

# WICHITA BAR ASSOCIATION

## SUMMER INTERN PROGRAM

### MISSION AND OBJECTIVES

- To create summer employment in law firms, corporate legal departments, or other law-related positions for Wichita area high school students who might not have such an employment opportunity.
- Through the employment process, to teach interns about the responsibilities of holding a job and functioning as a contributing member of a legal office.
- To provide interns with an opportunity to learn more about the business world, the legal system, and the Wichita community.
- To expose interns to the work ethic at all levels of the legal profession.
- To provide interns with an opportunity to meet and interact with other high school students through seminars.
- To assist the interns in identifying and attaining their post-high school goals.

### POLICIES AND PARAMETERS OF PROGRAM

#### I. CRITERIA FOR SELECTION AND RECRUITMENT OF INTERNS

- A. Age of Intern: Interns must be at least 16 years of age and entering their senior year of high school in the fall of 2008.**

The 16-year age requirement should provide the appropriate level of maturity required for the Program, although this is an attribute to be more fully examined through the application and interview process.

The Program is limited to those students between their junior and senior years of high school. The program would have the most impact on those students who are able to return to school in the fall after a successful internship experience.

- B. Geographical Boundaries: Recruiting will be directed to all schools, public and private within Sedgwick County, and to other students through the Wichita Bar Association web site.**

- C. Financial Need: Consideration is given to financial need of the applicant.**

This Program has as one of its objectives the creation of employment opportunities for students who would not ordinarily have such an opportunity. While it is not necessarily the case that such a student would be economically disadvantaged, there is very likely such a relationship.

Determination of financial need is one of the most difficult challenges faced by the selection committee. However, through the use of appropriate questions on the application and the contact of references at the applicant's school, it should be possible to draw some conclusions about the applicant's financial need.

- D. Other Factors to be Considered: Consideration is given to the academic performance of the intern, writing abilities, maturity, the long-term plans of the intern, and his or her interest in a law-related career.**

The Committee seeks individuals who have the potential and desire to continue with their education beyond the high school level. Accordingly, consideration will be given to the academic performance of the applicant, the extracurricular activities of the applicant, and his or her future education and career plans. The applicant will be required to provide a copy of his or her high school transcript.

To assist the screening committee's evaluation of these criteria, the application process will require two letters of recommendation, one of which must be a letter from a teacher, counselor, or other school staff. Through this process, the best and clearest picture can be obtained about the applicant's academic performance, financial need, and maturity level.

## **II. DAY-TO-DAY OBJECTIVES OF PROGRAM**

### **A. Work Experience: The intern should expect to have the same work requirements as other students or support staff employed at law firms.**

The primary objective of the program is to afford a law-related employment opportunity for deserving high school students who might otherwise not have the access to these positions. Additionally, the interns will be provided, through the educational component of the program, with access to many other segments of the Wichita community.

The intern should expect to have the same work requirements as other students or support staff employed at law firms. It is important that the prospective interns understand that the program is not intended to be a Legal Clerkship program for high school students, but instead will require them to perform work within the office commensurate with their age and educational level. At the same time, the Committee hopes that the employers will provide some unique, educational, and interesting jobs for the interns to offer some insight into working within the legal profession, but that need not be the primary goal of the employer.

The employers should focus on providing the intern with a well-rounded employment experience, keeping in mind that the primary goal to be reached with each individual intern is learning to work as a part of a professional team. It is the Committee's responsibility to ensure that trial-watching opportunities are provided to each intern.

### **B. Length of Internship: The formal program will be a eight-week program, beginning during the first week of June.**

It is recognized that participating employers may continue their intern's employment beyond the close of the formal program.

### **C. Hours to be Worked: The formal program will require a commitment by the employer(s) and intern for twenty hours per week, with the weekly educational seminars being a part of the twenty hour commitment.**

The interns will participate in a half-day (generally) seminar once a week. That time will be considered part of the twenty-hour commitment to be compensated by the employer and attendance is required to successfully complete the program.

