

Frequently Asked Questions

1. *What is the application process? How are students selected to participate in the program?*

Students are nominated by their schools and submit an application that includes: resume, transcript, recommendation letter and writing sample. Students are required to participate in three pre-employment trainings prior to being sent to employers. From this pool approximately 50 students are placed with employers.

2. *When can employers expect to receive resumes?*

Once students have completed the pre-employment training, we send three student applications for consideration to each firm. We send approximately one-third of our qualified students and wait for our first round of interviews to conclude before sending more. To ensure that all eligible students are interviewed, we send applications in rounds to firms throughout the months of May and June.

3. *What is the duration of the Thurgood Marshall Summer Law Internship Program? When should students begin/end the internship?*

Our Program officially begins on June 26th with our Opening Reception and Orientation and ends with a Closing Ceremony on August 7th. However, firms may employ students based on the needs of their office, which may begin before or end after our scheduled programs, so long as the internship does not interfere with the students' academic calendars. *Please see attached calendar.*

4. *What are some of the typical responsibilities of the interns?*

Positions are typically administrative in nature. Interns are assigned various duties including but not limited to: recordkeeping, mail filing, faxing, fielding phone calls, etc. Most interns assist paralegals and support staff, and are not necessarily assigned to an attorney supervisor. To supplement the work experience, interns receive substantive legal experience and exposure to the profession by participating in weekly development programs.

5. *What is the typical pay rate for interns? What are the typical hours for interns?*

Interns typically receive between \$8 and \$12 an hour. Interns are employed in full-time or part-time positions and are available to work Monday through Friday from 9am-5pm or 9:30am-5:30pm.

6. *Can students be offered unpaid internships?*

Yes, however the employer is responsible for complying with the FLSA in reference to all unpaid internships. Unpaid internships are required by law to classify as work-based trainings. The City Bar provides Metrocards to students with unpaid internships to transport them to their workplace and weekly trainings.

7. *What are the weekly programs that the interns are required to attend?*

In addition to placing students with a legal employer, interns are required to attend supplemental weekly development programs, including networking workshops, diverse career opportunities presentations, a mock law class and mock trial before a federal judge. These programs are

provided on Tuesday and Thursday evenings to give students exposure to legal environments including law schools, panels, etc. Students will need to leave early on the days of these events to check in to the programs by 5:45pm. *Please see attached calendar.*

8. *What other ways can I or my firm be more involved in the program?*

Employers that wish to be more involved with the City Bar Diversity Pipeline Initiatives can do so in a variety of ways. Interested attorneys may participate as volunteer attorneys in our weekly development programs including our annual Speed Networking Program and Diverse Career Opportunities Panels. Additionally, employers may participate in Job Shadow Week, where students shadow attorneys in offices that most closely align with their career interests. In addition to participating in the Thurgood Marshall Summer Law Internship Program, attorneys can serve as mentors, panelists, sit on the Diversity Pipeline Initiatives Committee, or host other City Bar pipeline programs.

9. *What happens to students after the program?*

Once students have completed the Thurgood Marshall Summer Law Internship Program, they are eligible to participate in our Mentor Program, where they are mentored by law students from New York City law schools. To encourage continued participation in the Thurgood Marshall Program after completion of the internship, students participate in our Alumni Networking Group. Additionally, they receive assistance with the LSAT and admissions process, as well as career development and networking programs.

Additional Questions? Contact Gabrielle Brown at (212) 382-6713 or Chaz Dawson at (212) 382-4725.