



**Corporate Counsel Diversity
Internship Committee**
2025 Chair: Elizabeth. Shampnoi
Email: elizabeth@shampnoiadr.com

Host Organization:
Lutheran Social Services of Metropolitan New York

The New York Bar Foundation
President: Hon. Cheryl E. Chambers

THE NEW YORK BAR FOUNDATION

2025 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 with an opportunity to experience in-house legal practice.

Eligible Candidates

A second-year law student 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 Organization 2025: Lutheran Social Services of Metropolitan New York

The fellowship will take place at Lutheran Social Services of Metropolitan New York, 475 Riverside Drive, Suite 1244, New York, New York 10115. The agency transforms communities by collaborating with individuals, families and leaders to dismantle the causes and effects of persistent poverty and social injustice.

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. Duties may include drafting responses to inquiries, appearing before government agencies for administrative hearings, review of contracts and insurance documents, providing guidance to the HR department in areas concerning personnel discipline, and the review of leases.

Program’s Scope

The Program shall operate during the summer of 2025, 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:

Schedule	Dates and Deadlines
Student Application Deadline:	February 7, 2025
Fellow Selection and Presented to Foundation	March, 2025
Program Term	June - August*
KGS Intern Program for Sponsors and Interns	TBD July or August 2025

*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 organization.
- 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.
- Send a representative from the organization to attend the annual reception held in July/August.
- Attend, if able to, any meetings held by the NYSBA's Corporate Counsel Section Diversity Internship Committee.
- 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.

2025 Jana Springer Behe Corporate Counsel Section Fellowship Student Application Form

Location of Fellowship: Lutheran Social Services of Metropolitan New York
475 Riverside Drive, New York, New York

Name: _____

Address: _____

Telephone: _____ E-mail: _____

Law School: _____

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

The applicant **must** submit the following as a single PDF file:

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 no later than **Friday, February 7, 2025**.

Please include 'CorpCounsel Fellowship' on the subject line. Files accepted in **single PDF format only**.