TCDIP 1L Clerkship Employer Best Practices

1. Schedules
   a. Firm and corporate partners should work together to decide the TCDIP Clerk's schedule.
      i. Ex. middle of the summer, end of summer, or one day a week.
   b. Make sure you know your contact at the law firm and corporate partner before the summer begins.
   c. Many law firm partners prefer TCDIP Clerks to work with corporate partners at the end of summer in order to allow the clerk to full Summer programming.
   d. Communicate early with your TCDIP Clerk to determine their summer schedule and when they need to return to school.
   e. Make sure your TCDIP Clerk has reliable transportation to and from the corporate partner. Clerks have been told that they are responsible for securing transportation, along with housing.
   f. If your corporate partner has multiple TCDIP clerks, coordinate with other law firm partners to schedule the clerks at the same time, if your corporate partner prefers this.
   g. Encourage 1L Clerk to attend law firm, corporate, and TCDIP events throughout the summer and allow flexibility in TCDIP Clerk's schedule so they may do so.

2. Assignments
   a. Start gathering projects for TCDIP Clerk before summer starts and designate people at your law firm or corporation to put together meaningful work for the clerk.
   b. Fill your 1L Clerk's day with work and experience focused projects.
      i. If you can, focus on TCDIP Clerk's individual interest and put together work and opportunities that align with that interest.
   c. Have the clerk meet with different practice areas within the law firm partner and corporate partner.
   d. It is helpful for the law firm partner to find projects the clerk can work on for the corporate partner at the beginning of the summer. It may also be helpful to set up a meeting with both the law firm partner and corporate partner for the clerk to meet everyone at the beginning of the summer.

3. Observational Opportunities
   a. Have the TCDIP Clerk review relevant documents prior to the meeting, mediation, deposition, etc.
   b. Provide an opportunity for TCDIP Clerk to ask questions after the meeting, mediation, deposition, etc.

4. Feedback for 1L Clerks
   a. Law firm partner and corporate partner should communicate after clerk finishes their rotation to provide feedback to 1L Clerk.
   b. If possible, have the law firm partner, corporate partner, and 1L Clerk in the same room to debrief about the rotation.
   c. Gather feedback from others who work with 1L Clerk at both work sites.
   d. Make sure feedback is both specific and constructive.

5. Other Tips
   a. This may be the 1L Clerk’s first professional job. It is okay to state unwritten rules. Consider your audience and understand where 1L Clerk is coming from and their level of experience.
   b. Spend time networking with the TCDIP Clerk. Offer the TCDIP Clerk networking opportunities with attorneys in different practice areas, including senior leadership.
   c. Make sure you know your contact at the law firm and corporate partner before the summer begins.
   d. Pay extra attention to TCDIP Clerks who are from out of town and do not have meaningful ties to the Twin Cities.

Updated 9/16/2020