

## ***INCREASE YOUR DEPARTMENT'S IMPACT WITH AN INTERN PROGRAM***

### Outline for Organization and Conduct Of Corporate Law Department Intern Program

The following is a generic outline for the organization and conduct of a program. It contains features that may not be applicable to every situation. The outline is meant to provide you with some ideas that you can change and adapt to apply most readily to your own unique situation.

Please feel free to contact Phil Crowley ([pcrowle@corus.jnj.com](mailto:pcrowle@corus.jnj.com)) at Johnson & Johnson with any questions you may have. Include the term "Intern Program" in the subject line of your e-mail.

1. Define Focus – providing employment opportunity in a corporate law department for one or more law school students to work on select projects under the supervision of department attorney or attorneys
2. Define Purpose of Program
  - 2.1. Address projects that Department can't get to with current resources
  - 2.2. Support local law schools and students
  - 2.3. Provide insights into work of corporate law departments
  - 2.4. Support community
  - 2.5. Provide leadership/mentoring opportunities for Department lawyers
  - 2.6. Other
3. Preparation
  - 3.1. Recruit or designate person or Committee with responsibility to operate program
    - 3.1.1. This should include recruiting or designating a mentor for each intern
  - 3.2. Select one or more objectives for program
  - 3.3. Define projects or process for collecting and assigning projects

- 3.3.1. Mentors for each intern can be helpful in designing or soliciting appropriate projects
- 3.3.2. Alternatively, the intern coordinator can centralize responsibility for this
- 3.3.3. Important to realize that successful projects require your work to define clearly the work to be done and to set reasonable expectations of the intern – remember he or she is not yet a lawyer
- 3.4. Identify target law school placement offices for announcement of program
  - 3.4.1. Law school placement offices are generally very receptive to overtures by any law-related employer
  - 3.4.2. Contact local law school placement offices early in the process to identify any unique scheduling needs or recommendations they may have
- 3.5. Identify law department personnel to participate in interviewing and selection process
  - 3.5.1. It's useful to recruit a dedicated team to conduct interviews – establishes a common baseline for evaluating candidates
  - 3.5.2. The intern coordinator, individual practice groups to whom an intern would be placed or the intern committee can serve as the selection vehicle
- 3.6. Decide on or create educational and/or social events for intern(s)
  - 3.6.1. Socialization is an important and enjoyable part of having an intern – can be as simple as an afternoon coffee and cake event, discussions over lunch or formal orientation
- 3.7. Identify corporate or law firm intern programs with which you can collaborate on educational and/or social events
  - 3.7.1. Leveraging the resources of one of more of your outside counsel can provide additional experience and enrichment of your program

- 3.8. Create job description(s) and provide to placement offices
  - 3.8.1. By November – January for summer programs
  - 3.8.2. As and when needed for programs during academic year
4. Select Candidate(s)
  - 4.1. A dedicated group or groups is the best approach for this
5. Conduct Program and Provide On-going Mentoring
  - 5.1. Useful to agree with intern at beginning of program upon goals, objectives for work experience, e.g. work on litigation, write a research memo on a regulatory matter, draft the claims of a patent, attend a deposition, trial or hearing
  - 5.2. Important that mentors check back with interns on a regular basis, e.g. weekly
    - 5.2.1. Monitor progress toward goals
    - 5.2.2. Assure relevant feedback is given
    - 5.2.3. Identify any problems or obstacles
6. Debrief Interns at Conclusion of Program
  - 6.1. Identify features that worked well and reasons
  - 6.2. Identify features that didn't work well and reasons
  - 6.3. Obtain suggestions for improvements
7. Debrief Participating Attorneys at Conclusion of Program
  - 7.1. Identify features that worked well and reasons
  - 7.2. Identify features that didn't work well and reasons
  - 7.3. Identify tangible benefits to Department
  - 7.4. Obtain suggestions for improvements
8. Evaluate feedback and incorporate improvements into succeeding programs