

# Twin Cities Diversity in Practice

## 2023 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 hire and forwards resume to corporate partner for review.
- Coordinates summer 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 time 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 summer 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 their time at the corporation.
- 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 summer experience to Twin Cities Diversity in Practice.
- Participates in Twin Cities Diversity in Practice summer mentorship program.
- Attends Twin Cities Diversity in Practice summer programming.

### **Role of Twin Cities Diversity in Practice:**

- Coordinates with law schools (Top 100, Midwest, and Minnesota schools) to promote the program to candidates.
- Hosts programming for 1L Clerks and law firm and corporate partners, including the kickoff event, welcome and reception, mentorship program, professional development programming, professional coaching, and Emerging Leaders Group event.