

**PUGET SOUND AREA MINORITY FELLOWSHIP PROGRAM**  
**Summer of 2012**  
**Program Description, Procedures, and Schedule**

I. Introduction and Overview.

The Puget Sound Area Minority Fellowship Program (PSAMFP) is designed to provide summer associate opportunities to minority first-year law students from the University of Washington and Seattle University Schools of Law. Students who are chosen to participate as Fellows in this highly competitive program will be placed as first-year summer associates with one of the program's participating employers. The program is based on the National Minority Clerkship Program, which was designed and endorsed by the American Bar Association Commission on Opportunities for Minorities in the Profession. The PSAMFP was founded by representatives from interested law firms, the Loren Miller and Hispanic Bar Associations, and the two local law schools. It has been endorsed by the Asian, Hispanic, Northwest Indian, and Seattle-King County Bar Associations, and by the University of Washington and Seattle University Law School Alumni Associations. In 1997, the PSAMFP (then called the Puget Sound Area Minority Clerkship Program or PSAMCP) received the WSBA's Affirmative Action Award, "in recognition of the Program's contributions in creating and advancing career opportunities for minorities in the legal profession." In 2010 the program was renamed to better reflect its similarities with other private law firm fellowship programs that have been developed by individual employers.

The program's pilot year was 1991, and the summer of 2012 will mark the PSAMFP's twenty-first year. The number of employers participating in 2012 will be confirmed before the selection process is complete.

A. Reasons for the Program.

The rationale for the program includes the following:

1. The program was started in response to various surveys, including a National Law Journal survey, showing that the level of minority lawyer involvement as associates and partners in major Seattle law firms had not increased significantly over the previous decade.

2. The PSAMFP is designed to identify those students whose background, academic and otherwise, tends to predict successful career performance, and to provide those students with the opportunity to work in a major law firm or corporate law department environment.

3. One of the best ways to learn about the practice of law is through participation. Students who work in a law firm or in-house legal department following their first year will gain a better appreciation of the legal profession and practice. These Fellowships offer first-year law

students experiences that will assist them with their second-year studies, and in their pursuit of opportunities for employment for the following summer.

B. Overview.

The PSAMFP involves three groups: (1) Seattle area law firms and in-house legal departments, most (although not all) of which have existing summer clerkship programs; (2) first-year law students at the University of Washington School of Law and at the Seattle University School of Law; and (3) both law schools. Minority law students at both schools who are interested in applying to the fellowship program will be required to submit the application materials described below. The applications will be considered by a committee composed of participating employer and law school representatives. Finalists will be selected based on a personal statement, resume, writing sample and interview. The students selected will then be matched with participating employers based on a priority based lottery system taking into account each employer's needs and preferences.

II. Application and Selection Process.

A. Applications

Applicants should submit materials online using Symplicity, not later than Monday, January 23, 2012. Materials to be submitted are:

- a personal statement, one to two pages in length, which will serve as a cover letter. Please be sure your name and address appear at the top of the letter. The personal statement will provide the selection committee with information the applicant wishes the reviewers to know about his or her personal background, aspirations, etc. It should be **addressed** to: Selection Committee, Puget Sound Area Minority Fellowship Program, c/o Jeff Wolf, Williams Kastner, 601 Union Street, Suite 4100, Seattle, Washington 98101.
- a resumé;
- a list of three references; and
- a writing sample. The writing sample is typically a first-year legal writing assignment that has not been significantly edited by others and that reflects the applicant's writing in the context of legal analysis.
- An official or unofficial undergraduate transcript, and an official or unofficial law school transcript to the extent such law school transcript is available.

Applicants must have legal authorization to work in the United States.

## B. Selection of Finalists

The full Committee will review the applications to determine the students to be interviewed. Applicants selected for interview will be invited to an On-Campus interview with a representative from each of the participating law firms and a representative from each law school. Following the interviews, the full Committee will select the finalists.

Finalists will be offered a fellowship, the principal component of which is a summer associate position with one of the participating employers for the summer of 2012. Opportunities for all fellowship recipients to meet socially have also been provided in the past as a result of the generous participation of U.S. District Court Judge Richard Jones and King County District Court Judge Eileen Kato. Finalists who accept a position will then be matched to a participating employer. Pairing of finalists with employers is done by using a priority based lottery system taking into account each employer's needs and preferences and the information obtained from the students in the application process and interview. After the finalists have been matched to employers, the employers will contact the students. Some employers may have additional background check or reference checking requirements. The employers will be responsible for integrating the students into their respective summer programs.

