BAY AREA MINORITY
SUMMER CLERKSHIP PROGRAM
APPLICATION PACKET

PROGRAM DESCRIPTION

TIMELINE – IMPORT DATES TO CALENDAR

APPLICATION COVER SHEET

PERSONAL STATEMENT GUIDELINES

LRWI EVALUATION FORM

DEADLINE: 3:00 p.m., Tues., January 5, 2016
Please send in your original application with TWO(2) copies to: SCCBA, Attn: JCortez,
31 N. Second St., Suite 400, San Jose, CA 95113
(408) 975-2114; fax (408) 850-1506; irenec@sccba.com
## BAY AREA MINORITY SUMMER CLERKSHIP PROGRAM

### IMPORTANT DATES

**ALL STUDENTS APPLYING MUST BE AVAILABLE ON THE FOLLOWING DATES (sorry no flexibility):**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Tues., January 5, 2016</td>
<td>Applications are due to the SCCBA – see above</td>
</tr>
<tr>
<td>January 15, 2016</td>
<td>SCCBA will notify students by email or phone – selected to interview 1/22/16</td>
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<tr>
<td>Fri., January 22, 2016</td>
<td>Selection Committee interviews students. Fenwick &amp; West, LLP-Mt. View, CA offices.</td>
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<tr>
<td>January 29, 2016</td>
<td>SCCBA notifies students and employers of final round of interviews.</td>
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<tr>
<td>Fri., February 5, 2016</td>
<td>Employers interview students. Location to be announced.</td>
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<tr>
<td>February 12, 2016</td>
<td>SCCBA notifies students by email of the employment offer.</td>
</tr>
<tr>
<td>February 19, 2016</td>
<td>Students respond to employment offer.</td>
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<tr>
<td>February 26, 2016</td>
<td>Alternates are notified only if there are openings.</td>
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<tr>
<td>March 4, 2016</td>
<td>SCCBA sends confirmation notification of selections and placements.</td>
</tr>
<tr>
<td>May 6, 2016</td>
<td>Mandatory Student Orientation Lunch 12:15 p.m. to 1:30 p.m.</td>
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<tr>
<td>July (date TBA)</td>
<td>Student Summer Luncheon</td>
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*Please note you will be contacted directly by the BAMSCP coordinator by email or telephone. Please make sure you check your email and voice messages periodically throughout the program process.*

BAMSCP Program Coordinator: Irene Cortez, Santa Clara County Bar Association  
irenc@sccba.com; Direct Phone: (408) 975-2114  Fax (408) 850-1506

**APPLICANTS MUST BE AVAILABLE ON THE DATES MARKED ABOVE**  
(sorry, no flexibility)  
**DATES ARE SUBJECT TO CHANGE**
### Bay Area Minority Summer Clerkship Program 2015 - 2016 Timeline

- **November 2015**  
  SCCBA sends flyer regarding BAMSCP to schools.

- **Nov. & Dec. 2015**  
  BAMSCP co-chairs meets with committee to finalize program, ask committee to recruit at least one new 2016-15 employers.

- **Nov., 2015 - January, 2016**  
  Employer recruitment. SCCBA contact employers who hired their students the previous summer. Bar associations distribute information and recruit new employers.

- **Nov., 2015-January 2016**  
  Confirmation of participating employers. Uniform information packets of program procedures distributed to participating employers by SCCBA.

- **Tues., Jan. 5, 2016**  
  Applications and LRW evaluations due to SCCBA.

- **January 7, 2016**  
  SCCBA express mails applications to Committee.

- **January 12, 2016**  
  Selection Committee groups meets or teleconference to select students to interview.

- **Jan. 14, 2016**  
  Committee notifies SCCBA of students to be interviewed. SCCBA informs students they have been selected to interview on Fri. 1/22/16.

- **Jan. 15, 2016**  
  SCCBA informs students selected for interviews and interview times.

- **Fri., Jan. 22, 2016**  
  Committee interviews students at Location TBD and decides which students will be interviewed by employers 2/5/16.

