

2010 PHILADELPHIA DIVERSITY LAW GROUP FIRST-YEAR SUMMER PROGRAM

The Philadelphia Diversity Law Group is pleased to invite first-year law students to submit applications for participation in the PDLG First-Year Summer Program for the summer of 2010. The PDLG First-Year Summer Program (the "PDLG Program") offers first-year students an additional route to summer employment in outstanding law firms and corporate law departments. Application through this program will not preclude a student from otherwise seeking or accepting a job at any participating firm or organization or preclude the firm or organization hiring the student outside of the program.

The goal of the PDLG Program is to increase the number of lawyers of diverse backgrounds working at Philadelphia area law firms and corporate law departments. Thus, the PDLG Program is designed to identify first year law students who have overcome significant obstacles in pursuing a legal career, come from disadvantaged backgrounds or from backgrounds that are underrepresented in the Philadelphia legal community and who have demonstrated the ability – based on academic achievement, writing ability and other accomplishments - to succeed in the summer programs run by our member organizations. The PDLG hopes this program will enable a group of those students to get summer clerkships in Philadelphia and thus allow them to experience the law firm or corporate law environment in Philadelphia and, perhaps, help them "kick-start" their legal careers.

The law firms that participated in the PDLG Program in 2009 were Morgan, Lewis & Bockius, LLP; Pepper Hamilton, LLP; Stradley Ronon Stevens & Young, LLP; Reed Smith LLP; Dechert LLP; Dilworth Paxson LLP, Duane, Morris & Heckscher LLP; Cozen O'Connor, PC.; Schnader, Harrison, Segal & Lewis LLP; Wolf, Block, Schorr & Solis-Cohen LLP; Drinker, Biddle & Reath, LLP; Fox, Rothschild, O'Brien & Frankel, LLP; ; Montgomery, McCracken, Walker & Rhoads, LLP; DLA Piper US LLP; Ballard Spahr, White and Williams, Blank Rome LLP, Archer & Greiner, P.C., and Buchanan Ingersoll & Rooney, PC. The law departments that participated in 2009 were those of Sunoco, Inc., Temple University, GlaxoSmithKline, AstraZeneca Pharmaceuticals LP, State Farm Mutual Automobile Insurance Company and Comcast Cable. We anticipate that many will also participate in 2010.

STUDENT ELIGIBILITY AND APPLICATION

As stated above, the PDLG Program is open to any first-year law student (Class of 2012) if you have overcome substantial obstacles in pursuing your goal of a legal career or come from a disadvantaged background or one that is underrepresented in the profession. Additional criteria include academic record; leadership; oral and written communication, research, analytical and organizational skills; sensitivity to professional ethical concerns; maturity, judgment, and integrity; commitment to the practice of law, commitment to hard work; demonstrated interest in the type of work practiced by the employers in the program; the ability to instill confidence in others; the ability to diagnose and plan solutions to problems; initiative; professionalism; relevant work experience; extracurricular activities and interests and other indicia of the potential for success. In addition, candidates will demonstrate a serious commitment to practice in the Philadelphia area.

If you are a student in the evening division of a law school you are eligible to participate in the PDLG Program, provided you: (i) will have completed the equivalent of at least one year of law school

by May 2010 and will graduate in 2012; and (ii) have no time obligations that might interfere with your full-time commitment to the summer employer. Full time commitment means more than 9 to 5 – in many law firms the work day can extend significantly past 6 p.m.

Please note in the application if you are an employee, officer or director of a company, firm or other organization or entity that has a potential conflict of interest for any employer listed above so that if you are selected for an employer interview you will not be assigned to that employer.

The application will include: (i) a completed application form; (ii) a current resume; (iii) transcripts of undergraduate and first semester law school grades; (iv) two personal recommendations (at least one an academic reference from law school); (v) a personal statement; (vi) a writing sample from a law school course; and (vii) such other information as the PDLG requests or you believe is relevant. Relevant information would include a particular specialty that is your primary interest if it is important that this job provide experience in that area. A first semester transcript will have to be submitted as soon as it is available, and is required before any interviews.

One of the application requirements is a brief personal essay explaining why you meet the criteria for the program, including our definition of diversity. The first part of this essay also is your opportunity to describe how you have overcome obstacles or disadvantages in your life and what you believe are your most important or unique qualities, attributes, goals and/or achievements. In the second part of this essay you should describe your connections to the Philadelphia area and why you have an interest in practicing law here. The essay should have no more than 500 words and be typed on 8 1/2 by 11 inch paper.

A. INITIAL SCREENING

Certain of the law schools participating in the program have agreed to review applications and, by a mechanism selected by them, assist us with the initial screening and identification of applicants for the PDLG Program. Please check with your school's Career Services Office to determine if it has a committee in place this year.

Where such a law school committee is in place, it will review applications and select a predesignated number of candidates to be interviewed by the PDLG. All of those students will be interviewed by the PDLG. The law school will evaluate applicants based on the criteria listed above and based on their familiarity with the applicant and the applicant's work. At these schools, the applications will be submitted to the person designated by the Career Services Office. No applications from those schools should be sent to the PDLG directly by the applicant – they will only be returned to the school.

Some law schools have decided that they would prefer that the initial screening be performed by the PDLG Committee. For applicants from those schools, the PDLG Committee will review the applications and select those to interview based on the criteria listed above. At these schools, the applications will be submitted to the PDLG Summer Program Committee, c/o Lois Kimbol, Esquire, Dechert LLP, CIRA Centre, 2929 Arch Street, Philadelphia, PA 19104-2808.

If your law school does not participate in the PDLG Program and you are interested in applying, please contact Lois Kimbol at Lois.kimbol@verizon.net for more information before preparing your application.

