



ACC Chicago Diversity Summer Internship Program
Summer 2020

Student Intern Packet



I. Summary

ACC Chicago's Diversity Summer Internship Program (the "Program") is now in its 17th year. The following packet contains materials for ACC Chicago's 2020 Program. It contains Frequently Asked Questions for your reference. You will also find a calendar of events. **Attendance at Program events is mandatory and selected students will be required to attend each event on the calendar.**

II. Frequently Asked Questions

1. What is the internship program? What should I expect this summer?

The Program consists of three main parts: the corporate in-house internship, mentoring program and networking events.

The Program is a 10 week internship in an in-house law department. Each intern will be assigned to work in the legal department of a Chicago area company, where he/she will perform a variety of work, including legal research and memo writing, attend meetings, and generally experience what in-house attorneys do on a day-to-day basis.

The mentoring portion of the Program includes several mandatory evening group programs (attended by all interns, mentors and other in-house lawyers) as well as one-on-one mentoring. Programs include a resume writing workshop, networking workshop and other social events. Each intern will be assigned two mentors – a lawyer within your host legal department and a lawyer from ACC Chicago.

Finally, the most valuable, yet often overlooked, element of the Program is the opportunity for interns to meet and network with their future peers (in-house counsel, ACC Chicago members and law firm attorneys). The Program's social outings and other substantive programs provide ample time for interns, hosts and mentors to get to know each other. As such, it is vital and mandatory that interns attend every event.

2. Is attendance to all of the Program events mandatory?

Yes, it is required that all interns attend all of the summer events (See the Calendar of Events below). The events are integral to the Program and the learning experience of the summer. All interns must attend each event. Your host corporation is aware of this requirement, but you should notify them in advance if you need to leave work early on program event days in order to arrive on time to the programs. In fact, your mentor and other attorneys from your host corporation are likely attending the programs as well.

3. Who do I go to when I have questions over the summer?

Your ACC mentor is an excellent resource. He/she will plan to go out to lunch or dinner with you a couple of times over the summer and will be available to you for any questions, concerns or general advice. Take advantage of this resource and reach out to your mentor when you have any questions or need advice.

4. Will I get paid for the summer?

Yes, selected students will receive a \$9,000 stipend, paid in two installments. The first installment will be distributed in the beginning of June. The second installment will be sent in early July after the 4th holiday. You will be required to fill out a W-9 form. Please be advised that ACC will not withhold any taxes. All tax consequences are the responsibility of each individual intern.

5. Does ACC or my host corporation pay for my transportation to and from my host corporation?

No. Just like in the real world, it is your responsibility to get to and from work. Some students will be placed at corporations in downtown Chicago and some will be placed in suburban locations. You will be paid a stipend for the internship but transportation is your responsibility.

6. How do I substantively prepare for the internship?

Be positive, ready and willing to accept any and all projects. Take all projects seriously and always do your best work. Try to do a little extra when you can. Be timely and considerate of deadlines. Having a positive attitude about projects and a good work ethic are really what you will need to be ready for the summer and to succeed in the Program. You are also encouraged to meet with your ACC Chicago mentor for lunch or dinner prior to your first day of work. If you are unable to meet in person, make sure you talk with your mentor by telephone.

7. What else can I do to succeed over the summer?

Welcome to the world of networking. Besides your work product, networking will be the most important skill set developed over this summer. Build as many relationships as you possibly can. Actively work to connect with the other interns, all of the ACC Chicago mentors, corporate mentors, and people at your host corporation. The intern events are a great place to make these connections. Always be professional and do your best work. Keep in touch with the people you meet after the summer ends.

III. Calendar of Events

Students should mark their schedules immediately for the following events. All locations are TBD, but usually occur in or near downtown Chicago.

Event	Date/Time *
Orientation and Kick-Off Event	March 27, 2020 6:00-7:30pm
Social Event	March 28, 2020 12:00-2:00pm
Interview and Resume Workshop**	June 11, 2020 6:00-7:30pm

Networking Workshop**	July 9, 2020 6:00-7:30pm
Alumni Panel and End of Program Celebration Reception**	August 6, 2020 5:30-7:30pm

* For each event, you will receive an Outlook invitation that will confirm the date, time and destination details. Be on the lookout and adjust your schedules accordingly.

** Interns will be asked to arrive earlier for these events.

IV. Questions or Concerns

Selected students should reach out to their corporate mentors or ACC mentors with any questions. You can contact the following ACC Chicago Summer Diversity Internship Committee Members with any concerns or to simply keep in touch.

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