- **January 26, 2016**  
  Committee notifies SCCBA of students to be interviewed by employers.

- **January 29, 2016**  
  SCCBA notifies students and employers of interviews.

- **Fri., February 5, 2016**  
  Employers interview students at Location TBA.

- **Mon. Feb. 8, 2016**  
  Employers submit evaluations by fax to SCCBA.
• February 10, 2016  Administrator/Co-chairs place each student with an employer.

• February 12, 2016  SCCBA sends letters to selected students asking for response within one week.

• February 19, 2016  Students respond to offers.

• February 26, 2016  Alternates are notified only if there are openings.

• March 4, 2016  SCCBA sends match letters to employers advising them of the selection and to students advising them of their placement.

• May 6, 2016  Mandatory Student Orientation Lunch 12:15 - 1:30 p.m.

• July 22, 2016 – TBD  Mandatory Student Luncheon with Chairs – Pls inform your employers that this is a mandatory mtg

DATES ARE SUBJECT TO CHANGE
DATE: December 2015
TO: Legal Research and Writing Instructors
FROM: Bay Area Minority Summer Clerkship Program Committee

RE: 2016 BAMSCP Applications

Attached for your information is an application packet for the Bay Area Minority Summer Clerkship Program (the Program). For those of you who are not familiar with it, the Program places first-year minority law students in summer jobs with legal employers.

The application packet includes an evaluation form from the applicant's legal research and writing instructor. Applicants must submit two copies of their application, plus one original, for a total of three copies to the Santa Clara County Bar Association, Attn: Irene Cortez, by 3:00 p.m., Tue., January 5, 2016.

For purposes of confidentiality, we ask that each legal research and writing instructor complete one original of the evaluation form for each of their students who are submitting an application, and ask that you fax the form to us at (408) 850-1506 or send by email to: irenec@sccba.com, by Tues., January 5, 2016.

While it is each student's responsibility to ensure that the deadline is met and that they submit the evaluation form to their instructors with ample time to complete it, we hope that by providing you with an application packet at the outset, you will be able to remind your first-year students of the deadline and help prevent any last minute confusion.

If you have any questions about the Program, please contact Irene Cortez, SCCBA Program Coordinator at (408) 975-2114; email irenec@sccba.com.

Thank you very much for your cooperation.
Dear Instructor:

We solicit your candid appraisal of the above-named applicant for the 2015-16 Bay Area Minority Summer Clerkship Program, which places first-year law students from Bay Area law schools in summer positions offered by participating employers.

We would appreciate your response below. However, please feel free to use another page if you need additional space. The information you provide will remain confidential. Thank you very much for your cooperation.

Please return the this form to SCCBA- Irene Cortez, by 3:00 p.m., **Tues., January 5, 2016; irenec@sccba.com** or fax to (408) 850-1506.

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<thead>
<tr>
<th>Name of Applicant</th>
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<td>Law School</td>
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<td>Name of Instructor</td>
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<td>Phone # of Instructor</td>
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Please rate the applicant in the following categories:

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<th>Moderate</th>
<th>Weak</th>
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Other Comments:__________________________________________

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## PERSONAL INFORMATION

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**Email address:** ________________  **Secondary Email address:** ________________

I prefer to work in the following counties: (rank 1-5)

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_**I understand my preferences will be taken into consideration but that I may be selected for a position in a different county or different practice area than I desire. ______ initial here**_

Practice preference, if any, (if none, leave blank):

## REFERENCES:

Please provide information on persons from your previous employment, community involvement, or personal contact who can attest to your abilities, moral character, work ethic, and motivation.

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I attest to the fact that I am in good academic standing at my law school and that all of the above is true and accurate and I give permission for the Career Services Director to verify my academic standing to the selection committee. **I am able to provide proof of my ability to become lawfully employed in this country.**

Signature: ____________________________  Date: __________

Please note you will be contacted directly by the BAMSCP coordinator by email or telephone. Please make sure you check your email and voice messages periodically throughout the program process.