The applications for summer 2010 are due on January 22, 2010.

PDLG COMMITTEE INTERVIEWS AND DECISIONS

Representatives of the participating PDLG law firms and legal departments (the “PDLG Committee”) will conduct interviews similar to on-campus interviews, although the interviews will be somewhat longer. **Those interviews are now scheduled to take place on Saturday, February 13, 2010.** If all application materials have been provided, students will be notified of their selection and of the time and place of the interview by email earlier that week. If you are told by your school committee that you were chosen by it, or if you applied directly to the PDLG, and you have not heard from the PDLG by February 11, please contact us by email to **Lois.Kimbol@verizon.net**.

At the conclusion of the day of interviews, the PDLG Committee will select those candidates who, in its judgment, based on the application, interview and any other relevant information, are the most qualified, are most likely to succeed as summer associates, and have a genuine interest in establishing a legal career in Philadelphia. Each selected candidate will then be randomly assigned to an employer for an interview. Of course, no candidate will be assigned to an employer where there would be a conflict of interest.

Each employer has committed to interviewing up to three candidates and to hiring at least one. However, there is no assurance that each law school will be represented among the summer clerks and, based simply on the numbers, not all those who are interviewed by employers will be offered jobs.

Employers will schedule interviews within a week after being notified of the candidates assigned to them and will make decisions within a few days of the conclusion of their interviews. The NALP Principles and Standards for Law Placement and Recruitment Activities provide that all offers to law students should remain open for at least two weeks after the date made. However, because the continued success of the PDLG Summer 1L Program depends on filling all available slots, and because often there are several students relying on initial offerees to make prompt decisions to accept or decline their offers, we heavily encourage all those students to whom offers are made to respond as soon as possible, preferably within a week of receiving the offer.

Participating PDLG law firms have also agreed that if they make an offer outside the PDLG Program to a student who is matched with another participating PDLG employer for interviewing, the firm will keep the student’s offer open until the PDLG process is complete for that student.

B. SELECTION BY EMPLOYERS , FURTHER OPPORTUNITIES, TERMS OF EMPLOYMENT

If you are selected for summer employment, you will receive a letter from the employer confirming the selection and the details of employment. The final decisions will not be made by the PDLG – in fact, the PDLG will not have advance information about employment decisions.

If you are not offered a job by the employer who interviews you, your application and the other information that was developed about you during the review process will be made available to any interested PDLG member for consideration. Of course, if you prefer that not be done, please let us know.

In addition, your application can also be provided to the Montgomery Bar Association Diversity Committee for consideration under its Summer 1L Program for diverse law students. Again this year, participants in that Program will be chosen from PDLG applicants. On the PDLG application form there is an opportunity to choose whether to take advantage of this Montgomery Bar Association opportunity.

If hired by a PDLG organization, you will receive the same salary other first-year summer clerks are paid by the organization. Salaries will differ significantly among the firms and organizations.

Each participating employer has committed to fully involve any summer clerk hired through the PDLG Program in its summer associate/internship program (if it has such a program), provide the summer clerk with a mentor (if customary) and provide appropriate and continuing feedback and training. The PDLG representative of the employer or his or her designee will serve as an additional mentor. Historically, PDLG has paired each summer clerk who is not working at a law firm with one of our member law firms so that all clerks will have the opportunity to be involved in at least some law firm summer training and social events.

C. PDLG SUMMER EVENTS

All those hired through the PDLG will participate in two required programs before work begins. The first is a writing program which will include a seminar (available by audio or video-conference for those too far from Philadelphia to participate in person) in March combined with one-on-one writing mentoring to be completed before starting work. The second is an orientation session to be held by the PDLG held in early May, after exams end at all participating schools. This orientation program is designed to acquaint you with the general expectations of the employers, the nature of the work and the legal environment in which it gets done. It is essential that you arrange to participate in both programs.

The PDLG hosts several other seminars during the summer. All summer clerks who obtained their jobs through the PDLG program are requested to participate unless a job related activity conflicts with the seminar.

In the past, the PDLG orientation session and summer seminars included topics such as key things to know about working at a firm, law firm finance, writing and assignment skills, working for or within a corporate law department, dealing with difficult situations, interviewing techniques and how to make use of the summer experience in career planning.

Each summer since 2004 the Executive Director of the Minority Corporate Counsel Association has spoken to the group on mentoring and networking— how to find and work with a mentor and on how to begin to build a network. This program is held in advance of a networking event that gives PDLG summer clerks and alums the chance to meet lawyers and recruiters in our member firms and law departments.

D. 2L SUMMER SCREENING INTERVIEWS

Those hired through the PDLG Program will be entitled to choose screening interviews for summer 2L jobs with a couple of law firms that hire through the PDLG Program in 2010. These interviews will be similar to on campus interviews, and may be held as part of a firm's on campus interviewing, or may be held at the law firm. There are no 2L jobs available just for PDLG students and no PDLG participating firm is required to hire for the 2L summer— the screening interview is merely a

way to assure that our students get a chance to meet with the firms and demonstrate what they have accomplished and why they would be valuable 2L summer associates. The firm decisions are based on an overall review of the candidate's qualifications and the firm's overall hiring plans.

Information on how this year's screening interview process will be carried out will be provided during the summer, before students are asked to select employers with whom to interview.

E. CONCLUSION

The PDLG is committed to increasing the number of attorneys of diverse backgrounds working at law firms and corporate law departments in the Philadelphia area to make our members stronger, more productive, and better equipped to address the challenges of the twenty-first century. We have implemented this program to foster that diversity. We look forward to your participation.