

## ACC – St. Louis Diversity Summer Internship Program FAQs for Applicants - Summer 2022

The Program is being organized by the Association of Corporate Counsel - St. Louis Chapter as part of the chapter's commitment to develop diversity programs and initiatives in the St. Louis area.

The Program places a diverse student who has successfully completed his or her first year of law school in the legal department of a corporation. The Program is designed to provide students with exposure to and experience in in-house practice. The Program is also designed to be a "diversity and inclusion pipeline," opening up opportunities to populations within law schools that may lack access to and/or knowledge of in-house legal practice, such as students from demographic groups who are under-represented in the legal profession and students whose family backgrounds lack in professional careers, college degrees or exposure to the law. Diversity and inclusion for this Program is used in its broadest sense.

**Q. Where will the internships be located?**

A. Internships will be located in the St. Louis metropolitan area, including at locations outside St. Louis city limits. Students will be responsible for their own lodging and transportation for the Program. Given the current status of COVID-19, host companies may elect to hold the internship remotely. ACC St. Louis will work with selected student if they require a remote internship.

**Q. What type of legal experience do interns receive?**

A. The Program should provide all students 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 for a writing sample) in a particular area of the law.

**Q. From which schools will the students be selected?**

A. ACC – St. Louis is inviting applications from students at the law schools at the University of Missouri, Saint Louis University, Howard University, Southern Illinois University and Washington University.

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

A. **Applications from students must be received by Friday, January 28, 2022. Interviews of finalists will be conducted in February 2022, and applicants must be available for interviews in order to be considered for the Program.** The Internship Subcommittee then will select the members of the "Class of 2023" and make preliminary matches with the internships that have been offered by ACC – St. Louis member companies and organizations. The students and the organizations will then meet to ensure that the match is a good "fit." When the parties agree to the matches, the students and organizations will be able to determine logistics, timing, etc., for the internships to begin.

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

A. No, but the Internship Subcommittee strives to make the best possible matches between students and corporations.

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**Q. May a student withdraw from the Program after starting the internship?**

**A.** Students 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. Once the internship begins, ACC – St. Louis 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 in late May 2022, but students and corporations should mutually agree on a specific start date. The internships last ten (10) weeks.

**Q. Will the students be paid for their internships?**

**A.** Yes. Students selected for the Program will be paid a total of \$8,000 for 10 weeks of work (\$800/week), paid in part by the host company and in part by ACC – St. Louis.

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. Students may be required to complete paperwork, background checks, and other processes required by the host for temporary employment. Students will be paid a total of \$8,000 (less applicable income taxes and other deductions) over the course of the ten weeks by their host companies per the companies' usual payroll practices and timetables.

Students are expected to work full time during the 10-week internship, approximately 40 hours per week. Students should coordinate time off and vacation time with their host companies, as well as expectations for remote working if the internship is to be remote.

**Q. Will the internship lead to a full-time position after graduation?**

**A.** Unlike traditional summer associate programs at law firms, there should be no expectation that a summer internship position within our program may lead to further employment (whether it be an offer to return the following summer or for a full-time position after graduation). Due to the nature of the role of in-house counsel, most legal departments do not hire graduates directly out of law school.

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

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

**ACC – St. Louis Chapter**  
**314-416-0404**  
[ACCSTL@QABS.com](mailto:ACCSTL@QABS.com)