If you have any questions about your application, please contact Irene Cortez at (408) 975-2114; irenec@sccba.com. Please submit the original plus 2 copies of completed application packets SCCBA, 31 N. Second St., #400, San Jose, CA 95113 by 3:00 p.m. on Tues., January 5, 2016.
BAY AREA MINORITY SUMMER CLERKSHIP PROGRAM

PERSONAL STATEMENT GUIDELINES

Purpose: To assist the Selection Committee in learning about you, your goals and your future plans. Additionally, the Committee will be considering your writing ability and how you organize your thoughts.

Length: Three double-spaced, typewritten pages. Not to exceed 750 words total.

Content: Please incorporate responses to the following questions in your statement. You may organize your responses and thoughts in any order that best communicates your message.

☐ Why have you chosen law as a career?

☐ Why do you wish to participate in this program?

☐ How have you demonstrated a commitment to your minority community (either as an undergraduate, in law school, or in community activities)?

☐ What aspects of your personal background would be useful for the Committee to know in considering your application?

☐ What are your short and long term goals?

Miscellaneous: ☒ Please indicate your name on each page.

☒ Please put your application packet in the following order: Application Cover Sheet Resume Personal Statement

*Reminder your LRWI to submit the evaluation to me under separate cover – either by email, mail or fax.

DUE TUES., JANUARY 5, 2016.

☒ If you have any questions about your statement, please call Irene Cortez, BAMSCP Administrator.

Irene Cortez, BAMSCP Administrator
31 N. Second Street, Suite 400
San Jose, CA 95113
(408) 975-2114; Fax (408) 850-1506
email: irenec@sccba.com
PROGRAM DESCRIPTION

The Bay Area Minority Summer Clerkship Program (the Program) is sponsored by the Santa Clara County Bar Association (SCCBA), Alameda County Bar Association (ACBA), and the Contra Costa Bar Association (CCCBA).

THE PROGRAM IS PRIMARILY AN EDUCATIONAL AND INTRODUCTORY TOOL, NOT A RECRUITING PROGRAM.

HISTORY

The Santa Clara County Bar Association, in conjunction with Santa Clara University School of Law, founded the Program in 1990. That year, five first-year minority law students were placed in summer law clerk jobs in one of the five participating law firms.

In 1993, the Program was expanded to include three bar associations, eight law schools, and 19 employers, and was renamed the Bay Area Minority Summer Clerkship Program. In 2002, the Contra Costa Bar Association (CCCBA), joined the program as a sponsor.

PURPOSE

Given the historic under-representation of minority lawyers in large law firms and in the legal field generally, the Program seeks to provide a means for exposing minority law students to the legal field and vice versa. The objective is to establish a vehicle through which representation of minority students in large law firms and other summer clerkship programs is increased with the long-term goal of increasing minority hiring.

The specific purposes are:

To expose minority law students to the work, requirements and culture of law firms and legal departments in various fields.

To help students develop skills, confidence, resume credentials and establish professional contacts for the future.

To encourage students to consider all options in the legal field in their career planning.

To introduce law firms, government entities, and private companies to talented students who might not have been selected for the traditional summer programs and to demonstrate that these students, as well as other students with similar qualifications, can successfully meet the demands of law practice. The Program is primarily an educational and introductory tool, not a recruiting program.
PROGRAM PARTICIPANTS

SPONSORS Santa Clara County Bar Association, Alameda County Bar Association and Contra Costa Bar Association.

STUDENTS Boalt Hall, Hastings, Golden Gate, Santa Clara, Stanford, University of San Francisco, McGeorge and Davis. First year minority students from eight law schools are invited to participate. Minority law students are those defined by the National Association for Law Placement, e.g., Native Americans, Alaska Natives, Asians, Pacific Islanders, Indians (sub-continent), African Americans, Other Blacks, Mexican Americans, Puerto Ricans, and Other Hispanics. Although this is a targeted Program, students of all ethnicities are eligible to participate.

