

THE PALM BEACH COUNTY BAR ASSOCIATION

ADVANCING OPPORTUNITIES INTERNSHIP PROGRAM OUTLINE

The Palm Beach County Bar Association is seeking candidates for its Advancing Opportunities Internship Program. Applications can be found at the Bar's website. Students are invited to complete an application if they meet the internship eligibility criteria listed below:

ELIGIBILITY: Candidates must be first or second year law students who are interested in working in Palm Beach County.

CRITERIA PREFERRED BUT NOT REQUIRED:

- **Academic Performance** – Top 50% of the law school class
- **Leadership** - Involvement and leadership in law school organizations
- **Awards and Honors** - Recognized outstanding achievements
- **Community Service** - Proven commitment to serving others

INTERNSHIP INFORMATION:

Program Length: May 17, 2027 through July 30, 2027

Work Schedules: All work schedules will be determined independently by the interns and employers. Employers may set minimum weekly work hours and the hours may vary, but they require a minimum of 20 hours per week and will not exceed 40 hours per week.

Pay Rates: Each participating law firm will determine its own pay rate, but the rates will be a minimum of \$15.00 per hour. If placed in a Government agency, you will receive a stipend of \$300 per week (\$3,000 maximum for at least 20 hours per week for 10 weeks).

Bar Support: The members of the Palm Beach County Bar Association believe that involvement in the legal community is integral to a successful internship experience. The PBCBA achieves this goal by ensuring that interns are paired with members for support and advice, and connecting the interns with the legal community by hosting events such as seminars, lunches, happy hours, and other networking events.

COMMITMENT:

Each candidate must be committed to the internship program and be willing to participate fully, including attendance at designated mandatory events and regular work attendance. Each candidate must notify us IMMEDIATELY if they choose other employment or internship so that we may remove the candidate from the pool of diverse interns. An intern's failure to attend designated mandatory events and work regularly jeopardizes the internship program's success and can negatively impact the program's ability to secure participating interns and employers in the future.

INTERNSHIP GOALS:

These internships are separate from the participating employers' regular summer internship programs. Law firms and governmental agencies participate in this internship program voluntarily. Candidates seeking hands on legal experience and potential employment opportunities in Palm Beach County, not necessarily monetary rewards, should definitely apply. Please note that internships are not offers of employment.

**THE PALM BEACH COUNTY BAR ASSOCIATION
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A FEW OF OUR PRIOR EMPLOYERS

Judges:

Fifteenth Judicial Circuit

Fourth District Court of Appeals

U.S. District Court for the Southern
District of Florida

Government Agencies/Entities:

Legal Aid Society of Palm Beach County

Office of Attorney General

Office of the State Attorney

Palm Beach County Attorney

Palm Beach County Clerk & Comptroller

Palm Beach County Public Defender

Palm Beach County School District

South Florida Water Management District

Private Law Firms:

Jeck Harris

Rabin Kammerer Johnson

Saxena White PA

Smith, Ball, Baez & Prather Florida Injury
Attorneys

Searcy Denney Scarola Barnhart & Shipley

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TIPS FOR SUCCESS

Professional Attire & Attitude

- Your professional appearance and demeanor are important aspects of your internship. Business/professional attire is expected at all times, including your interview. If the firm or agency you are hired by instructs you to dress casually, ask your supervising attorney what the organization's definition of casual dress is. You would not want to be left out of a client meeting, a deposition, or a court appearance because you were not dressed appropriately.
- Remember your interview continues throughout the summer - you will be evaluated, both professionally and personally. Your goal is to leave meaningful impressions on all of your colleagues. They will likely serve as references for the Bar and future employment opportunities.
- This advice extends to any and all social functions!

Take Advantage of Learning Opportunities – Be Proactive

- Your internship is meant to be a learning experience. Take the initiative to ask for assignments. Ask to attend depositions and court appearances – you never know unless you ask. If possible, ask to do a project you have not done before. The project may help you decide whether you like the area of law.
- If the firm or agency offers training programs for summer interns, attend and be an active participant. Participate in firm and agency events and gatherings. You never know when you will meet your next mentor or a valuable contact.

When Getting Assignments – Listen Carefully, Take Notes, and Ask Questions

- Attend every meeting with a pad and pen – even just a quick meeting may turn into a detailed assignment.
- Write down assignments as they are given to you. Often terms and details that may not make sense initially will be invaluable later on.
- Make sure you understand what you are being asked to do - ask questions to clarify the scope of the assignment, what format the assigning attorney wants your work product in (e.g. memorandum, brief, oral answer), how long the assignment should take, and when it is due.
- It is very likely you will be assigned multiple projects at once. Ask the assigning attorney how to prioritize their assignment. Also, expect to be asked to work on something that you have not done before. Let the attorney know, but do your best on the project.

Work Diligently – Do Not Ignore Deadlines

- There is no such thing as a rough draft – always put your best foot forward. Handle all tasks thoroughly and promptly. Make clarity in your writing a priority - proofread all your work, even emails, for typos.
- Follow up with the assigning attorney on the case to avoid getting off track. When you identify an issue in an assignment, try to bring alternative solutions to the assigning attorney along with the issue. It will show you are forward thinking and trying to be as efficient as possible.
- If you believe you are going to have trouble meeting a deadline, speak with the assigning attorney well before it is due so the attorney can decide the next course of action. Likewise, if at any point your workload does not seem manageable speak with your supervising attorney.

Seek Out & Embrace Feedback

- If feedback is not provided to you, seek it out. After completing every assignment, ask to speak with the assigning attorney and express your eagerness to receive constructive comments.
- Embrace feedback. Your supervisors will look for a positive attitude in understanding mistakes and taking affirmative action to improve your skills.

NOTE: When in doubt, contact your assigned PBCBA member - we are always here to help you get the most out of your internship!