

Thurgood Marshall Summer Law Internship Program

The Thurgood Marshall Summer Law Internship Program (TMSLIP) provides New York City public high school students with access to distinguished legal employers for a summer employment opportunity and professional development training. Our student selection process involves an application and robust interview process. Our legal employers consist of law firms, corporations, nonprofits, and government organizations. The program runs annually from March through August and is part of the New York City Bar Association's continued efforts to strengthen the pipeline to the legal profession. **TMSLIP is a paid summer internship program which lasts between 6 – 8 weeks. The employer partners are the employers of the student participants, not the NYC Bar Association.**

**35 students
and 27 employers
participated in
2022**

Student Training Workshops*:

- Monday, May 8 - Resume Writing (*Pre-employment*)
- Monday, May 15 - Mock Interview (*Pre-employment*)
- Monday, May 22 - Office Culture (*Pre-employment*)
- Monday, May 29 - Opening Ceremony
- Monday, June 26 - Speed Networking
- Monday, July 17 - Career Opportunities Panel
- Monday, August 28 - TMSLIP Closing Ceremony

*Subject to change

Employer Registration Process

- All employers must complete [this registration form](#) by *Friday, May 5, 2023*.
- Upon registration, employers must complete a mandatory training & information session with ODEIB to remain eligible to receive interns. Tentatively scheduled for **Wednesday, May 10, 2023**.
- All questions and concerns can be directed to Mary Ellen LaRosa, Diversity & Inclusion Coordinator, at mellenlarosa@nycbar.org.

QUESTIONS? OUR INBOX IS ALWAYS OPEN!

Mary Ellen LaRosa, Diversity & Inclusion Coordinator
mellenlarosa@nycbar.org

Office for Diversity & Inclusion
diversity@nycbar.org



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.

Where are the students from?

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

What is the application process?

Students must submit an application which includes: a resume, recent transcript, recommendation letter, working papers, and two personal essays. They are required to participate in three mandatory pre-employment trainings as part of the program. This occurs before resumes are sent to employers.

What is the duration of the program?

Our Program officially begins in March 2023 with our pre-employment workshops, through our Opening Orientation on May 29, 2023*, and ends with our Closing Ceremony on August 28, 2023*. However, legal employers 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 between 6 – 8 weeks.

When should the internship start and end?

The internship can begin after the last day of classes, which is scheduled for *Tuesday, June 27, 2023** and should end before school reopens, which is typically immediately after Labor Day (Monday, September 4, 2023).

When can employers expect to receive resumes and how many?

Employers can expect to receive resumes in early May and June of 2023. 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 also contingent on how many students we have in the program.

**Dates subject to change.*



Who interacts with the students regarding interviews and decisions?

Employers will interact directly with the students for interview arrangement and decision-making and relaying. This provides for a great professional learning opportunity for students as it is often their first time interviewing.

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 development programs which can be a part of the existing professional development programming of the employer or equivalent programming or experiences - exposure is the end goal.

Please contact Mary Ellen LaRosa at mellenlarosa@nycbar.org, if you have any questions about developmental programming.

How long is the internship?

Internships are typically between 6–8 weeks and must 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. Interns are not allowed to work overtime hours.

Can interns make-up days/hours, if they miss any?

This is at the discretion of the employer that are law firms or corporations. Employers that are nonprofits or government organizations must contact Mary Ellen LaRosa at mellenlarosa@nycbar.org. Decisions will be made on a case-by-case basis.

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 organization, please contact Mary Ellen LaRosa at mellenlarosa@nycbar.org.



Do employers have to provide any materials or technology (computer/monitors/etc.)?

If employers are able to provide such support, we encourage it, as needed. If employers are unable to provide this kind of support, we will do our best to place students that do not require such support with those employers. The employer registration asks if you are able to provide this support.

If employers have a hybrid (in-person and remote) internship, 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, ODEIB will work with MTA to provide transportation accommodation.

If employers have a hybrid (in-person and remote) internship, can the intern be taken off-site?

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

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 and career opportunities panel-presentations. These programs are provided in the evenings to give students exposure to legal environments including law schools, panels, etc. Students may need to log off work early on these days to check in to the programs. ODEIB will provide dates to employers and students in advance.

What happens to students after the program?

Once students complete the Thurgood Marshall Summer Law Internship Program, they are invited to participate in the professional development workshops to strengthen their career readiness skills. They are also periodically invited to events and programs hosted by ODEIB or our partners. Additionally, they receive support in career development and networking programs. Once they enter college, we invite them to the Annual LSAT Prep and Law School Conference. Firms and organizations as well as mentors from these institutions may choose to keep in touch with students at the organization's and student's discretion.



What is it?