Only students who will have completed their first year of law school by the summer they are seeking employment in the Program (the "Program summer") are eligible to participate. (Eligible students include part-time students who have completed one year of law school by the Program summer. It also includes students who began law school in January of the year preceding the Program summer.) Students must be in good academic standing as defined by the respective law schools to participate in the Program. Students must be able to provide proof of ability to become lawfully employed in this country.

EMPLOYERS Employers shall be legal employers who agree to hire, train and supervise at least one summer clerk.

OPERATION OF THE PROGRAM

APPLICATION Students at all schools will submit application packets to the BAMSCP Administrator at the Santa Clara County Bar Association. Applications are available on-line. For a complete program description and an application go to www.sccba.com at SCCBA Initiatives/Diversity/BAMSCP Program. Students are asked to state a geographic preference on the application cover sheet. Students may order their preference from [1] (first choice) to [4] (last choice). Students may also select “Other” (if firm placement is available elsewhere). The four counties are Santa Clara (includes from Palo Alto south), San Francisco (includes only the city of San Francisco), Contra Costa and Alameda (includes the cities of the East Bay -- Alameda, Berkeley, Oakland, Hayward, Fremont, Newark, etc.). A COMPLETED APPLICATION INCLUDES: THE APPLICATION COVER SHEET; A RESUME; A PERSONAL STATEMENT COMPLYING WITH PROVIDED GUIDELINES; AND A LEGAL WRITING EVALUATION FROM AN INSTRUCTOR. Students should provide their legal research and writing instructor with the blank evaluation form contained in this packet, after completing the top portion of the form, with ample time for the instructor to complete and submit the form to the BAMSCP Administrator. The legal research and writing instructor will return the form to the BAMSCP Administrator -Attn: Irene Cortez by fax at (408) 850-1506; or email: irenec@sccba.com.

The application deadline is Tues., January 5, 2016, 3:00 p.m.. The original plus two (2) copies of the completed application must be submitted by the deadline.
SALARY Students are to be paid the standard summer clerk salary as determined by their particular employer. Salaries may vary from employer to employer.

MONITORING Each employer is charged with the successful implementation of the Program in their office. An associate and/or partner from each participating employer is designated as the liaison to the Minority Clerkship Committee with respect to all matters arising during the course of the summer. The minority summer clerks will be expected to participate in the employers’ summer programs in the same manner as other first and second year summer clerks. The Clerkship Committee will maintain contact with each of the employers during the Program to monitor the progress of the students and ensure the purposes of the Program are being effectuated.

OFFERS Participating employers are under no obligation to make offers of second-year summer or associate employment to the students participating in this Program. Students should therefore not expect such an outcome. However, employers are not prohibited from making such offers should there be a mutual desire. The rationale for removing the offer decision from the Program is that the Program is a long-term investment of the sponsoring bar associations, with the emphasis on the educational aspect of the Program -- both for employers and students.

SELECTION

CRITERIA Selection will be based on indicia of intellect, effective verbal and written communication skills, leadership, integrity, resourcefulness and other characteristics, which indicate potential for success within the legal community. Each school is responsible for verifying student’s academic standing. Life experience, potential, contact with community and achievement will receive strong consideration.

PROCESS Applications are initially reviewed by the Committee to determine which students the Selection Committee will interview. Following those initial interviews, the Selection Committee then meets to determine which students will be recommended for interviews with participating employers. Employers interview three students (assigned randomly by the Program Administrator) and are asked to give their feedback to the Selection Committee, which meets again to make the final selections and match students with employers. Students are notified of selection and given one week to respond, after which employers are notified of the student assigned to their firm.
SELECTION COMMITTEE  Each sponsoring bar association appoints two persons to the Selection Committee. The Committee makes selections and assignments based on the application packets received and oral interviews.

EMPLOYER INPUT  Employers are referred randomly the names of three students, one of whom will most likely be placed with their firm. 

Employers will interview those three students on Friday, February 5, 2016 – Location TBD. The Selection Committee will then take employer evaluations into consideration when the final placement of students is made.

ALLOCATION  Internships are allocated based on students' writing abilities, background and involvement in the community. They are then matched by practice area of the firm, geography and best fit for the student and the law office.