

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

TMSLIP 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

How to Apply

Student: All students must complete an application form and submit supporting materials to Mary Ellen LaRosa at mellenlarosa@nycbar.org by **Sunday, January 29, 2023, 11:59 pm.**

QUESTIONS? OUR INBOX IS ALWAYS OPEN!

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

Office for Diversity & Inclusion
diversity@nycbar.org



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).

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

Yes. Interns are 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.

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.

**Dates subject to change.*





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 are part of already the existing internship program of the employer.



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.



How mandatory is mandatory?

All students accepted into TMSLIP 2023 must complete the following virtual pre-employment workshops to remain eligible for firm interviews:

- Resume Writing
- Office Culture
- Mock Interview

What happens if I'm not accepted?

Due to limited resources, ODEIB is not able to place all applicants with a legal employer for the summer. However, you will be informed if you have made it onto the waitlist. In that case, we will contact you via email for interviews if/when more positions become available.

I'm on the waitlist, now what?

In the event that you are waitlisted, a representative from ODEIB will contact you via email for interviewing opportunities if/when more positions become available. To be considered, students must attend the above-mentioned workshops to remain eligible.

What if I don't love my placement?

To the extent we are able, ODEIB will place you with an employer that aligns with your interests. Unfortunately, this is not always the case. While you may end up in a firm or organization that does not specialize in your particular area of interest, we encourage you to stick with it! You may find a new interest, learn about a sector you didn't know about before, and will definitely make meaningful connections and lasting impacts wherever you are!

Wait! I have questions you didn't answer!

Always, always, always feel free to reach out to Mary Ellen LaRosa, your main point of contact for TMSLIP 2023, at mellenlarosa@nycbar.org



“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

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