



Summer Law Intern Program

*A partnership of the
Dallas Bar Association & Dallas ISD*

SUMMER 2016

Dear Summer Law Intern Program Applicant:

Thank you very much for your interest in spending your summer working as a young professional in the legal community of Dallas. Interns selected for employment will earn \$8.00+/hour for up to eight weeks (amount is determined by employer) and conduct themselves appropriately within a professional environment.

In order to be considered for the position, you **MUST** meet the following criteria as outlined below. Please read each requirement carefully. Competition for the limited number of positions available is intense and your adherence to the following instructions will ensure that your application is given prompt attention.

APPLICANT REQUIREMENTS

An applicant must:

- Be a Dallas ISD high school junior during the current school year
- Have an academic average of **85 or above**
- Have no more than 10 absences
- Be available to work normal office hours, Monday through Friday, between **June 13 – August 5, 2016** (a total of either 4 or 8 weeks)
- Have dependable transportation or access to DART during the summer;
****Most employers are located in downtown Dallas, but some are located in other areas of Dallas**
- Be available to interview at your school during **April 7 and/or 8, 2016** (exact date TBD)

**Submit a completed application, along with the following materials,
to your high school counselor by:
Tuesday, March 22, 2016**

- A completed essay page (100+ words)
- A cover letter and resume' outlining your experience and accomplishments
- Two recommendation letters from teachers, counselors, school administrators, or employers - ***letters from friends, relatives or acquaintances will not be accepted.***
- A copy of your transcript – the counselor should provide this
- The attached *Learning Agreement* signed and dated by you and your parent/guardian

We appreciate your interest in this rewarding opportunity!

Dallas Bar Association and Dallas Independent School District
SUMMER LAW INTERN PROGRAM



Dallas Bar Association and Dallas Independent School District
2016 SUMMER LAW INTERN PROGRAM

DESCRIPTION

- A Program of the Dallas Bar Association & the Dallas Independent School District
- Launched during the summer of 1994 – **this is the 23rd year (2016) for the program**
- Each summer, for up to eight weeks during June-August, incoming high school seniors work in law firms and corporate legal departments throughout the Dallas area.
- Our goal for 2016 is to provide more internship opportunities for the students within Dallas ISD
- For many of these students, an opportunity of this caliber would otherwise be unavailable. By participating in the program, the students gain self-esteem, self-confidence and a sense of pride and professionalism. The interns are also introduced to the professional opportunities available to them if they continue to apply themselves in their school and other activities.
- For the Dallas Independent School District, the program is administered through the Career & Technology department. This department is actively involved with businesses and professional organizations in the Dallas area.
- The selection process for the interns is highly competitive—they must have a GPA of 85 or above, less than 10 absences, complete an application which will include all their activities and accomplishments, references from teachers and principals, transcripts, and finally, they are narrowed down to the top four from each of the 30+ DISD High Schools that participate and go through personal interviews with attorneys and Dallas ISD representatives. Each year more than 25 Dallas area attorney volunteers donate two to three hours of their time to interview the student applicants.
- Interns work to provide general office support duties, messenger services, document organization, filing, copying, and the like. Employers provide an \$8.00+ per hour salary and assign a supervisor and a lawyer to be a mentor for the student. Invariably, the students are exposed to many other experiences such as trips to the courtroom or boardroom or other venues where they learn about real world interaction between attorneys and the community. The mentors and the interns each benefit from their involvement in the program and many maintain contact with each other even after the program ends.
- The summer also includes educational events held on various Friday afternoons where students are hosted at locations such as the Dallas Courthouses, the Belo Mansion, and law firms. The events are mandatory and each employer agrees to compensate their student during their time at these educational events as part of the employer's commitment to the success of the program.
- The Summer Law Intern Program has received a Dallas Bar Foundation grant each year from 1998-2014.
- The Summer Law Intern Program has been featured in Robert Miller's business column on July 14, 2010 *Dallas Morning News*, DbusinessNews.com, North Dallas Gazette and in the Dallas ISD's August/September 1998 *District Times*. The program is recognized among members of the Dallas Bar as one of the most successful partnership projects ever undertaken by the Dallas Bar Association and the Dallas Independent School District.

Dallas Bar Association and Dallas Independent School District
APPLICATION FOR SUMMER LAW INTERN PROGRAM

Components

PERSONAL INFORMATION

Name, Date of Application, Social Security Number (required), Date of Birth, Address, Telephone, Shirt size, Student ID# (required), E-Mail Address, Parent/Guardian Name & Contact Number, Name of High School, Career Plans/Goals, Areas of Law that Interest You

SCHOOL ACTIVITIES

List school activities involved in, years of participation & any recognition received. Activities include clubs, events, sports, competitions, etc.

COMMUNITY ACTIVITIES

List any volunteer work or community activities participated in including the name of the organization, years worked at that organization, and responsibilities.

WORK EXPERIENCE

List any previous paid employment experience, years worked, and duties.

JOB SKILLS

List any job-related skills below (filing, computer software knowledge, organization, business machine operation, etc.)

WORK AVAILABILITY

Indicate your work availability for the summer

ESSAY

Describe in 100 words or more a goal in your life that you have accomplished. Tell why you were proud of yourself and what you had to do to reach this goal.

COVER LETTER & RESUME

Submit a cover letter and resume' outlining your accomplishments, experience (school, work, etc.), skills, etc. Provide helpful information about you that your employer should know.

LETTERS OF RECOMMENDATION

Submit two letters of recommendation from school administrators, teachers, counselors or employers.

COPY OF SCHOOL TRANSCRIPT

A copy of your school transcript should be submitted by the school counselor.

