



ACC National Capital Region Corporate Scholars Program FAQS for Potential Hosts – Summer 2022

Apply at:

<https://accnationalcapitalregion.com/survey.php?id=15> before January 31, 2022

Q. What are the origins of the Corporate Scholars Program? How is it funded?

A. In June 2003, our chapter received a \$10,000 grant from the Minority Corporate Counsel Association (MCCA) to be used for creation and implementation of a diversity-related program. We decided to use the grant to create the Corporate Scholars Program (the "Program") to provide opportunities for students to receive training and experience in the legal departments of some of our members. Based on our successful launch in 2004, we received a second \$10,000 grant from MCCA for the 2005 Program. In each of those years, and subsequently, the chapter has also used a portion of its sponsorship revenues to fund the Program. We also have received donations from individuals and companies. In 2005, we established the Corporate Scholars Fund (the "Fund"), a non-profit foundation (501(c)(3)), through the Greater Washington Community Foundation (then The Community Foundation for the National Capital Region) to provide a vehicle for permanent internal funding of the Corporate Scholars Program. Individuals and corporations can make a tax-deductible donation to the fund at: **ACC National Capital Region Corporate Scholars Fund/GWCF** (Tax ID Number 23-7343119), The Greater Washington Community Foundation, 1325 G Street NW, Suite 480, Washington DC 20005.

Q. What is meant by diversity and what kind of students is the Program designed to attract?

A. Diversity for this Program is used in its broadest sense, not simply to convey ideas about race and ethnicity, gender identity and sexual orientation, and other "protected classes," but also concepts of socio-economic background and the student's individual educational and career path. It means reaching populations within law schools that may lack access to and/or knowledge of in-house legal practice, such as students whose family backgrounds lack in professional careers, college degrees or exposure to the law. Further, diversity means obtaining a pool of applicants who are reflective of the workforce in general and the communities that lawyers serve. We have branded the Program as the Corporate Scholars Program to convey the profile of the interns we invite to participate – students with excellent grades, strong writing skills, previous work experience, and professional maturity.

Q. Can both for-profit and non-profit entities participate in the Program as hosts?

A. Yes, the Program includes ACC NCR members that are both profit and non-profit entities.

Q. What type of legal experience are hosts expected to provide to the students?

A. The Program should provide all interns with meaningful exposure to in-house practice. The students want to learn about the various areas of legal advocacy and general corporate practice that in-house counsel handle, as well as the relationship between providing business and legal advice to clients in a variety of substantive areas. Further, the students should exit the Program with substantive experience (and a work product suitable to use as a writing sample) in a particular area

of the law.

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Q. From which schools will the students be selected?

A. For Summer 2022, we have invited applications from students at the law schools at American University, Catholic University, George Mason University, George Washington University, Georgetown University, Howard University, the University of the District of Columbia, the University of Baltimore, the University of Maryland, The University of Richmond, the University of Virginia, and the College of William & Mary.

Q. What is the application process and timeline?

A. Applications from students are submitted online (the deadline is Friday, January 7, 2022). A screener will review all of the applications and recommend finalists for interviews. Interviews of finalists will be conducted over the weekend on February 19 & 20, 2022 (via ZOOM). The Corporate Scholars Program coordinators then will select finalists for the “Class of 2022” and make preliminary matches with the internships that have been offered by our member companies and organizations. The students and the organizations will then meet to ensure that the match is a good “fit.” When both parties agree to the match, the student and host organization will be able to determine logistics, timing, etc., for the internship to begin.

Interested organizations are asked to submit an application to host a Scholar by Monday, January 31, 2022. Otherwise, there is no application process for potential hosts. Since we are likely to receive offers for more internships than it can fund, the Corporate Scholars Program coordinators, in their discretion, will select the organizations to participate in the Program and make the best possible matches. (In the case of organizations that do not receive a match through the Program, there may be an independent opportunity for an organization to consider a student from the finalist pool and arrange course credit for him/her to intern with the organization.)

Q. My company has its own internship program. If the student has not applied to our program, why would I take the student through the Corporate Scholars Program?

A. The differences between the description, marketing, funding and scope of the Program and the companies’ existing internships may lead a student to apply for one internship and not apply for the other. It is worth noting that students submit applications to our Program without knowing which organizations will be participating and do not discover the names of the participating entities until after the matches are made by the Corporate Scholars Program coordinators.

Q. May my company select the student?

A. The Corporate Scholars Program coordinators strive to make the best possible matches between students and hosts. Companies will not be given a choice from our pool or a voice in the matches.

Q. How are students and companies matched?

A. The Corporate Scholars Program coordinators ask the students for their geographical and corporate practice preferences. In addition, at the end of their interviews, the students are given a list of “blind” descriptions of the internships we have in our pool and rank their top three preferences. We also gather information from the companies about what level of student they want for their internship and what kinds of assignments they will provide. The Corporate Scholars Program coordinators then try to match the students’ interests, academic and employment background to the business and interests of the organizations that have applied to host a Scholar. Location of the companies also is a factor, since we try to make matches to which the students could reasonably

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commute. We wish we could afford to fund all the internships we are offered, but at this time we do not have those resources.

Q. After we learn of our match (if any), then what?

A. When the companies and students are informed of the matches by mid-March, they are told they are tentative. Before a match can be finalized, the company and student must meet, and the student must complete the company's screening process (if any). We have explicitly informed the students (and they have acknowledged and agreed) that they will have to complete any application and hiring process conducted by the organization with which they matched, which may include background checks, fitness checks, or other evaluations conducted during the organization's standard hiring process.

