



**ACC GREATER PHILADELPHIA
2018 DIVERSITY CORPORATE SUMMER INTERNSHIP PROGRAM**

Application Instructions

1. Review the 2018 Diversity Corporate Summer Internship Program Overview & FAQs (attached).
2. Complete the application in full. Incomplete applications may be automatically disqualified.
3. Attach the following items:
 - a. A current law school transcript (official or unofficial);
 - b. A personal essay of 250-500 words;
 - c. A writing sample (limited to 10 pages); and
 - d. A current resume.
4. Additionally, please either include the contact information of two professional/academic references OR have a letter of recommendation sent separately as instructed below.

Send all application materials via email as an electronic attachment to Sadeq Khan at skhan@verticalscreen.com, with copy to: philly.chapt.asst@accglobal.com, by no later than **February 16, 2018**.

(Please Print Clearly in Ink or Type)

I. General Information.

First Name: _____ Last Name: _____ Middle Initial: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Email: _____

Are you a United States citizen? Yes No If not, Visa Status: _____

Gender: Male Female Nonbinary

Diverse Status. *The ACC Greater Philadelphia Diversity Corporate Summer Internship Program is aimed at increasing diversity within corporate legal departments. Applicants should be members of minority groups traditionally underrepresented in the legal profession based on (i) race, (ii) ethnicity, (iii) religion, or (iv) LGBTQ status.*

Select One:

- Yes, I qualify for diverse status based on the above criterion.
- No, I do not qualify for diverse status based on the above criterion.



If you do not attend one of the Philadelphia area law schools, please explain why you are interested in working in the Greater Philadelphia region. Attach an additional sheet if necessary.

Some of our participating corporate sponsors are located outside of the city limits and are not accessible by public transportation. Do you have reliable transportation other than public transportation?

Yes No

II. Academic Information.

Name of Law School: _____

Currently Enrolled? Yes No Full-time Part-time

Anticipated Graduation Date: _____

Entering Class Level in Fall 2018? 2L 3L

Overall GPA: _____ Class Rank (if applicable/known): _____

✓ PLEASE ATTACH A CURRENT (OFFICIAL OR UNOFFICIAL) LAW SCHOOL TRANSCRIPT.

Name of Undergraduate Institution: _____

Overall GPA: _____ Graduation Date: _____ Degree: _____

Describe any academic awards you received in undergraduate and/or law school. Attach an additional sheet if necessary.

III. Financial Information.

Have you qualified for financial aid? Yes No

Has it been necessary for you to work in order to attend law school? Yes No

IV. Extra-Curricular Activities.

Describe your role in any extra-curricular activities in undergraduate and/or law school, specifying any leadership positions and any awards received. Attach an additional sheet if necessary.

V. Personal Essay and Writing Sample.

Write a brief essay (250-500 words, typed on 8x11 inch paper) to explain why you qualify for this diversity internship, any challenges you have faced as a member of a minority group traditionally underrepresented in the legal field, and what you hope to gain from the corporate diversity summer internship experience. Please include such things as any significant community service with which you have been involved, any leadership roles and awards received, and any other background information that you believe is important to the consideration of your application. Your personal essay will only be used by the Diversity Committee and its representatives for screening purposes into the program and will not be disclosed to third parties including participating companies.

✓ **PLEASE ATTACH A WRITING SAMPLE OF YOURS FROM LAW SCHOOL.**

VI. Practice Areas of Interest.

List any particular area(s) of law in which you would like to gain experience this summer and/or field(s) in which you have prior specialized industry knowledge and interest.

VII. Legal Experience.

✓ **PLEASE ATTACH A CURRENT RESUME.**

VIII. Letter of Recommendation or References.

You may either provide a letter of recommendation from an academic advisor, dean, professor or employer/supervisor OR provide the contact information for two (2) professional or academic references unrelated to you. The Diversity Committee and/or any participating companies may contact your references in their evaluation of your candidacy. The letter of recommendation must be submitted *directly to Sadeq Khan, Diversity Committee Co-Chair, c/o Vertical Screen, Inc., 251 Veterans Way, Warminster, PA 18974* or via email to skhan@verticalscreen.com, with copy to: to philly.chapt.asst@accglobal.com, and received no later than **February 16, 2018**.

Select One:

- I elect to have a letter of recommendation sent directly to the Diversity Program Co-Chair. I understand that my application will be considered incomplete until I receive confirmation of receipt of the letter.
- I elect to provide two (2) references. I agree to notify both references of the possibility that they may be contacted in connection with my application to this program.

