

## The Kenneth G. Standard Diversity Internship Program

### Diversity Internship Committee

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### Corporate Counsel Section

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### Executive Committee

Chair, 2021 Term

Yamicha Stephenson, Esq.

### Diversity Internship Program Goals

To increase the representation of lawyers and students from a diverse range of backgrounds in corporate legal departments, and to provide students from a diverse range of backgrounds with an opportunity to experience in-house legal practice. The ultimate goal of the Kenneth G. Standard Diversity Internship Program (“the Program”) is to create a network and forge relationships which will foster greater diversity in corporate legal departments throughout New York State. Through the Program student interns will be provided a meaningful and appropriately supervised work experience by host companies working in partnership with the NYSBA Corporate Counsel Section’s Diversity Internship Committee (the “Internship Committee”).

### Eligible Candidates

Students must be in the class of 2023 from under-represented groups attending a participating law school and capable of fulfilling the requested work hours and responsibilities. An unofficial transcript, letter of interest with a discussion about your personal commitment to diversity in the legal field and how being from an under-represented group has impacted you, along with a writing sample will be required upon application. All application must be submitted in one single pdf.

### Host Company:

### TakeRoot Justice Transactional Internship for Summer 2022

***Deadline: December 15, 2021; however, applications will be accepted and processed on a rolling basis.***

TakeRoot Justice (“TakeRoot”) seeks a second-year law student (who will be a rising 3L in summer 2022) from a New York law school who is interested in a paid summer fellowship in which she/he/they will provide transactional legal services to grassroots nonprofits, small businesses, and worker cooperatives. TakeRoot Justice’s mission is to advance grassroots community groups’ campaigns for economic, racial and social justice by providing legal, technical, and research support.

The intern will work in the capacity-building legal practice area within TakeRoot. She/he/they will help support TakeRoot’s counseling of (i) groups of workers establishing worker-owned cooperative businesses and established worker-owned cooperative businesses in connection with incorporation, governance and other matters; (ii) small businesses in connection with commercial lease review and negotiations; and (iii) grassroots organizations, including nonprofits and unincorporated associations, in connection with incorporation, tax exemption and compliance with corporate, employment, tax and other laws.

This internship funding is provided by both the New York State Bar Association’s Corporate Counsel Section and TakeRoot. The internship will begin in late May or early June. We expect interns to work 40 hours per week for a minimum of ten weeks. The intern will receive a total of \$7,000 for the internship. The intern will need to attend any of the Corporate Counsel Section Internship Program related meetings/receptions (there is currently one reception, typically in August, to honor interns, law schools, and host organizations).

**We will accept and process applications on a rolling basis through December 15, 2021.** Applications will be accepted by e-mail only, directed to Patricia Alejandro at [jobs@takeroojustice.org](mailto:jobs@takeroojustice.org) **and** [KGSDDiversityInternshipProgram@gmail.com](mailto:KGSDDiversityInternshipProgram@gmail.com), and should include the student application form (attached), cover letter, resume, and a writing sample. The cover letter should address your personal commitment to diversity and how being from an under-represented group has impacted you. Please indicate any foreign language skills you have. Please write “**Summer 2022 TakeRoot Transactional Internship Application**” in the subject line of the e-mail. Due to the volume of applications we receive, we are not able to respond to e-mails following up on previously submitted applications. Applicants who are selected for an interview will be notified by e-mail.

*TakeRoot Justice is an equal opportunity employer. TakeRoot encourages applications from people with diverse backgrounds, including women, people of color, immigrants, persons with disabilities, LGBTQ people, people from low-income backgrounds, and people with personal experience with the criminal justice system. We strongly encourage applications from people with lived experiences in the communities we serve.*

### **Program’s Scope**

Program Term Start Date	Late May / Early June 2022
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### **Student Intern Responsibilities**

- Submit the following to the Internship Committee in one single pdf:
  - Student Application Form (attached hereto);
  - Cover letter with a discussion about your personal commitment to diversity in the legal field and how being from an under-represented group has impacted you;
  - Resume;
  - Current, unofficial law school transcript; and
  - Writing sample.
- Complete a ten-week internship (350-400 hours; approximately 35-40 hours per week) with an assigned host company

- Attend any Program related meetings/receptions
- Complete an evaluation of the Diversity Internship Program

### **Host Company Responsibilities**

- Commit to the sponsorship of the intern
- 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 intern who will work with, consult, advise, and guide the student intern during his/her tenure with the Host Company in the same manner as they do with other interns and new lawyers
- Exercise diligence and sensitivity to ensure that meaningful work assignments equivalent to those assigned to other interns and young lawyers are delegated to the student intern
- Evaluate and provide feedback to the student intern as company would with any other law intern working for them
- Complete an evaluation of the Program and provide any information relevant to the Program requested by the Internship Committee

**New York State Bar Association, Corporate Counsel Section  
Kenneth G. Standard Diversity Internship Program  
Student Application Form – TakeRoot Justice**

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

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

I agree to participate in the Diversity Internship Program, which shall require:

- Completion of a ten-week internship (350-400 hours; 35-40 hours per week) with assigned Host Company;
- Attendance at Diversity Internship Program related meetings and/or receptions;
- Completion of an evaluation form rating the Diversity Internship Program; and
- 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 effected by submission of this application.

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

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

**Application Process**

Submit the following application materials via email in **one PDF** to Patricia Alejandro at [jobs@takeroojustice.org](mailto:jobs@takeroojustice.org) **and** [KGSDiversityInternshipProgram@gmail.com](mailto:KGSDiversityInternshipProgram@gmail.com):

- 1) Application Form (this page);
- 2) Cover letter;
- 3) Resume;
- 4) Current, unofficial law school transcript; and
- 5) Writing sample.

Please use the subject line: TakeRoot Justice Internship 2022 Application.

**Internship Committee - Contact Information:**

New York State Bar Association (NYSBA), Corporate Counsel Section  
Diversity Internship Committee, Kenneth G. Standard Diversity Internship Program  
Email: [KGSDiversityInternshipProgram@gmail.com](mailto:KGSDiversityInternshipProgram@gmail.com)