A representative from each organization is required to attend this virtual training, tentatively scheduled for **Wednesday, May 10, 2023**. This training's benefits are two-fold. Employers will get to (1) meet the ODEIB team and become familiar with our office's values and (2) receive support in establishing and maintaining the internship structure.

ODEIB will work with your organization to establish the best course of action for you and your TMSLIP intern(s) to ensure they reap the maximum benefits from their time with your organization. ODEIB will walk employers through different scenarios and illustrate how to address them in a manner that is:

- Anti-Racist
- Trauma-Informed
- Equitable

How mandatory is mandatory?

In a word- mandatory. To remain eligible as an employer, at least one representative from your organization must attend this session. To make this the best experience possible for both employers and interns, ODEIB hopes to align on values with all employer partners.

How often should we stay in touch with ODEIB?

Once a intern placement is agreed upon, the student is considered an employee of the employer's organization. From that point forward, your organization will handle onboarding, training, supervision, payment, etc. In the event of a concern or problem, ODEIB should be alerted and involved as early as possible. Please contact Mary Ellen LaRosa at mellenlarosa@nycbar.org to coordinate. We welcome regular updates on students as well.

What is a concern or problem?

ODEIB must be made aware of any and all problems that pertain to your TMSLIP intern(s) and/or the program in general as early as possible. This includes, but is not limited to:

- Early conclusion of an internship
- Cessation of communication with student
- Concerns over health, wellbeing or safety of the student
- Engagement and morale

Concerns or problems rarely occur, however, we find it necessary and prudent to be over prepared on how to handle should one arise.

A participating employer is the employer of record for the intern(s). Each employer is responsible for the following:

- Collect and verify all necessary work authorization records from the intern(s).
- Review and approve intern timesheets.
- Clarify internship details and expectations with the intern in writing, including job description, work schedules, internship duties, supervision structure, communication protocols, sick days, etc.
- Communicate with the Office regarding any updates in the structure of the internship experience offered, more specifically any changes in location, work hours or direct supervisor.
- Abide by federal and state internship compensation rules, if applicable. We ask employers to review NY State guidelines pertaining to for-profit and non-profit organizations along with the U.S. Department of Labor's standards for internship compensation.
- Adhere to local, state and federal anti-discrimination, harassment and retaliation laws.
- Maintain a work environment that is safe, supportive, inclusive, and respectful of the diversity of the interns.
- Provide all necessary equipment, materials, and facilities to support the TMSLIP experience for the intern.
- Offer adequate training and supervision to ensure the intern achieves positive learning outcomes. In addition to ongoing daily feedback, supervisors typically arrange a regular weekly check-in time with their intern, to review tasks, answer questions, and set new goals. For employers supervising on-site internships, maintain a safe and healthy workplace environment, particularly as related to preventing the spread of COVID-19. Adhere to official public health guidance and regulations for their location and work setting, including (but not limited to) from the CDC, World Health Organization, U.S. Department of Labor, and state/local governments.
- Maintain a safe and productive working environment which will help foster professionalism and ethical workplace conduct.
- Proactively communicate with the intern and/or the Office about any areas of concern.
- Designate a staff person (if not themselves) to supervise, mentor, and provide feedback to the intern and serve as a liaison to the Office. This person must be available by phone and email for contact with the Office as needed.
- Complete an evaluation of intern performance before the end of the program and meet with the intern(s) to review their full evaluation(s).



“The most valuable lesson I learned through the Thurgood Marshall Summer Law Internship Program is the importance of community and sponsorship within the legal profession. Having a built-in network of supporters not only telling me I can be a lawyer, but also showing me how to make my dreams become a reality was crucial to my journey through the pipeline in becoming a first-generation black female attorney. Almost two decades after my participation in the program, I will always remember the impact of employers, educators, and other professionals believing in me and supporting my professional development.”

SHANICE NAIDU-JIMENEZ, ASSISTANT CORPORATION COUNSEL, NEW YORK CITY LAW DEPARTMENT
TMSLIP '05, JAMES MADISON HIGH SCHOOL

“The Thurgood Marshall Summer Law Internship Program (TMSLIP) was a profoundly life-changing experience for me. The exposure I received that summer and the relationships I forged as a result changed my life. I met some of my best friends through this summer internship program. I built a network of colleagues I consider to be friends and lawyers who are my mentors through this program. I still rely on many of these same people for professional and personal guidance. I consider this program the marker for my entry into the legal profession.”