SIGNED LEARNING AGREEMENT

A signed and dated attachment that indicates you understand and will comply with the Summer Law Intern Program requirements for participation.

***Meeting eligibility requirements does not guarantee acceptance into the
Summer Law Intern Program***

Dallas Bar Association and Dallas Independent School District
APPLICATION FOR SUMMER LAW INTERN PROGRAM
Reminder: This program is only for juniors within the Dallas ISD during the school year 2015-2016.
Deadline: Tuesday, March 22, 2016.

Personal Information

(Please complete online or use black ink)

(USE LEGAL NAME ONLY)																																							
Last Name															Jr., etc					First Name															MI				

Date of Application										Social Security Number										Date of Birth									
Mo.			Day			Year				REQUIRED										Mo.			Day			Year			

Male or Female			Street Address /P.O. Box / Apt. Number															City										ST				
M			F																													

Zip Code					Area Code			Telephone Number					Shirt Size (circle)				Student ID#				
													S M L XL								

E-Mail Address (will be used to contact the student regularly):																																							
Best way to Contact You (email, cell, etc.-please provide):																																							
Nickname, if you do not go by your Legal Name:																																							

Parent/Guardian Name: _____																				Best Contact Number: _____																			
(please print)																																							
Parent/Guardian Address: _____																																							
(If different from above)										(Street)										(City, State)										(Zip)									
Dallas ISD High School You Attend: _____																																							
Career Plans/Future Goals: _____																																							
Area of Law You are Interested In: _____																																							

SCHOOL ACTIVITIES

List school activities in which you are involved. Please include your involvement in clubs, events, sports, competitions, etc.

<u>Description of School Activity</u>	<u>Years of Participation</u>	<u>Recognition</u>

COMMUNITY ACTIVITIES

List any volunteer work or community activities in which you have participated.
Include the name of the organization for which you worked, when you worked there, and your responsibilities.

<u>Organization</u>	<u>Dates of Participation</u>	<u>Duties & Responsibilities</u>

WORK EXPERIENCE

List any previous employment experience for which you were paid.

<u>Organization</u>	<u>Dates of Participation</u>	<u>Duties & Responsibilities</u>

JOB SKILLS

List any job-related skills below (i.e. filing, computer software knowledge, organization, business machine operation, etc.)

I hereby affirm that all information provided in this application is true and to the best of my knowledge and I agree to abide by the rules and regulations of the employing organization.

_____ day of _____, 20____

Signature of Applicant

Signature of Parent/Guardian

Dallas Bar Association and Dallas Independent School District
APPLICATION FOR SUMMER LAW INTERN PROGRAM

Additional Information

Applicant: (Last) _____ (First) _____ (MI) School: _____

List any additional information that you would like for us to know about you below:

WORK AVAILABILITY

Please indicate your availability for this summer and return this page with your application:
(Please check all that apply. Students may be placed in either 4- or 8-week positions during this time--depending upon the employer's work availability.)

8 wks. (June 13 – August 5, 2016)

4 wks.:

(June 13 – July 8, 2016)

(July 8 – August 5, 2016)

Full time (40 hrs/wk)

Part time (min. 20 hrs/wk)

ESSAY

As a separate attachment – typed or written, please describe in 100 words or more a goal in your life that you have accomplished. Tell why you were proud of yourself and what you had to do to reach this goal.

COVER LETTER & RESUME'

As separate attachments – please include a typed, professional cover letter and resume' with your application.

LETTERS OF RECOMMENDATION

As separate attachments – please include two letters of recommendation with your application. The letters should describe why you should be chosen to participate in the Dallas Bar Association/Dallas ISD Summer Law Intern Program. The letters should be from someone who knows you and your work ethic well, for example, school administrators, teachers, counselors or employers - *letters from friends and relatives will not be accepted.*

COPY OF TRANSCRIPT

As a separate attachment – the school counselor will need to include a copy of your transcript.

APPLICATION FOR SUMMER LAW INTERN PROGRAM

STUDENT & PARENT LEARNING AGREEMENT

I, a student, if accepted into the Summer Law Intern Program, agree to:

- Attend the *Parent/Student Orientation*, with one of my parents/guardians, on **Sunday, June 5, 2016** from 2:30-4:00 p.m. at the Belo Mansion, Dallas, TX. – *this day/time is subject to change.*
- Attend the *Meet Your Employer* event (student only) on **Thursday, June 9, 2016** from 11:00 – 1:00 p.m. at the Belo Mansion, Dallas, TX – *this day/time is subject to change.*
- Attend the *Educational Events* planned for various Friday afternoons during the summer – attendance is determined by your work schedule.
- Complete journal assignments and fill out surveys and questionnaires related to program events as well internship experience.
- Show up to work on time and work the full hours assigned by my employer.
- **Call my employer** if I am ever running late or unable to work on a specific day.
- Wear appropriate work/business attire, as defined by my employer.
- Understand that I must submit on this form, any known conflicts I have with meeting the obligations set forth in this letter, so that a determination can be made as to whether they are acceptable to my employer. I have checked the appropriate blank below:

_____ I have no known conflicts that would prevent me from 100% participation in SLIP as described in this letter.

_____ I have the following conflict(s) that would prevent me from 100% participation in SLIP as described in this letter:

-
- Last, I understand that in accepting this internship offer, subject to the clearing of any conflicts listed above with my employer, I am committing to full participation in the program and will not later accept a conflicting employment offer that would prevent my participation in the program.

_____ day of _____, 20____

Signature of Student

I/We, the parent(s) and/or guardian(s) of a student accepted into the Summer Law Intern Program, have read this agreement and agree to support my/our student in following through on his/her commitment to the Summer Law Intern Program.

_____ day of _____, 20____

Signature of Parent/Guardian