It may be that, in addition to the half-day seminars, there are additional educational opportunities for the interns (e.g., Mock Court). These activities would probably occur during non-working hours and would be strictly voluntary on the intern's part. They would not be compensated for these additional activities.

**D. Intern Compensation: All interns will be compensated at a uniform rate.**

It is important to ensure that all interns are provided as nearly uniform an experience as possible. To that end, it is important that all interns be paid at the same hourly rate. The official salary for the 2008 summer will be \$6.50 per hour. The interns will be compensated for the time spent attending the half-day educational seminars.

After the close of the formal program, employers and interns are free to individually agree upon a different compensation if the employers intend to extend the employment.

**E. Intern Attire: The intern is expected to dress in a professional manner.**

It is important that all interns selected have appropriate professional attire to wear to the office. Because some of the interns selected may not have the financial ability to purchase such attire at the outset of the program, individual consideration will be made regarding clothing assistance.

**F. Restricted Activities: Interns are not permitted to participate in activities that will subject them to unreasonable harm or danger.**

In the event a supervisor has questions or concerns about whether certain activities would be unreasonably dangerous, he or she should first contact Janice Friedman, Committee Co-Chair at 265-7741, who would then contact the Committee. Additionally, while it may be that interns will be asked from time to time to perform functions involving the use of a private vehicle, access to a private vehicle shall not be a requirement of employment. During any activity involving the use of a private vehicle, the intern is required to wear seat belts and to comply with all other applicable laws.

**G. Employer Policies and Procedures: Interns are expected to comply with all employment policies and procedures of individual employers.**

Interns will be required to comply with all policies and procedures of individual employers regarding hours worked, after hours access to work premises, notification of late arrival or absences and any other policies and procedures applicable to employees of the firm.

Failure by an intern to observe applicable policies and procedures could result in the intern's dismissal from the Summer Intern Program.

Interns may also be dismissed for other misconduct such as: theft, unauthorized destruction of files, misuse of firm property or equipment, damage to firm property or other violations of civil or criminal laws.

**H. Client Confidentiality: Interns are expected to comply with all legal and ethical rules regarding the confidentiality of client and other sensitive information.**

Interns may, as part of their employment, be exposed to sensitive and private information regarding clients of the individual law firm in which they are employed. It is expected that interns will not discuss, release or disclose any such information to anyone outside of the law firm.

Ethical Rules governing the conduct of attorneys require that the attorney and their staff "not reveal information relating to representation of a client unless the client consents to the disclosure."

Failure by an intern to comply with rules regarding confidentiality could result in the intern's dismissal from the Summer Intern Program.

### III. ORIENTATION

**A. Intern Orientation: The intern must attend the program orientation prior to beginning employment.**

It is absolutely necessary that each intern attend the program orientation prior to beginning actual employment. The orientation will remind the intern of the program objectives, will inform the intern of his or her responsibilities as an intern and as an employee, will provide the intern with some initial information as to the types of jobs he or she will be performing.

**B. Employer Orientation: The participating intern supervisor is key to the success of the Program. Each employer will designate a supervisor and that designated individual must attend the employer orientation program.**

An orientation session for intern supervisors is absolutely vital to the continued success of the program. Such an orientation will help ensure that an individual is formally designated by each employer to be responsible for the intern. It will also help ensure that each employer is aware of its commitments and responsibilities in the program.

The orientation program will be held prior to the intern orientation. The orientation session should meet the following objectives: (1) provide the supervisor with an understanding of the information being provided to the interns, (2) provide the supervisor with a profile of the interns, (3) inform the supervisor of his or her daily responsibilities in the program and provide him or her with examples of job tasks that interns might do, (4) introduce the supervisors to the Program Administrator, and (5) provide the supervisors a forum to answer any questions they may have.

**C. Parent Orientation: The parents and the interns will be invited and encouraged to attend an orientation session to provide them with information about the Program and the responsibilities of the participants in the Program. Employers are encouraged to attend.**