

ASSOCIATION OF CORPORATE COUNSEL
Increase Your Department's Impact With an Intern Program
December 6, 2007

Webcast Questions:

1. Are there requirements to register your program/intern with your state Bar Association?

We're not aware of any such requirements.

2. Can we get a sense of the pay structure for summer interns?

Johnson & Johnson pays the rate the World Headquarters HR department sets (based on benchmarking) for summer MBA interns - a bit in excess of \$30/hour for a 37.5 hour week. That's about 80% of what law firms in New Jersey pay for 2nd year interns.

3. Is it appropriate to do a non-paid, semester based, program? What is an appropriate pay for a one-man legal department? Should you pay by the hour or week?

Yes, it is appropriate to have a non-paid, semester based program. The Finish Line's program provides academic credit rather than a cash stipend. The work and time requirements are best discussed with the law school with which you work.

Pay rates should ideally be set based on comparable available positions in your local market. You'd pay more in Silicon Valley than in Boise, Idaho. Paying by the hour or week is influenced by the HR systems you have in place, and whether you wish to accommodate flexible working schedules/locations.

4. Does someone have a sample job posting to send to the local law schools?

Yes - they're posted at the website.

5. How many hours per week can be asked of a law student during the semester, especially if non-paid?

That should be worked out with the law school with which you're collaborating.

6. How much are interns at Johnson & Johnson paid?

Last year, law department interns were paid at the rate set for MBA interns, somewhat in excess of \$30/hour.

7. What is the single piece of advice you'd give to a law dept. setting up a new intern program? What's the most important thing to keep in mind?

There are many answers to this one - (1) plan the program carefully with clear goals and metrics for performance by interns and by your lawyer participants; (2) have an internal champion or champions or a committee responsible for making the program work - choose people who are enthusiastic about the prospect; (3) get the General Counsel behind the project

8. Regarding the unpaid internship @ The Finish Line, do the interns get academic credit for their participation?

Yes

9. Did I hear correctly that the Finish line's internship program was unpaid?

Yes

10. How much time is spent training the interns when they are first brought onboard -- 1 full day? A week? (We would like to know this info to assess how much time/resources are spent by in-house attorneys)

At Johnson & Johnson, there is an afternoon orientation. Realistically, each project involves some orientation to the specific needs of the affiliates being served (we have over 200!). Less complex organizations would likely spend less time on orientation. Also, law departments that have a more "arm's length" relationship with their internal clients may not need at that much orientation.

11. What kind of projects do you give interns?

They receive the full spectrum of project - subject, of course, to oversight by our attorneys. The more complex and demanding the task, the more oversight we tend to provide.

12. Any "lessons learned" you would like to share (from perhaps less than optimal experiences you have had)?

It's important to keep projects focused and check back frequently on interns' progress. Sometimes we lawyers overestimate our interns' level of understanding. It's important to assure that both intern and the lawyer providing the work are "on the same page" about what needs to be done.

13. Since they are 1st year law students (inexperienced in practicing law), how are you screening them and making selections?

Most companies have a collective process that involves interviews and discussions among the interviewing attorneys.

14. I missed how large of a company Southern Calif. Edison is - can you include that in your summary please?

About 10,000 employees, 80 lawyers, 2,000,000 customers.

15. Any particular suggestions for a small department with no current program - for starting one?

See the source material on the website. Select some objectives that make sense for your department. Create a plan. Find a local law school or two that you can get enthused about your opportunity - and get started!