



## Minority Clerkship Program Application

Dear Student:

Thank you for your interest in the Grand Rapids Bar Association and Floyd Skinner Bar Association Minority Clerkship Program (the "Program") for first-year law students.

The Program represents a collaborative effort between the two associations to increase the number of racially diverse minority attorneys in the legal community in Grand Rapids, Michigan. By facilitating the placement of first-year minority law students in law firms, corporations, and public interest clerkships, we hope to increase the diversity of the West Michigan legal community as a whole.

The Program's ultimate goal is to provide qualified minority law students with the introduction, development, and legal experience necessary to succeed in the Grand Rapids legal community. Consequently, the Program's participants are given real legal assignments, opportunities to meet with clients, and access to the professional experience of full-time associates and partners practicing law in Grand Rapids. The Program is open to first-year minority law students who have a connection to Michigan and an interest in exploring and residing in Grand Rapids. A first-year law student is one who is applying for the summer immediately following their first opportunity to take legal writing.

Applicants must have taken legal writing prior to participation in the Program since much of the student's work product will involve written assignments. Employers participating in the Program may include law firms, corporations, public interest entities, and courts. As with any summer associate position, successful participants will be expected to fully participate in the professional activities of the employer, including social outings, while balancing the demands of producing quality attorney work.

The program application is attached. **Application deadline is February 8, 2019.**

Students who submit a completed application and the required attachments will be contacted by the Selection Committee to advise them of their status. **Interviews will be held at the Grand Rapids Campus of Thomas M. Cooley Law School, on the March 2, 2019.** Interviews will last approximately 20-30 minutes.

For students attending school outside of Michigan who are unable to come to Michigan for an interview, arrangements may be made to conduct an interview via video conference (Skype). It will be the responsibility of the applicant to set up the video conference capabilities at his or her location.

Offers for summer clerkship positions will be extended starting on January 27, 2019. Students will be expected to commit to participating in the program within 48 hours after an offer has been extended.

Should you have any questions, please contact either of us.

On behalf of the Grand Rapids Bar Association Clerkship Committee, thank you.

A handwritten signature in black ink, appearing to read "Michael Adams".

Michael Adams, Co-Chair  
Minority Clerkship Committee  
Grand Rapids Bar Association  
[adamsp11c@gmail.com](mailto:adamsp11c@gmail.com)

A handwritten signature in black ink, appearing to read "Richard Stevens".

Richard Stevens, Co-Chair  
Minority Clerkship Committee  
Grand Rapids Bar Association  
[rstevens@abvimichigan.org](mailto:rstevens@abvimichigan.org)



## Minority Clerkship Program Application

In order to apply for the Minority Clerkship Program, applicants must meet the following criteria:

- (1) Be a first-year minority law student in good standing at his or her law school J.D. program. A first-year law student is one who is applying for the summer immediately following their first opportunity to take legal writing;
- (2) Be a minority group member as defined in the eligibility section of this application;
- (3) Have a desire to practice in Western Michigan after completing law school; and
- (4) Complete a legal writing course before the clerkship begins.

**All application materials must be received no later than February 8, 2019.** Following the submission of your application materials, you will be contacted to schedule an interview with one or more members of the Selection Committee. **Interviews will be held on March 2, 2019,** at the Grand Rapids campus of Thomas M. Cooley Law School.

The application materials consist of the following:

- (1) Completed Application,
- (2) Resume,
- (3) A cover letter not exceeding one page in length, single-spaced, explaining:
  - (i) the applicant's career goals and how he or she believes participating in the program will further those objectives; and
  - (ii) the applicant's interest in practicing law in Western Michigan,
- (4) Official law school transcript. (When emailing the application, a scanned copy of your law school transcript is acceptable if a hard copy is mailed in as well.)
- (5) An introductory video not longer than five minutes in length responding to the questions listed in the application

All application materials must be **received on or before February 8, 2019.**

Via Mail:

OR

Via Email:

Grand Rapids Bar Association  
Attn: Clerkship Program  
161 Ottawa Ave NW, Suite 203-B  
Grand Rapids, Michigan 49503

[kimc@qrbar.org](mailto:kimc@qrbar.org)  
(Subject line "Clerkship Application")



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## **APPLICANT INFORMATION:**

Name: \_\_\_\_\_

Year in School: \_\_\_\_\_

Law School: \_\_\_\_\_

Current  
Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

## **UNDERGRADUATE DEGREE:**

School: \_\_\_\_\_

GPA: \_\_\_\_\_ Major: \_\_\_\_\_

Academic Honors Received: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **GRADUATE DEGREE:**

School: \_\_\_\_\_

GPA: \_\_\_\_\_ Major: \_\_\_\_\_

Academic Honors Received: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SIGNIFICANT WORK EXPERIENCE:**

Please list, in chronological order, all work experience significant to this clerkship program, beginning with the most recent. Use extra paper if necessary.

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Brief description of the work you did: \_\_\_\_\_

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Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Brief description of the work you did: \_\_\_\_\_

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Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Brief description of the work you did: \_\_\_\_\_

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**ELIGIBILITY:**

This program is intended for students in their first year of law school (as defined in the first page of this application) who self-identify in one or more of the following racial and/or ethnic designations, as defined by the Equal Employment Opportunity Commission. Please indicate the designation or designations that apply:

- Hispanic or Latino – a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- Black or African American – a person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander – a person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Are you presently legally authorized to work in the United States?

Yes \_\_\_ No \_\_\_

If yes, is your work authorization limited in any way; for example, by the time period or type of work you may perform?

Yes \_\_\_ No \_\_\_ If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INTRODUCTORY VIDEO:**

Please submit, along with your application material, a recorded introduction of yourself to include responses to the questions below. Please note that production value is **NOT** a deciding factor and should not hinder you from submitting an application.

- Why do you want to practice in Grand Rapids/West Michigan?
- Why are you going through law school?
- What are you hoping to glean from this experience?

**Once completed, please send the recording via email or Dropbox to kimc@grbar.org**

**REFERENCES:**

Please list the name, address, phone number and position and/or relationship of references. One reference should be someone who has known you in an academic setting (either undergraduate, graduate, or law) and one reference should be someone who has known you in a work setting.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Position/Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Position/Relationship: \_\_\_\_\_

**COMMITMENT:**

If you are selected and agree to participate in the program, you have made a firm commitment to:

- Accept any assigned clerkships; and
- Work for your assigned employer during the summer.

Your signature is a representation that you are eligible for the program, and it authorizes the Selection Committee, as well as your potential future employer, to obtain your undergraduate, graduate and law school records and to contact your references.

I verify that the information I have provided in this application and all other materials I have submitted are accurate and complete.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date