

2024 DIVERSITY CORPORATE SUMMER INTERNSHIP PROGRAM
PROGRAM OVERVIEW & FAQs FOR SPONSOR COMPANIES

I. General.

The ACC Greater Philadelphia Chapter (ACCGP) is sponsoring its seventeenth annual Diversity Corporate Summer Internship Program aimed at increasing diversity within corporate legal departments. This diversity pipeline initiative provides diverse rising first- and second-year law students with a perspective on the role and activities of in-house counsel, as well as an understanding of career paths that can lead to an in-house legal position. It is also an opportunity for interaction between area law schools and our Chapter members. Application materials will be sent to Drexel, Rutgers-Camden, Temple, the University of Pennsylvania, Villanova, Widener and Wilmington University law schools and will be accepted from other law schools as well.

These internships should provide the students with substantive experience and meaningful exposure to in-house practice. ACC Greater Philadelphia can work with your company to help you structure a positive and productive internship experience. Prior corporate participants include American Water, ARI, Children's Hospital of Philadelphia, CIGNA, Comcast, Exelon, Fanatics, PJM Interconnection, L.L.C., Power Home Remodeling, TE Connectivity, Teleflex, Toll Brothers, Unisys, Venerable, Vertical Screen, and Wawa.

Law students who (1) are a member of a group traditionally underrepresented in the law (e.g., students of color, women, students with disabilities, or LGBTQ+ students) or have overcome a social or economic disadvantage (e.g., financial constraints or cultural impediments) to becoming a law student; and (2) have an interest in working in an in-house legal department are invited to apply to participate in the program. This opportunity is open to students who will be 2Ls or 3Ls in the fall of 2024. The application deadline is January 7, 2024.

This full-time, eight-week long summer internship program will commence on or about June 3, 2024 and end on or about July 26, 2024. Interns will work during regular business hours of the sponsoring company's legal department to gain substantive in-house experience in corporate practice. At a minimum, each intern will be compensated a total of \$8,000 for participation in the program, though a company may elect to compensate an individual intern at a higher rate. ACC Greater Philadelphia, through its fund administrator, will partially subsidize the cost for first-time corporate participants by directly compensating each intern up to \$2,500.00

At least one attorney from the company must be assigned to supervise the intern and meet regularly regarding work assignments and feedback. Work assignments are up to each company's legal department but should be substantive and not clerical in nature. Interns should be provided with an adequate workspace and all necessary equipment and supplies to perform their work. At the end of the program, companies will be asked to provide feedback for future program development.

II. Screening/Interview Selection Process.

Student applicants will be initially screened by the ACC Greater Philadelphia Diversity Committee; the selection of candidates who move forward to slated interviews will be based on the totality of a student's application materials. The Committee reviews an applicant's (1) application form, (2) law school transcript, (3) personal essay, (4) writing sample, and (5) current resume. References or a letter of recommendation, whichever the applicant elected to provide, may be consulted as well.

Around February 12, the selected candidates will then be referred to sponsoring companies for interviews. Placement will be, for the most part, random with the goal of providing companies with a diverse slate of candidates (though the Committee will do its best to accommodate a student's geographic

location when practicable). The number of candidates each company receives will depend on the size of the applicant pool and the number of qualified candidates; in past years, each company was slated with approximately six candidates. It is recommended that companies review their candidates' application materials and reach out to schedule interviews as soon as possible. Companies receive all of their slated candidates' application materials except for the personal essay due to privacy reasons. The Committee will do its best to provide additional candidates for consideration upon request or to "replace" slated candidates that are no longer viable for whatever reason.

Interviews, offers, and candidate responses to offers must be completed by March 31, 2024. Per the National Association for Law Placement (NALP)¹, offers to law students should remain open for at least two weeks after the date of the offer letter; however, due to the nature of the placement process, the size of the program and the number of potential interviewees, candidates are strongly encouraged to respond as soon as possible. Final approval and any offers are at the sole discretion of the company.

Company liaisons are kindly requested to keep the Diversity Committee Chair updated as to the status of their interviews and offers throughout the months of February and March.

III. Programming.

- June 3, 2024: There will be a brief orientation call scheduled for the first day of the program for the interns and a representative of their sponsor company.
- June TBD: The Diversity Committee, along with a sponsor law firm, will host a panel for the interns. Company representatives are invited to join the interns for a kick-off reception to be held following the panel.
- June TBD: Intern Event Day – Volunteer activity, Lunch and Networking Activity
Companies are expected to allow their respective intern to participate in the one-day event.
- July TBD: Law firm "speed dating" / recognition closing ceremony
- July 26, 2022: Program end date.
- Fall 2022: Interns and a representative from each company are requested to attend a closing ceremony at the end of the program to recognize and honor the 2024 participants.

Companies will be notified of the exact program schedule as soon as it is confirmed and will receive invitations closer to the event date.

IV. Frequently Asked Questions.

1. What is the timeline for the interview selection process?

Sponsoring companies can expect to receive their slated candidates around early-February. The companies should then reach out to schedule interviews with their candidates as soon as possible, preferably within a week. Interviews, offers, and responses to offers must be *completed* by March 31st. A representative from each sponsoring company will be provided with a login to Survey Monkey Apply, which will be used to review assigned applications.

2. Can a sponsoring company have its intern start earlier than the program start date?

Yes. Companies are welcome to hire an intern for an earlier start date and/or choose to extend the internship end date. Interns must be hired at a minimum for the full eight weeks of the program.

3. Can a candidate request to interview with a specific sponsoring company?

No. For program administrative reasons and in the interest of fairness, the Committee does not take placement requests from candidates.

4. Do applicants expect that this internship will lead to a full-time job offer?

The Diversity Committee makes clear to all applicants that unlike traditional summer associate programs at law firms, there should be no expectation that a summer internship position within the program will lead to further employment (whether it be an offer to return the following summer or for a full-time position after graduation).

¹ <http://www.nalp.org/fulltextofnalpprinciplesandstandards>

5. How is the ACCGP's portion of the stipend paid out to the intern?

For first-time corporate participants only, ACCGP's fund administrator, the Philadelphia Bar Foundation, will distribute payment directly to those interns whose sponsoring companies have elected to use the ACCGP's portion of the stipend (up to \$2,500). Half of the ACCGP's portion of the stipend will be distributed to the intern via mailed check at the start of the program, and the remaining half will be distributed via mailed check at the end of the program. The sponsoring company is responsible for the remaining balance of the intern's total compensation, payable in accordance with the company's standard payroll procedures. Companies that are eligible for the subsidiary may elect to waive all or any portion of their subsidy as a way to make a donation to the program's endowment fund.

PLEASE NOTE: Interns will be required to attend certain mandatory events during the summer internship. The time the intern spends attending these mandatory events should be considered work-related and the Company is expected to compensate the intern accordingly.

V. More Information.

If you would like to learn more about the Diversity Corporate Summer Internship Program, please contact Co-Chairs, Smita Aiyar at smita.aiyar@workday.com or Ricki Abrams at rabrabs@verticalscreen.com.