

1L Summer Rotation Clerkship Participant Guidelines

Role of firm:

- Students apply directly to each participating firm, then resumes are selected by the January 15th, 2009 deadline.
- Prospective students will be part of your regular 1L summer associate program.
- Coordinate rotation schedule with corporate partner- once notified of corporate partner match-up by Twin Cities Diversity in Practice.
- Provide feedback and evaluation to clerkship participants similar to that provided to all summer associates.
- Attend *Diversity in Practice* summer reception for clerkship participants.
- Provide salary for summer clerk for entire summer (even during the time the summer associate is clerking with the corporate partner).

Role of corporate sponsor:

- Once notified of firm partner by *Diversity in Practice*, commit to working with the law firm to set up rotation schedule.
- Commit to supervising students during their time at the corporation.
- Provide meaningful legal work, mentors and feedback designed to educate the summer associate on the roles and responsibilities of in-house law departments.
- Attend *Diversity in Practice* summer reception for clerkship participants.
- Provide donation to the partnered firm to offset the cost of summer clerk.

Role of summer associate:

- Find housing and transportation for the summer, including to and from corporation.
- Participate in all programming and receptions by host firms and corporations.
- Participate in Twin Cities Diversity in Practice confidential evaluation of summer experience.
- Attend *Diversity in Practice* summer reception for clerkship participants.

Role of Twin Cities Diversity in Practice:

- Notify top 50 law schools (except local schools) of clerkship opportunity.
- Match participating firms and corporation for summer rotations.
- Facilitate partnerships between law firms and corporate partners.
- Coordinate communication to students, firms and corporate sponsors.
- Provide for recognition of all constituencies.
- Host end of summer reception for 1L Summer Rotation Clerks and participating firms/corporations.