



## WICHITA BAR ASSOCIATION 2019 SUMMER INTERN PROGRAM

### MISSION AND OBJECTIVES

- To create exposure to, law firms, corporate legal departments, or other law-related positions for Wichita area high school students who might not have such an opportunity.
- To teach interns about the responsibilities of functioning as a contributing member of a legal office.
- To provide interns with an opportunity to learn more about the business world, the legal system, and the Wichita community.
- To expose interns to the work ethic at all levels of the legal profession.
- To provide interns with an opportunity to meet and interact with other high school students through planned field trips.
- To assist the interns in identifying and attaining their post-high school goals.

### POLICIES AND PARAMETERS OF PROGRAM

#### I. CRITERIA FOR SELECTION AND RECRUITMENT OF INTERNS

**A. *Age of Intern:* Interns must be at least 16 years of age by June 10, 2019.**

The 16-year age requirement should provide the appropriate level of maturity required for the Program, although this is an attribute to be more fully examined through the application and interview process.

**B. *Geographical Boundaries:* Recruiting will be directed to all schools, public and private within Sedgwick County, and to other students through the Wichita Bar Association Web site.**

**C. *Financial Need:* Consideration is given to financial need of the applicant.**

This Program has as one of its objectives the creation of opportunities for students who *would not ordinarily* have such an opportunity. While it is not necessarily the case that such a student would be economically disadvantaged, there is very likely such a relationship.

Determination of financial need is one of the most difficult challenges faced by the selection committee. However, through the use of appropriate questions on the application and the contact of references at the applicant's school, it should be possible to draw some conclusions about the applicant's financial need.

**D. *Other Factors to be Considered:* Consideration is given to the academic performance of the intern, writing abilities, maturity, the long-term plans of the intern, and his or her interest in a law-related career.**

The Committee seeks individuals who have the potential and desire to continue with their education beyond the high school level. Accordingly, consideration will be given to the academic performance of the applicant, the extracurricular activities of the applicant, and his or her future education and career plans. The applicant will be **required** to provide a copy of his or her high school transcript.

To assist the screening committee's evaluation of these criteria, the application process will require **two letters of recommendation**, one of which must be a letter from a teacher, counselor, or other school staff. Through this process, the best and clearest picture can be obtained about the applicant's academic performance, financial need, and maturity level.

### WICHITA BAR ASSOCIATION

## II. DAY-TO-DAY OBJECTIVES OF PROGRAM

- A. *Work Experience:* The intern should expect to have the same work requirements as other students or support staff at the law organizations.**

The primary objective of the program is to afford a law-related opportunity for deserving high school students *who might otherwise not have the access to these positions*. Additionally, the interns will be provided, through the educational component of the program, with access to many other segments of the Wichita community.

It is important that the prospective interns understand that the program is not intended to be a Legal Clerkship program for high school students, but instead will require them to perform work within the office commensurate with their age and educational level. At the same time, the Committee hopes that the organizations will provide some unique, educational, and interesting jobs for the interns to offer some insight into working within the legal profession.

The organizations should focus on providing the intern with a well-rounded experience, keeping in mind that the primary goal to be reached with each individual intern is learning to work as a part of a professional team. It is the Committee's responsibility to ensure that trial opportunities are provided to each intern.

- B. *Length of Internship:* The formal program will be an six-week program, beginning during the second full week of June.**

It is recognized that participating organizations may hire their intern after the close of the formal program.

- C. *Hours to be Worked:* The formal program will require a commitment by the organization(s) and intern for ten hours per week, with the weekly educational field trips being an addition to the ten-hour commitment.**

The interns will participate in a field trip once a week. That time will be in addition to the ten-hour commitment and attendance is required to successfully complete the program. **The intern may only miss two of these planned field trips to remain in the program.** Attendance will be taken.

- D. *Intern Attire:* The intern is expected to dress in a professional manner.**

It is important that all interns selected have appropriate attire to wear to the office. Therefore, two polo shirts will be provided to the summer interns. If you should have a question regarding office appropriate attire, please call Megan Bleier at the Wichita Bar Association, 263-2251, ext. 101.

- E. *Restricted Activities:* Interns are not permitted to participate in activities that will subject them to unreasonable harm or danger.**

In the event a supervisor has questions or concerns about whether certain activities would be unreasonably dangerous or outside the realm of the program, he or she should first contact Katy Tompkins (316-263-5851) Linda Peterson (316-264-3300) Melissa Richardson (316-265-9311) or Megan Bleier (263-2251 ext. 101), who would then contact the Committee for the appropriate response.

**F. *Policies and Procedures:* Interns are expected to comply with all assigned organization policies and procedures.**

Interns will be required to comply with all policies and procedures of individual law organizations regarding hours worked, after hours access to work premises, **notification of late arrival or absences** and any other policies and procedures applicable to employees of the law organization.

Failure by an intern to observe applicable policies and procedures could result in the intern's dismissal from the Summer Intern Program.

Interns may also be dismissed for other misconduct such as: theft, unauthorized destruction of files, misuse of organization property or equipment, damage to organization property, misuse of confidential information or other violations of civil or criminal laws.

**G. *Client Confidentiality:* Interns are expected to comply with all legal and ethical rules regarding the confidentiality of client and other sensitive information.**

Interns may be exposed to sensitive and private information regarding clients of the individual law organization in which they are assigned. It is expected that interns will not discuss, release or disclose any such information to anyone outside of the law organization.

Ethical Rules governing the conduct of attorneys require that the attorney and their staff "not reveal information relating to representation of a client unless the client consents to the disclosure."

**Failure by an intern to comply with rules regarding confidentiality could result in the intern's immediate dismissal from the Summer Intern Program.**

### III. ORIENTATION

**A. *Intern Orientation:* The intern must attend the program orientation prior to beginning assignment to the law organization. The orientation will be held June 10, 2019, 9:00 – 11:00 a.m.**

It is absolutely essential that each intern attend the program orientation prior to beginning actual assignment. The orientation will remind the intern of the program objectives, will inform the intern of his or her responsibilities as an intern, and will provide the intern with some initial information as to the types of jobs he or she will be performing.

**B. *Parent/Intern Orientation:* The parents and the interns must attend an orientation session to provide them with information about the program and the responsibilities of the participants in the program. Participating organizations are strongly encouraged to attend the orientation to meet the parents and answer any questions they may have at the time. The orientation will be held Wednesday, May 8, 2019, at 5:30 p.m. for students, parents and organizations.**