

Twin Cities Diversity in Practice

2022 1L Clerkship Guidelines

These guidelines were developed to help facilitate a successful and enriching summer for TCDIP 1L Clerks. Each firm and corporate department will adapt these guidelines as needed.

Role of Firm:

- Identifies law school student for rotation and forwards resume to corporate partner for review.
- Coordinate rotation schedule with corporate partner.
- Pays 1L Clerk's salary for entire summer, including time spent with corporate partner.
- Regularly checks in with 1L Clerk during rotation at corporate partner and is available to answer questions.
- Provides feedback and evaluation to 1L Clerk.
- Promotes Twin Cities Diversity in Practice summer programming to firm members and 1L Clerk.

Role of Corporation:

- Identifies internal supervisor for 1L Clerk to provide orientation and oversee and distribute workload.
- Coordinate rotation schedule with law firm partner.
- Commits to providing substantive projects for the 1L Clerk.
- Provides feedback on 1L Clerk's performance to law firm partner immediately following the conclusion of rotation.
- Promotes Twin Cities Diversity in Practice summer programming to law department and 1L Clerk.

Role of Summer Associate:

- Secures housing and transportation for the summer.
- Participates in all programming and receptions by law firm and corporate partners.
- Commits to providing honest and timely feedback on rotation experience to Twin Cities Diversity in Practice.
- Participates in Twin Cities in Practice summer mentorship program.
- Attends Twin Cities Diversity in Practice summer programming.

Role of Twin Cities Diversity in Practice:

- Communicates with law schools (Top 100, Midwest, and Minnesota schools) about the program.
- Facilitates summer mentorship program.
- Hosts programming for 1L Clerks and law firm and corporate partners, including the kickoff event, welcome and reception, and Emerging Leaders Group event.