RAABIA QASIM, ASSISTANT GENERAL COUNSEL, CITY OF NEW YORK
TMSLIP '06, BENJAMIN N. CARDOZO HIGH SCHOOL



“The Thurgood Marshall Summer Law Internship Program was the best, and often only, resource I had for learning about the legal profession. Participating in the program helped teach me how much I did not know and how to find the answers to put myself in the best position to succeed. Knowing no lawyers growing up, it was easy to see them on TV and think you just passed the bar to become a hotshot New York lawyer, but through the TMSLIP I learned not only how long and challenging the journey succeed in this profession is, but also how rewarding it can be to succeed and be able to give back. Whether with questions about resume content or formatting, mock interviews, or engaging with representatives from law schools and law firms, the lessons from the TMSLIP and the network of friends, colleagues, and mentors have been critical to my career.”

JAY R. WEXLER, ASSOCIATE, WINSTON AND STRAWN LLP
TMSLIP '09 AND '10, BROOKLYN TECHNICAL HIGH SCHOOL

“The NYC Bar Thurgood Marshall Program opened a door for me and I will be forever grateful. I spent the bulk of my school years in underperforming NYC city public schools—I believe my high school was considered one of the worst in all of NYC. Growing up in a low-income blue collar home, like many of my peers, pipeline programs like the Thurgood Marshall program show kids from such backgrounds the possibilities; you cannot envision or imagine what you can't see. I remember being obsessed with getting a job at the Gap my sophomore year. All my peers had the same aspirations. Then my guidance counselor asked me if I wanted an internship at a law firm. I had no idea what an internship was, but to my 16-year-old mind, I knew an internship was not going to give me what mattered most—discounts on really cute clothes. Luckily, I did say yes. I learned so much, but the most valuable lesson was that there were endless possibilities and different paths to success.”

SOPHIA FERGUSON, DIVERSITY & INCLUSION SPECIALIST, ARNOLD & PORTER KAYE SCHOLER LLP
TMSLIP '97, MARTIN LUTHER KING JR.



THANK YOU TO OUR 2022 PARTNERS

Akin Gump Strauss Haur & Feld LLP
Allen & Overy LLP
BakerHostetler LLP
Brooklyn Law School Library
Cohen & Gresser LLP
Cravath, Swaine & Moore LLP
Davis & Gilbert LLP
DLA Piper LLP (US)
Fragomen, Del Rey, Bernsen, & Loewy LLP
Holwell Shuster & Goldberg LLP
Jenner & Block LLP
Kasowitz, Benson & Torres LLP
Kelley Drye & Warren LLP
Labaton Sucharow LLP

NYC Law Department
NYS Supreme Court, NY County
Phillips Lytle LLP
Scarcini Hollenbeck LLC
Schrödinger, Inc.
Segal McCambridge Singer & Mahoney, Ltd.
SiriusPoint Ltd.
Sive Paget & Riesel PC
Skadden, Arps, Slate, Meagher & Flom LLP
Sullivan & Cromwell LLP
Wachtell, Lipton, Rosen, & Katz
Waterfront Commission of New York Harbor
Weil, Gotshal & Manges LLP

PAST PARTNERS INCLUDE:

Accenture LLP
Alston & Bird LLP
Anderson Kill P.C.
Arnold & Porter Kaye Scholer LLP
Attorney General
Blackstone
Bloomberg L.P.
Bracewell LLP
Breakthrough Outreach Ministries
Brown Rudnick LLP
Chadbourne & Parke LLP
Chambers of Judge Dora Irizarry,
Chambers of the Hon. Andrea Masley
Chambers of the Hon. Debra Kaplan
Cleary Gottlieb Steen & Hamilton LLP
Clifford Chance US LLP
Columbia Law School
Cooley LLP
County, Queens (Criminal Defense Practice)]
Davis Polk & Wardwell LLP
Davis Wright Tremaine LLP
Disney Theatrical Group and Marvel (NY)
Donaldson & Chilliest, LLP
DTI Global
Epiq

Frankfurt Kurnit Klein & Selz LLP
Gibson, Dunn & Crutcher LLP
Goldberg Segalla LLP
Hawkins Delafield & Wood LLP
Kramer Levin Naftalis & Frankel LLP
Latham & Watkins LLP
Law Office of Tsui H. Yee
Law Offices of Irina Yadgarova PLLC
Morgan, Lewis & Bockius LLP
Natural Resources Defense Council
Neufeld Scheck & Brustin, LLP
New York City Commission on Human Rights
New York City Department of Consumer Affairs
New York Life Insurance Company
NYS Supreme Court - Commercial Division
Office of the UN Special Rapporteur for Freedom of
Opinion & Expression
Phillips Lytle LLP
Plaine & Katz LLP
QBE Americas
Simpson Thacher & Bartlett LLP
Stroock & Stroock & Lavan LLP
The HBCU Hub
The Law Office of Ali Najmi
The Legal Aid Society- Manhattan, New York
U.S. District Court, Eastern District of New York