In light of the tight timeframe on which the Program operates, we ask that you have the meeting and conduct and complete any such checks or evaluations promptly (within two weeks after you are informed of the match) and let us know as soon as possible if it prevents you from accepting the match. You should also contact the Corporate Scholars Program coordinators if, after meeting with the student, you have any questions or concerns about the match. The Corporate Scholars Program coordinators will try to resolve any concerns. If the company's concerns are not resolved, the company will not be required to accept the intern and will be withdrawn from the Program.

Q. May a student withdraw from my company's legal department as its designated internship?

A. During our interviews of the finalists, we will ask questions designed to prevent scheduling conflicts, transportation issues, or similar issues, and we will make sure the student understands that he/she may withdraw from the Program prior to the commencement of the Program or while the Program is underway only under extreme personal circumstances, such as serious illness in the student's immediate family. In the event that a student needs to withdraw prior to the start of the Program, we will strive to select another student for the corporation.

Q. When should the internship begin and how long should it last?

A. The internship should begin no later than Wednesday, June 1, 2022, but students and organizations should mutually agree on a specific start date. The internship may begin earlier if the student and the organization desire. The internships last ten (10) weeks. We do not allow Scholars to split the summer and have a second position, unless the other position allows them to meet their full commitment to the Scholars Program without interruption.

Q. How will the scholarship be processed and provided to the students?

A. Funding for the Program comes from the ACC National Capital Region Corporate Scholars Fund (the "Fund"), a non-profit scholarship foundation (501(c)(3)) we established under the auspices of the Greater Washington Community Foundation. We contribute annually to the Fund from our sponsorship and other revenues.

In 2022, once the student and host matches are finalized, the host will take the steps necessary to employ the student for the 10-week internship period. We will arrange for the Fund to remit the moneys for the internship to the host organization, which then will pay the student. Students should be paid the full amount of support provided by the chapter (less applicable income taxes and his or her share of other payroll taxes/deductions) over the course of the 10 weeks by their host

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organizations per the organizations' usual payroll practices and timetables. Employers must pay their share of all applicable payroll taxes and not deduct this amount from the scholarship funds.

Your HR department should be able to help you structure this arrangement, but here are some suggestions that we have gotten from previous hosts:

- When the company receives the grant, you can book it by adding it to the Legal Department's salary expense account. For each payroll period, you would then offset the department's salary expense account credit by the amount paid to the Scholar.
- It may be easiest to set the Scholar up as a full-time, temporary, hourly employee. Inform him/her that he/she will work 40 hours per week. (If the amount of funding in 2022 is \$10,000 that would mean a rate of pay of \$25 per hour.) If you use this structure and the Scholar works overtime, the company will have to pick up that expense.
- Because the Scholar's period of internship may include one or more legal/federal holidays, the Scholar should be paid for those holidays from the amount of the grant.
- Have a discussion up front with the Scholar about how you will handle any other missed days – e.g. for illness or other exigent circumstances. Because we require that the full amount of the grant be used for the internship, there are two choices: (1) require the Scholar to make up the day; or (2) agree to pay even for missed days (assuming these do not become excessive).
- Hosts will be required to submit a statement to ACC National Capital Region at the conclusion of the internship confirming that the full amount of the funding was used for the internship.

If you have any questions, please contact either Frost Telegadas (804-347-1548; Frost.Telegadas-NCR@accglobal.com) or Brandon Fitzgerald (Phone: 202-810-0209; brandon.fitzgerald@unconf.org).

Q. May my company contribute to the scholarship provided by the chapter?

A. We will provide support of at least \$10,000 for each student. In order to maintain equity among the students in the Program, we ask that host organizations not supplement or match the funding that we provide. However, we would be very grateful if your organization would contribute to the ACC National Capital Region Corporate Scholars Fund/GWCF, which will enable us to grow the Corporate Scholars Program in the future and benefit all participating students. Your organization may also volunteer to fund the \$10,000 for an intern and pay the student directly.

Q. Will my company be expected to do anything after the internship ends?

A. We will ask the primary point of contact in the legal department to provide an evaluation of the internship process, the student's performance, and suggestions for changes/improvements in the Program for the future. Our goal is to share the feedback with the participating schools upon completion of the Program, and to continue to refine the Program so that it will grow and thrive into the future. The company will also file all required documents for tax purposes for the period of the student's employment. Finally, hosts will be required to provide a letter addressed to the Greater Washington Community Foundation at the conclusion of the internship confirming that the full amount of the funding was used for the internship.

Q. If the intern works out well, may my company ask him/her to continue working with us?

A. Companies are not required to hire students after their summer internships end, but may choose at their discretion to offer the student Scholar a separate internship, in the fall after the ACC

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internship concludes. Unfortunately, we cannot provide funding or oversight for any additional internship period.

Q. Who should I contact with questions?

A. Please – should you have any questions – make sure to inform one of the Program contacts as soon as possible:

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Apply at:

<https://accnationalcapitalregion.com/survey.php?id=15> before January 31, 2022

Join us LIVE on ZOOM

When: November 4 10:00 AM EST for answers to your questions about this program.

Link:

<https://zoom.us/j/98784809550?pwd=TVRpOTR3dmJoVmp6Qnd2ZVlydHBEdz09>

Meeting ID: 987 8480 9550

Passcode: 608734