



**ACC Chicago Diversity Summer Internship Program**  
**Summer 2024**

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# Corporate Host and Mentor Information Packet



# I. Summary

**ACC Chicago's Diversity Summer Internship Program (the "Program") is now in its 21st year!** The ACC Chicago Diversity Summer Internship Program (the "Program") places a select group of first year law students from Illinois law schools in internships with Chicagoland corporate legal departments.

The Program is open to all first-year law students (1L) enrolled in an Illinois law school. Applicants are evaluated and considered based on the following factors: DEI commitment, resilience and perspective.

- **DEI Commitment:** Engagement in efforts to advance diversity, equity and inclusion within the community.
- **Resilience:** Obstacles or challenges you have encountered and overcome, how you overcame those obstacles, and what you learned from doing so.
- **Perspective:** Life experiences that have shaped your perspectives and professional goals

The following packet contains materials for [ACC Chicago's 2024 Program](#). It contains Frequently Asked Questions for your reference. You will also find a calendar of events for the Program.

## II. Frequently Asked Questions

### 1. What is the Program? What is expected of the corporate hosts and mentors?

The Program consists of three primary components: (1) the corporate in-house internship, (2) a robust mentorship program, and (3) workshops and networking events throughout the spring and summer.

The in-house program is a 10-week internship in a Chicagoland corporate in-house legal department. Corporations will be assigned one (1) intern. Interns must work a minimum of 10-weeks. The corporation and intern are free to determine the start and end date of the internship, so long the internship is in-person (hybrid is acceptable provided both intern and host company attorneys are in the office on the same days at least 3 days per week) and it occurs during the summer months.

Corporations are asked to provide the intern with tasks that will expose the intern to issues the legal department confronts day-to-day, including research and writing assignments, attending meetings, and assisting lawyers with various assignments and tasks. The one work requirement is that the interns be assigned at least one project that will result in a writing sample that the intern can use in their job search.

The mentoring component of the Program includes several evening group workshops and networking events (attended by all interns, mentors, and corporate hosts) as well as one-on-one mentoring. Corporate hosts are required to assign a mentor for each intern. Interns will also be assigned an external mentor provided by ACC Chicago.

Finally, the most valuable element of the Program is the opportunity for interns to network with their peers and members of the profession. The Program's social outings, group workshop programs, and other events provide generous opportunities for interns, corporate hosts, and mentors to meet, mingle, and make long-lasting relationships. As such, it is vital – and required – that corporate hosts and mentors attend each event.

**2. What is the process for selecting interns?**

The program accepts applications from 1L law students attending Illinois law schools. Applicants are required to complete an application, including submission of a resume, first semester transcript, and answer essay questions.

The applications and supporting materials are reviewed by the ACC Chicago - Diversity Summer Internship Committee members (“Committee”), which then selects an appropriate group of applicants for interviews.

Over the course of two days, the Committee interviews and then selects the most qualified applicants. The Committee will then match interns with each host corporation.

**3. Is attendance to all of the Program events mandatory?**

**Yes.** We ask our corporate hosts to actively support the Program by requiring at least one (1) lawyer within their department attend each spring/summer event – the social outings, workshops, networking events, and our end-of-the-year celebration program. We require the corporate mentors to attend all events, including the kick-off event, which will incorporate an orientation to the program. Attendance by the interns is mandatory and we ask our corporate hosts’ cooperation in supporting their attendance, including allowing the interns leave work early, if necessary, to arrive at the programs on time. We understand that corporate host attorneys are busy, however, it is vital to the success of the program that at least one attorney (more are always welcome) from each host company attend each event.

**4. Will intern be paid for the summer?**

Yes. Corporate hosts are asked to contribute \$12,000 to ACC Chicago for each student intern selected to work for your company. This contribution goes directly to the intern in the form of a stipend. Payments are to be made to ACC Chicago, which will then disperse payments to interns in two installments over the course of the summer. The ACC Chicago chapter also contributes towards the Program by covering all other Program costs. Participating corporate hosts will receive an invoice prior to the beginning of the summer.

5. **Is there a requirement that the internship be in-person?**

Yes. Now, more than ever, we believe it is critical that our interns gain in-person work experience. As such, we will only accept corporate hosts who commit to providing an in-person experience for our interns. Even more critically, all corporate hosts must guarantee that other attorneys will be in the office on the days they require their interns to be in the office. Hybrid programs are acceptable and we ask our corporate hosts to use their best judgement to ensure their interns have meaningful in-person interaction with other members of your legal department and other personnel.

### III. Calendar of Events

Please mark your schedule for the following events, as applicable. All locations are TBD and usually occur in or near downtown Chicago.

<b>Event</b>	<b>Date/Time</b>
<b>Orientation and Kick-Off Event</b> <b>Location:</b> TBD <b>Attendees:</b> corporate hosts* and interns  *Arrival time for corporate hosts is 5:30 pm	<b>April 12, 2024</b> <b>2:00 pm - 7:00 pm</b>
<b>Social Event</b> <b>Location:</b> TBD <b>Attendees:</b> corporate hosts, interns, mentors	<b>April 13, 2024</b> <b>12:00 pm - 3:00 pm<sup>4</sup></b>
<b>Interview and Resume Workshop</b> <b>Attendees:</b> interns, corporate hosts*, mentors* <b>Location:</b> TBD  *Arrival time for corporate hosts and mentors is 6:00 pm	<b>June 6, 2024</b> <b>3:00 pm - 7:30 pm</b>
<b>Zoom Lunch with the Committee</b> <b>Attendees:</b> interns only	<b>June 13, 2024</b> <b>12:00 pm - 1:00 pm</b>
<b>Fireside Chat with Judge Amy J. St. Eve</b>	<b>TBD</b>

<b>Attendees:</b> interns only	<b>5:30 pm - 7:30 pm</b>
<b>Networking Workshop</b> <b>Location: TBD</b>  <b>Attendees:</b> interns, corporate hosts*, mentors*  *Arrival time for corporate hosts and mentors is 6:00 pm	<b>July 11, 2024</b> <b>5:00 pm - 7:30 pm</b>
<b>Zoom Lunch with the Committee</b> <b>Attendees:</b> interns only	<b>July 18, 2024</b> <b>12:00 pm - 1:00 pm</b>
<b>Alumni Panel and End of Program Celebration Reception</b> <b>Location: TBD</b>  <b>Attendees:</b> corporate hosts, interns, mentors	<b>August 8, 2024</b> <b>5:00 pm - 8:00 pm</b>

## IV. Questions or Concerns

Please contact the following ACC Chicago Diversity Summer Internship Committee Members with any questions or to simply keep in touch.

<b>Alejandra Lara, Co-Chair</b> <b>Associate General Counsel</b> <b>ADM</b>	<a href="mailto:Alejandra.Lara@adm.com">Alejandra.Lara@adm.com</a>
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## V. Next Steps

If you would like to be a corporate host, please send in your commitment letter prior to the ACC Chicago **by February 1, 2024**. Corporate hosts will be notified regarding acceptance to the Program and the number of interns in early March 2023. Please know that every effort will be made to accommodate all companies wishing to participate. However, internship spaces are limited and ACC Chicago reserves the right to limit participation in its discretion.