In the selection process, the committee will consider a number of factors, including undergraduate academic credentials, law school academic credentials if available, undergraduate experiences and activities, employment and other life experiences, demonstrated writing ability, and skills and attributes demonstrated during interviews. There is no set number of participants from each school, but care will be given to assuring that both schools have students in the program.

## III. The Summer Fellowship Experience.

The following guidelines apply for students selected to participate in the program:

Salary. The summer associate fellow's salary will be the same as that of other first-year summer associates at the participating employer. Positions are expected to pay a weekly rate of not less than \$1,000. Fellows to the program are required to be available to work at the participating employers for a minimum of 10 weeks during the summer program.

Training Opportunities. The success of the program depends on the extent to which the student is integrated into the regular summer associate program at the participating employer. His or her experience should be identical to that of any summer clerk, including opportunities in the social, educational and professional aspects of the firm or company.

Evaluation Process. Evaluation of the work and experience of program participants is essential to the success of the program. Periodic evaluations during the course of the summer and a more formal end-of-summer review and interview are recommended.

#### IV. Subsequent Employment at First Year Employer.

Employers in the program generally do not offer first-year program participants an opportunity to return for the summer after their second year. Guidelines of the program will not preclude an employer from extending such an offer, however, students should not automatically expect to be invited to return for their second-year summer. In that regard, the following should be kept in mind:

- The primary purpose of the program is not to recruit, but rather to allow students to learn about the practice of law in a variety of settings and to gain experience doing so through the program. Therefore, Fellows are encouraged to broaden their experience and opportunities by applying for a second-year clerkship at a different employer.
- Some of the employers do not have second-year clerkship programs, or do not have a practice of inviting their first-year summer clerks to return as a second-year summer associate. Fellows, therefore, should not automatically expect that they will be considered for a second-year clerkship by virtue of their participation in this program and should wait for the employer to initiate such a conversation.
- In the event that an employer does invite a first-year student to return the following summer, that employer will determine when the offer is made. Offers will not be made in conjunction with this program, and PSAMFP guidelines do not apply to such employment opportunities.
- Participating Fellows may be offered full-time permanent employment by any PSAMFP employer, including their first-year summer employer. Permanent employment offers should come through the normal hiring process beginning in the summer before the student's third year (i.e., as the second summer is coming to an end).
- Participating Fellows may accept offers for part-time employment during the academic year from any PSAMFP employer. This includes the employer where they worked as a first-year Fellow. (Inclusive dates: beginning of fall quarter/semester through the end of spring quarter/semester).

#### V. PSAMFP Calendar.

December 2011	Program Description and Timeline to schools.
January 9, 2012, 4:00 – 5:30	Information meeting for interested first-year students at U.W. Law School. Committee representatives to provide information about the program and the application and selection procedures, and answer students' questions.

January 10, 2012, 5:00 p.m.	Information meeting for interested first-year students at S.U. Law School. Committee representatives to provide information about the program and the application and selection procedures, and answer students' questions.
January 23, 2012, no later than <b>noon</b> .	Application deadline. Students to submit the application materials described above via Simplicity. Select "Puget Sound Area Minority Fellowship Program 2012" Session.
February 15, 2012	Law school career services offices to post interview schedules.
February 22(UW)/ 23(SU), 2012	On-Campus Interviews. Participating employers to interview students at U.W. and S.U. Law Schools.
February 27, 2012, no later than <b>noon</b>	Students to confirm with career services their continued interest in being selected as a finalist for the program.
March 2, 2012	Committee meets to match finalists with employers by priority based lottery system.
March 5, 2012	Employers to notify students where they were selected to be a fellow in the summer of 2012.

VI. 2012 Participating Law Firms and Companies

Carney Badley Spellman, P.S.  
Garvey Schubert Barer  
Gordon, Thomas, Honeywell, Malanca, Peterson & Daheim LLP  
Karr Tuttle Campbell  
Lane Powell PC  
Microsoft Corporation  
Patterson Buchanan Fobes Leitch & Kalzeer, Inc., P.S.  
Preg O'Donnell & Gillett  
T-Mobile  
Williams Kastner