

**THE NEW YORK BAR
FOUNDATION**

**2017 CORPORATE COUNSEL
SECTION FELLOWSHIP**

**Corporate Counsel Diversity
Internship Committee**

Chair:

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The New York Bar Foundation

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Fellowship Program Goals

The Fellowship has been created as part of the Corporate Counsel Section’s commitment to diversity and in conjunction with the New York State Bar Association’s Diversity Challenge. The fellowship goal is twofold. First, to provide the selected organizations with the chance to have students from a diverse range of backgrounds provide assistance without cost and second, to provide students from a diverse range of backgrounds with an opportunity to experience in-house legal practice.

Eligible Candidates

A second year law student from a New York law school from under-represented groups capable of fulfilling the requested work hours and responsibilities. A minimum GPA of 2.5, a letter of interest with a discussion about your personal commitment to diversity and how being from an under-represented group has impacted you along with a writing sample will be required upon application.

Host Company:

The fellowship will take place at a New York public interest legal or charitable organization that The New York Bar Foundation’s Board of Directors will select from among organizations that apply to The Foundation for a grant. The student will assist the organization’s general counsel (or other similar individual holding a counsel position) with matters relating to counsel or advice to the organization.

Program’s Scope

The Program shall operate during the summer of 2017, and the NY public interest legal or charitable organization will employ and pay the intern at least \$6,000 stipend or an hourly equivalent based on the hours required.

The program schedule is as follows:

Schedule	Dates and Deadlines
NY public interest legal or charitable organization application Deadline	September 15, 2016
Student Application Deadline	February 1, 2017
Interviews will start once organization is selected	March
Fellow Selection and Presented to Foundation	March 31, 2017
Program Term	June - August*
KGS Intern Program for Sponsors and Interns	TBD July or August 2017

***dates may vary slightly to accommodate individual circumstances**

Student Fellow Responsibilities

- Submit the following to the Fellowship Committee: The Student Application Form (attached hereto), a copy of your resume, a current, unofficial law school transcript, a letter of interest with a discussion about your personal commitment to diversity and how being from an under-represented group has impacted you, and a writing sample. To be eligible, students must have earned a minimum GPA of 2.5.
- Complete the appropriate hours with an assigned host company.
- Attend any Program related meetings/receptions, currently mentoring events and one reception to honor the fellow, law schools and host.
- Complete an evaluation of the Fellow Program.
- At the conclusion of the Fellowship, the recipient will be required to produce a summary evaluation report that may be produced as an article in the Corporate Counsel Section Newsletter and/or The Foundation's Newsletter.

Host Organization Responsibilities

- Commit to the sponsorship of the fellow.
- Employ the student for the summer.
- Identify a contact person for the Program.
- Screen and interview student candidates during the designated time period. If requested, the law school will arrange all aspects of the interviews.
- Designate an attorney to serve as a Mentor for the student fellow who will work with, consult, advise, and guide the student fellow during his/her tenure with the Host Organization in the same manner as they do with other fellow and new lawyers.
- Exercise diligence and sensitivity to ensure that meaningful work assignments equivalent to those assigned to other fellow and young lawyers are delegated to the student intern.
- Evaluate the student fellow as they would with any other law fellow working for them.
- Complete an evaluation of the Program and provide any information relevant to the Program requested by the Bar Foundation.

Fellowship Committee's Screening Process

Among other responsibilities, the Fellowship Committee will consider the Host Organization's hiring criteria and the student's application based upon:

1. Content and quality of application materials
2. Work experience
3. Research, writing, analytical, communication and organizational skills
4. Leadership experience
5. Extracurricular activities and community service
6. Academic record
7. Student Fellow's interest in a particular Host Organization's legal practice
8. Maturity, integrity, professionalism, and sensitivity to ethical concerns
9. Any other relevant factors

Host Organization Responsibilities

- Screen and interview fellow candidates during the designated period
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- Employ a fellow for approximately 315 hours.
- Designate an attorney to serve as a mentor for the fellow.
- Exercise diligence and sensitivity to ensure that meaningful legal assignments equivalent to those assigned to the law clerks and new lawyers are delegated to the student fellow.
- Consider having a representative from the company attend related meetings/receptions currently one event in July/August.
- Complete an evaluation of the Fellowship Program and provide any relevant information requested by the Committee.

Signature: _____

Date: _____

**2017 Corporate Counsel Section Fellowship
Student Application Form**

Name: _____

Address: _____

Telephone: _____ E-mail: _____

Areas of interest (if applicable): _____

I agree to participate in the Fellowship Program, which shall require:

- Completion of approximately 315 hours with assigned Host Organization.
- Attendance at Fellowship Program related meetings and/or receptions, currently one reception in July/August
- Completion of an evaluation form rating the Fellowship Internship Program.

Signature: _____ Date: _____

Where did you hear of TNYBF Fellowship Opportunity? _____

Application Process

Submit the following application materials to the Fellowship Committee, mclair@tnybf.org:

1. Application Form
2. Resume
3. Unofficial, current law school transcript
4. Writing sample
5. Letter of interest with a discussion about your personal commitment to diversity and how being from an under-represented group has impacted you.

Fellowship Requirement

At the conclusion of the Fellowship, the recipient will be required to produce a summary evaluation report that may be produced as an article in the Corporate Counsel Section Newsletter and/or the Foundation's Newsletter.