



**Corporate Counsel Diversity Internship Committee**

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**Host Company:**

Start Small Think Big, Inc.

511 Avenue of the Americas #4151

New York, NY 10011

**The New York Bar Foundation**

*President:*

Lesley Rosenthal, Esq.

## **THE NEW YORK BAR FOUNDATION**

### ***2021 JANA SPRINGER BEHE CORPORATE COUNSEL SECTION FELLOWSHIP***

#### **Fellowship Program Goals**

The Fellowship has been created as part of the Corporate Counsel Section's commitment to diversity and in conjunction with the New York State Bar Association's Diversity Challenge. The fellowship goal is twofold. First, to provide the selected organizations with the chance to have students from a diverse range of backgrounds provide assistance without cost and second, to provide students from a diverse range of backgrounds with an opportunity to experience in-house legal practice.

#### **Eligible Candidates**

Eligible candidates are the Class of 2023, which includes part-time students and rising 2Ls from a New York law school from under-represented groups capable of fulfilling the requested work hours and responsibilities. A minimum GPA of 2.5, a letter of interest with a discussion about your personal commitment to diversity and how being from an under-represented group has impacted you along with a writing sample and the required documents listed below, will be required upon application.

#### **Host Company 2021: Start Small Think Big, Inc.**

The fellowship will take place at Start Small Think Big, Inc., 511 Avenue of the Americas, New York, NY 10011. The student will assist the organization's general counsel (or other similar individual holding a counsel position) with matters relating to counsel or advice to the organization.

Start Small is a non-profit organization serving low- to moderate-income entrepreneurs in New York City and the Bay Area (California) who are looking to start or grow a small business in order to accumulate assets and increase their personal financial security. Start Small uses a unique model involving three client facing programs, Legal, Financial, and Market Access. Working with in-house expertise and a network of professionals at top tier law firms and corporations to work 1:1 with clients on distinct issues in the legal, financial planning, and marketing/sales spaces to nurture and grow their businesses.

The Legal Program works to connect entrepreneurs in need of legal assistance (e.g. entity selection and formation, corporate governance, contract review and drafting, commercial lease review and negotiation, employment, tax, intellectual property, and relevant city and state regulations/licensing and permitting requirements) to appropriate high-quality counsel, by using our extensive network of volunteer attorneys primarily from large law firms with offices in New York City and Bay Area. In addition, the Legal Program facilitates regular workshops and seminars for the community on legal issues most commonly faced by early-stage entrepreneurs.

## **Program's Scope**

The Program shall operate during the summer of 2021, and the NY public interest legal or charitable organization will employ and pay the intern at least \$7,000 stipend or an hourly equivalent based on the hours required. The public interest legal or charitable organization must be the employer of the intern and must provide the intern with a W-2. Due to the pandemic, the internship may be remote.

The program schedule is as follows:

<b>Schedule</b>	<b>Dates and Deadlines</b>
Student Application Deadline:	February 12, 2021
Fellow Selection and Presented to Foundation	March 13, 2021
Program Term	June - August*
KGS Intern Program for Sponsors and Interns	TBD July or August 2021

\*dates may vary slightly to accommodate individual circumstances

## **Student Fellow Responsibilities**

- Submit the following to The New York Bar Foundation: the Student Application Form (attached hereto), a copy of your resume, a current, unofficial law school transcript, a letter of interest with a discussion about your personal commitment to diversity and how being from an under-represented group has impacted you, and a writing sample. To be eligible, students must have earned a minimum GPA of 2.5.
- Complete the appropriate hours with an assigned host company.
- Attend any Program related meetings/receptions, mentoring events and one reception to honor the fellow, law schools and host.
- Complete an evaluation of the Fellow Program.
- At the conclusion of the Fellowship, the recipient will be required to produce a summary evaluation report that may be produced as an article in the Corporate Counsel Section Newsletter and/or The Foundation's Newsletter.
- Granting to the New York State Bar Association ("NYSBA"), its Corporate Counsel Section and affiliated Committees the unrestricted right and permission to use, re-use, publish and republish my name, image, likeness and/or biography, which may be included intact or in part, through any and all media now or hereafter known, in connection with the activities, services, advertisements, promotion or any other purpose whatsoever related to the Internship Program. Such irrevocable grant of rights shall be affected by submission of this application.

## **Host Organization Responsibilities**

- Commit to the sponsorship of the fellow.
- Employ the student for approximately 315 hours during the summer.
- Identify a contact person for the Program.
- Screen and interview student candidates during the designated time period.
- Designate an attorney to serve as a Mentor for the student fellow who will work with, consult, advise, and guide the student fellow during his/her tenure with the Host Organization in the same manner as they do with other fellow and new lawyers.
- Exercise diligence and sensitivity to ensure that meaningful work assignments equivalent to those assigned to other fellow and young lawyers are delegated to the student intern.
- Evaluate the student fellow as they would with any other law fellow working for them.
- Consider having a representative from the company attend related meetings/receptions currently one event in July/August.
- Complete an evaluation of the Program and provide any information relevant to the Program requested by the Bar Foundation.

## **Fellowship Committee's Screening Process**

Among other responsibilities, the Fellowship Committee will consider the Host Organization's hiring criteria and the student's application based upon:

1. Content and quality of application materials.
2. Work experience.
3. Research, writing, analytical, communication and organizational skills.
4. Leadership experience.
5. Extracurricular activities and community service.
6. Academic record.
7. Student Fellow's interest in a particular Host Organization's legal practice.
8. Maturity, integrity, professionalism, and sensitivity to ethical concerns.
9. Any other relevant factors.

**2021 Jana Springer Behe  
Corporate Counsel Section Fellowship  
Student Application Form**

**Location of Fellowship: Start Small Think Big, Inc.**

Name: Mr./Ms.

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Areas of interest (if applicable): \_\_\_\_\_

I agree to participate in the Fellowship Program, which shall **require**:

- Completion of approximately 315 hours with assigned Host Organization.
- Attendance at Fellowship Program related meetings and/or receptions, such as the yearly reception in July/August.
- Completion of an evaluation form rating the Fellowship Internship Program.
- At the conclusion of the Fellowship, the recipient will be required to produce a summary evaluation report that may be produced as an article in the Corporate Counsel Section Newsletter and/or the Foundation's Newsletter.
- Granting to the NYSBA, its Corporate Counsel Section and affiliated Committees the unrestricted right and permission to use, re-use, publish and republish my name, image, likeness and/or biography, which may be included intact or in part, through any and all media now or hereafter known, in connection with the activities, services, advertisements, promotion or any other purpose whatsoever related to the Internship Program. Such irrevocable grant of rights shall be affected by submission of this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Where did you hear of TNYBF Fellowship Opportunity? \_\_\_\_\_

**Application Process**

Submit the following application materials:

1. Application Form
2. Resume
3. Unofficial, current law school transcript
4. Writing sample
5. Letter of interest with a discussion about your personal commitment to diversity and how being from an under-represented group has impacted you.

**Email** all materials to: [Ldorr@tnybf.org](mailto:Ldorr@tnybf.org) no later than **Friday, February 12, 2021**.  
Please include 'CorpCounsel Fellowship' on the subject line. Files accepted in PDF format only.