Reference #1:

Name: _____
 Title: _____
 Relation: _____
 Email: _____
 Phone: _____
 Address: _____

Reference #2:

Name: _____
 Title: _____
 Relation: _____
 Email: _____
 Phone: _____
 Address: _____

IX. Certification.

All information on this application is true and complete to the best of my knowledge. I understand this information and all supporting documentation becomes the property of ACC Greater Philadelphia for use in the Diversity Corporate Summer Internship Program. I hereby give my consent to have my grades, application materials, and transcripts released to ACC Greater Philadelphia and its representatives or other persons participating in or responsible for the administration of this program, and to have a program representative and/or participating company contact the references I have set forth above, if applicable. I also give consent to my name being released as a participant in this program and included by ACC Greater Philadelphia in publications and materials related to this program. ***If, for any reason, I no longer intend to participate in the Diversity Internship Program after submitting my application, including but not limited to accepting another offer, I hereby agree that I will contact the Co-Chair of the program, Sadeq Khan at skhan@verticalscreen.com, to withdraw my application as soon as possible.***

Signature: _____ Date: _____



2018 DIVERSITY CORPORATE SUMMER INTERNSHIP PROGRAM

PROGRAM OVERVIEW & FAQs

I. Program Overview.

The ACC Greater Philadelphia Chapter is sponsoring its eleventh annual Diversity Corporate Summer Internship Program, aimed at increasing diversity within corporate legal departments. Law students who are members of minority groups traditionally underrepresented in the legal profession are invited to apply to participate in the program. This opportunity is open to students who will be 2Ls or 3Ls in Fall 2018.

This full-time, eight-week long summer internship program will commence on or about June 4, 2018. Interns will work during regular business hours of the sponsoring company's legal department to gain substantive in-house experience in corporate practice. At a minimum, each intern will be compensated a total of \$7,500.00 for participation in the program, though a company may elect to compensate an individual intern at a higher rate.

Student applicants will be initially screened by the ACC Greater Philadelphia Diversity Committee; selection of candidates moving forward will be based on the totality of a student's application materials. These selected candidates will then be referred to sponsoring companies for interviews. Placement will be, for the most part, random with the goal of providing sponsoring companies with a diverse slate of candidates (though the Committee will do its best to accommodate a student's areas of stated interest and geographic location when practicable). The number of interviews for each candidate will depend on the number of qualified applicants and the number of sponsoring companies; in past years, it has generally been around three per candidate. Final approval and any offers are at the sole discretion of the company.

The internship program will include a *mandatory* pro bono volunteer event for the student participants, which aligns with the mission of our fund administrator, the Philadelphia Bar Foundation, to support and promote pro bono and community legal services. Sponsoring companies are aware that interns are expected to participate in the one-day event hosted by Philadelphia VIP during work hours, the date of which is TBD. Additionally, interns and representatives from their sponsoring companies will be invited to participate in event programming throughout the summer such as an initial kick-off reception, orientation call, mid-program panel, and closing reception. Attendance at these events is strongly encouraged.

II. Frequently Asked Questions.

1. What is ACC Greater Philadelphia?

The Greater Philadelphia Chapter is a leading chapter of the Association of Corporate Counsel (ACC), the world's largest organization serving the professional and business interests of attorneys who practice in the legal departments of corporations, associations and other private-sector organizations. ACC Greater Philadelphia has more than 1,500 members who practice as lawyers in more than 400 organizations, most of whom live and work in Southeastern Pennsylvania. For more information, please visit our website at <http://www.acc.com/chapters/del/>.

2. What qualifies as “diverse” for purposes of this diversity internship program?

Since its inception, the ACC Greater Philadelphia Diversity Corporate Summer Internship Program has been aimed at increasing ethnic and racial diversity within corporate legal departments. We recognize that there are other minority groups struggling to make significant headway within the legal profession and facing increased challenges. Accordingly, this year, the diversity criterion has been expanded, allowing for consideration of a wider range of diverse candidates. Applicants should be members of minority groups traditionally underrepresented in the legal profession based on (i) race, (ii) ethnicity, (iii) religion, or (iv) LGBTQ status. We recommend that applicants use their personal essay as an opportunity to highlight why they qualify for this diversity program.

3. What is the timeline for the application and interview process?

Applicants can expect to be notified by the Diversity Committee whether they have been selected for interviews by early March. The sponsoring companies should then reach out and schedule interviews with candidates during the month of March. Interviews, offers, and responses to offers should be completed by the end of March/early April.

4. Once selected, can I request to interview at a specific sponsoring company?

No. For program administration reasons and in the interest of fairness, the Committee does not take placement requests from candidates.

5. Will any of my relocation, lodging, or travel expenses be reimbursed?

No. Placed interns are responsible for coordinating their own living situation as well as any transportation needs during their summer internship.

6. Which companies are participating in the program this year?

The slate of sponsoring companies for 2018 will be confirmed after applications are due. Please note that company participation varies year to year. Last summer, the 2017 program experienced its largest class size ever with 15 participating corporate sponsors and 15 placed student interns. The 2017 corporate participants were AmerisourceBergen, Amtrak, Burlington Stores, Delaware River and Bay Authority, EMR USA, Exelon, Fanatics, QVC, PCOM, QlikTech, SAP, StoneMor Partners, Subaru, TE Connectivity and West Pharmaceuticals.

7. What happens if I accept an offer from a sponsoring company but then later receive an offer or request to interview from another sponsoring company?

Once you accept an offer from a sponsoring company, you are not permitted thereafter to interview with or accept an offer from another sponsoring company. Reneging on one accepted offer in favor of a perceived “better offer” within the program is unprofessional and will not be permitted.

8. Will the internship lead to a full-time job offer?

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. However, there have been a few instances in our program’s history where internships have extended beyond the summer program and have even resulted in full-time job offers.