

# WICHITA BAR ASSOCIATION

## 2012 SUMMER INTERN PROGRAM



### MISSION AND OBJECTIVES

- ∅ To create summer employment in, and exposure to, 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 2012.**

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 an eight-week program, beginning during the first full 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. The intern may only miss two of these seminars to remain in the program. Attendance will be taken.

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 2012 summer will be \$7.25 per hour (or the federal minimum wage in place at the time of the internship). 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. If you should have a question regarding office appropriate attire, please call Chris Nagy at the Wichita Bar Association, 263-2251, ext. 101.

**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 Sharon Dickgrafe, Committee Chair at 316-268-4681, ext. 24, who would then contact the Committee.

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**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 firm and 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, misuse of confidential information 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 immediate dismissal from the firm and the Summer Intern Program.

### **III. ORIENTATION**

**A. *Intern Orientation:* The intern must attend the program orientation prior to beginning employment. The orientation will be held June 4, 2012, 9:00 a.m. – 1:00 p.m.**

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. *Parent/Intern 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 strongly encouraged to attend to meet the parents and answer any questions they may have at the time. The orientation will be held May 9, 2012, 6:00 p.m.**