

## **ACC National Capital Region Corporate Scholars Program FAQS for Potential Applicants – Summer 2023**

### **Apply at:**

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January 6, 2023

#### **Q. What is the background of the Scholars Program?**

A. In June 2003, the Washington Metropolitan Area Corporate Counsel Association (WMACCA, predecessor to ACC National Capital Region) received a \$10,000 grant from the Minority Corporate Counsel Association (MCCA) to be used to create and implement a diversity-related program. We used the grant to create a summer internship program (the “Program”) where students would receive exposure to and experience in in-house practice 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. We also received donations from individuals and companies. In each of those years, and ever since, we have used a portion of our sponsorship revenues to fund the Program. In 2023, the Program will select its 20<sup>th</sup> class of Scholars.

#### **Q. What are the eligibility criteria for the Program? From which schools will the students be selected?**

A. To be eligible to apply, a student must be:

- In law school at one of the following institutions: 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.
- Engaged in full-time or part-time studies, and in good standing in their law school program.
- Full-time students must be entering their 2L or 3L year in the fall of 2023. Part-time students must be entering their 2L, 3L or 4L year in the fall of 2023. Students enrolled in a joint-degree program should check with the points of contact named at the end of this document to determine eligibility to participate.

#### **Q. What are the characteristics of students that the Program is designed to attract?**

A. We are seeking applications from students who meet some or all of the following descriptors:

- Students who are motivated self-starters who will seek out assignments and thrive in an environment that requires more initiative than a typical summer internship/training program.
- Students from diverse backgrounds. The Program is a diversity pipeline intended to provide exposure to 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. 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

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individual educational and career path. Further, diversity means obtaining applicants who are reflective of the workforce in general and the communities that lawyers serve.

- Students who demonstrate accomplishment, as shown by excellent grades, strong writing skills, previous work experience, and professional maturity.
- Students who are interested in having exposure to and experience in in-house practice.

### **Q. What kinds of entities participate in the Program as hosts? Where will the internships be located? Can I split my summer? Do these internships have to take place over the summer months?**

**A.** The Program hosts are from a wide variety of organizations. They include public and private companies, for-profit and non-profit entities, departments with dozens of lawyers and those with only one or two. We solicit these internships from members throughout our service area (which includes D.C., the entire Commonwealth of Virginia, and suburban Maryland).

Students participating in the Corporate Scholars Program must intern with their host organizations for an uninterrupted 10-week period. We feel very strongly that, to get the maximum benefit from the Program, the Scholars must spend the full 10 weeks at their placements. So, you cannot “split” your summer between a position with the Corporate Scholars Program and another internship program. Any additional summer experience you may want to have would need to fit around the schedule that you and your host organization set for your 10 weeks at the host organization.

We also do not allow students chosen for the Scholars Program to do their internships during the school year, rather than during the summer. The organizations that host the Scholars want the students there during the summer months because it works better for their schedules, and a full-time schedule provides the best and most comprehensive experience for the student.

### **Q. What type of legal experience do the Scholars receive?**

**A.** The Program should provide all interns with meaningful exposure to in-house practice. We understand that 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, we expect that students will exit the Program with substantive experience (and a work product suitable to use as a writing sample) in a particular area of the law.

### **Q. What is the application, screening and interview process?**

**A.** **Applications from students must be submitted online by 11:59 p.m. on Friday, January 6, 2023.** An independent consultant will screen the applications and recommend applicants for interviews with the Program coordinators and panels of ACC NCR members. **Interviews of finalists will be conducted on Saturday, February 18 (via ZOOM).** The Program coordinators will select finalists and make preliminary matches with the internships that have been offered by ACC National Capital Region member companies and organizations. Each student will then meet the preliminary match organization to ensure that the match is a good “fit” and that all company-specific requirements are met. When the parties agree to the matches, the students and organizations will be able to determine logistics, timing, etc., for the internships to begin and the members of the “Class of 2023” will be finalized and announced.

### **Q. How will students and host organizations be matched?**

**A.** The 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

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internships we have in our pool and rank their preferences. We also get information from the companies about what level of student (rising 2L, 3L or 4L) they want for their internship and what kinds of assignments they will provide. The Program coordinators then try to match the students' interests, academic and/or employment background to the business and interests of participating organizations. Location of the companies also is a factor, since we try to make matches to which the students could reasonably commute.

### **Q. Do the host organizations and students meet at some point in the process?**

**A.** The Program coordinators strive to make the best possible matches between students and organizations. Companies are not given a choice from our pool or a voice in the matches. However, the companies and the students we match do meet prior to finalizing the placements. After that meeting, either party could raise questions or concerns about their specific match to the Program coordinators. The Program coordinators will try to resolve any concerns. If those concerns are not resolved, the coordinators may try to find a different match for the student, but may not be able to do so.

### **Q. May a student withdraw from the Program?**

**A.** Once a student receives an offer to participate in the Corporate Scholars Program and a preliminary match, we will ask the student to accept or decline the offer to participate. If the student accepts the offer to participate at that point, the student has committed to take the steps necessary to finalize a placement. Acceptance into the Corporate Scholars Program is very competitive and there are a limited number of slots for placement. If you are chosen as a Corporate Scholar, and accept the offer, you should rescind or withdraw any other pending job application for the same time period. Students may withdraw from the Program prior to the commencement of the Program (or once the Program is underway) only under extreme personal circumstances, such as serious illness in the student's immediate family. Once the internship begins, ACC National Capital Region and the host company expect the student to complete it.

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

**A.** The internship should begin no later than June 1, 2023, but students and organizations should mutually agree on a specific start date. 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. Will the students be paid for their internships?**

**A.** Yes. Funding for the Program comes from the ACC National Capital Region Corporate Scholars Fund (the "Fund"), a non-profit scholarship foundation (501(c)(3)) established by ACC National Capital Region under the auspices of The Community Foundation for the National Capital Region. ACC National Capital Region contributes annually to the Fund from its sponsorship and other revenues.

In 2023, 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. The Fund and/or the host organization will provide the funding in the amount of at least \$10,000 for the internship to each host organization. The host organization will then pay the student the amount of support provided by ACC National Capital Region (less applicable income taxes and other deductions) over the course of the 10 weeks per the organization's usual payroll practices and timetables.

### **Q. If the internship works out well, may the organization extend it?**

**A.** Organizations may choose at their discretion to offer an internship in the fall of 2023. Unfortunately, ACC National Capital Region does not provide funding or oversight for any additional internship period.

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### Q. Who should I contact with questions?

A. Please – should you have any questions – contact:

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If you want to know more, check out this recording of our **informational ZOOM video call** <https://youtu.be/ESLue144Pjw> where former scholars and hosts answered questions about this program.