



DIVERSITY

## Thurgood Marshall Summer Law Internship Program (TMSLIP)

### 2020 Employer Frequently Asked Questions & Answers

1. *Do I have to pay an honorarium to the New York City Bar Association?*

No. The employer does not have to pay any form of honorarium to the NYC Bar Association or its affiliate entities for this purpose.

2. *Where are the students from?*

All TMSLIP students are from the New York City public high schools. This program is only for students from the 5 boroughs of NYC.

3. *What is the application process?*

Students have to submit an application which includes: a resume, transcript, recommendation letter and personal essay. They are required to participate in three pre-employment trainings prior to being selected in the internship program. This occurs before resumes are sent to employers.

4. *What is the duration of the program?*

Our Program officially begins in March 2020 with our pre-employment seminars, through our Opening Orientation on June 25, 2020, and ends with our Closing Ceremony on August 11, 2019. However, firms may employ the students based on the needs of their office, which may begin before or end after our scheduled programs, as long as the internship does not interfere with the students' academic calendars. **Each internship must last 6 – 8 weeks.**

5. *When should the internship start and end?*

The internship can begin after the last day of classes, June 26, 2020 and should end before school reopens after Labor Day 2020.

6. *When can employees expect to receive resumes and how many?*

Employers can expect to receive resumes in early May and June of 2020. The number of resumes an employer receives will depend on how many interns are being employed. If an employer is employing one intern, expect to receive two resumes. If an employer is employing two interns, expect to receive three resumes. Note: this is contingent on how many students we have in the program.

*Questions or comments?*

Contact Devanshi Shah, Diversity Pipeline Initiatives Coordinator at [dshah@nycbar.org](mailto:dshah@nycbar.org) | 212 (382)–6772

7. *Who interacts with the students regarding interviews and decisions?*

We want employers to directly interact with the students for setting-up interviews and conveying their decisions. This provides for a great professional learning opportunity for students as it is often their first time interviewing.

8. *What are typical responsibilities of the interns?*

Positions are typically administrative in nature. Interns are assigned various duties including but not limited to: recordkeeping, mail filing, faxing, fielding phone calls, etc. Most interns assist paralegals and support staff, and are not necessarily assigned to an attorney supervisor. To supplement the work experience, interns receive substantive legal experience and exposure to the profession by participating in weekly development programs which are part of already the existing internship program of the employer.

9. *How long is the internship?*

**Internships are typically between 6—8 weeks and be 35-40 hours per week.** Interns are employed in full-time positions and are available to work Monday through Friday during regular office hours of the firm.

10. *Who pays the interns and how much?*

Employers pay the interns directly. Interns typically receive minimum wage, \$15/hour or more. In the past the range of pay has been \$15/hour to \$21/hour. Payment should be provided on a bi-weekly basis. If you are a not-for-profit organization or a government entity, please contact Devanshi Shah at [dshah@nyrbar.org](mailto:dshah@nyrbar.org).

11. *Do employers provide metro cards, for transportation?*

It is highly encouraged that employers provide metro cards for students to travel to and from their internship. If an employer is unable to do so, the Office will work with MTA to provide transportation accommodation.

12. *Can the intern be taken off-site?*

Yes. The intern is allowed to be take off-site when required for work. Some examples include, going to court for a hearing, client visit and networking with other employees.

13. *Does the intern have other TMSLIP requirements?*

In addition to placing students with a legal employer, interns are required to attend supplemental development programs, including networking workshops, diverse career opportunities

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presentations, a mock law class and mock trial before a federal judge. These programs are provided in the evenings to give students exposure to legal environments including law schools, panels, etc. Students will need to leave early on the days of these events to check in to the programs by 5:45pm. The Office will provide the dates to employers and students in advance.

14. *What happens to students after the program?*

Once students have completed the Thurgood Marshall Summer Law Internship Program, they are eligible to participate in our Mentor Program, where they are mentored by law students from New York City law schools. To encourage continued participation in the Thurgood Marshall Program after completion of the internship, students participate in our Alumni Networking Group. Additionally, they receive assistance with the LSAT and admissions process, as well as career development and networking programs.

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