

## HARPUR LAW COUNCIL PRIVATE SECTOR LAW INTERNSHIP SUMMER 2022

The Harpur Law Council (HLC) Private Sector Law Internship gives Binghamton juniors and seniors the opportunity to experience law in the private sector; to make informed decisions about the choice of a legal career, based on their own experience; to establish professional connections with HLC member attorneys and other BU law alumni; and will be paid by the firm or company to defray living and travel expenses during the internship.

### What are the time commitments, expenses, and duties involved?

Students chosen for the internship **must work full-time** at the assigned host firm or company for **eight to ten weeks** during the summer of 2022. Each selected student **will agree** to provide periodic reports and final evaluation to the University, and return to Binghamton during the next year to describe the internship to others. The internship does not carry academic credit.

### Where will the Internship take place?

Three sites are confirmed for the summer 2022. These sites include:

- Entrust Global, Office of the Global General Counsel and Chief Compliance Officer; <https://www.entrustglobal.com/>
- Interpublic Group (IPG), WW Legal Department; <https://www.interpublic.com/>
- Schlam Stone & Dolan, LLP; <https://www.schlamstone.com/>

### Who is eligible?

**Current full-time juniors or seniors**, who expect to graduate between May 2022 and August 2023, who will have **completed at least 32 credit hours at Binghamton by the time the internship begins**, with overall Binghamton **GPA of 3.0 or higher**. See Internship Guidelines for a complete list of requirements.

### How are students selected?

The Pre-Law Advisor and a representative from the Harpur College Dean's Office will review the applications and invite a group of finalists to participate in an on-campus (or virtual) interview on **April 21, 2022**. Members of the firm/company may also participate in the interview process. They will consider academic achievement, experience, recommendations and references, a personal statement/cover letter and the interview in making final selections. **Preference will be given to students from underrepresented backgrounds and to students who have not yet participated in opportunities such as this.**

### How do I apply?

- Fill out the attached **two-page** application, completing all items.
- Attach your **essay(s)** and your **resume**.
- **Attach two** letters of recommendation (one letter must be from a **faculty** member and we will allow one of the two letters to be from a professional staff member). Please ask your recommenders to email their letter to [prelaw@binghamton.edu](mailto:prelaw@binghamton.edu).
- Sign and date the interview agreement, the authorization to release your records and the confidentiality pledge.
- All items, except the letters of recommendation, must be submitted electronically **together in one application package** on single-sided sheets of paper.

**Completed applications are due to the Pre-Law Advising Office at [prelaw@binghamton.edu](mailto:prelaw@binghamton.edu) by 4:30 PM, April 13, 2022.** Questions? Contact the Alex Jablonski, Pre-Law Advisor at [ajablons@binghamton.edu](mailto:ajablons@binghamton.edu) or Leah Joggerst, Director of Harpur Constituent Relations and Advancement at [ljoggerst@binghamton.edu](mailto:ljoggerst@binghamton.edu).

### INTERNSHIP GUIDELINES

1. Only currently enrolled full-time juniors or seniors, who expect to graduate between May 2022 and August 2023, may apply. Students must have completed at least 32 credit hours at Binghamton by the time the internship begins, be in good standing with Binghamton University and have a 3.0 GPA or higher.
2. Students will submit periodic reports to the representative from the Harpur Dean's Office, due the end of the 1<sup>st</sup> week, 4<sup>th</sup> week (halfway point), and final week. These reports should comment on specific problems and challenges that the students have experienced and indicate how they confronted, analyzed, and solved (or were unable to solve) those problems. At the completion of the internship, a written self-evaluation report and a supervisor report will be submitted to the representative from the Harpur Dean's Office.
3. Students who complete the internship agree to return to Binghamton and/or attend events at Binghamton or elsewhere during the next academic year to describe the internship to others.

### STUDENT ROLES AND RESPONSIBILITIES

1. Adhere to firm/company work hours, policies, procedures and rules governing professional staff behavior.
2. Adhere to firm/company policies governing the observation of confidentiality and handling of confidential information.
3. Maintain professional relationships with firm/company, university employees and third parties.
4. Utilize a courteous, enthusiastic, open-minded approach to policies and procedures within the profession.
5. Be consistent and punctual in the submission of all work assignments to your firm/company supervisor(s) and periodic reports to the Harpur Dean's Office Representative.
6. Ask for assistance if necessary. Your firm/company supervisor would rather spend time now to make sure something is done right than do it over in the future.
7. Ask for feedback. Constructive criticism allows you to modify or change behavior or performance for the most productive use of your internship.
8. The sponsor's evaluation of your performance will be completed at or prior to the conclusion of your internship.
9. **Students will receive direct compensation or payment from the sponsor firm/company for work performed during the time period of the internship.**
10. In accepting an internship, students agree to comply with the requirements set forth above and with all applicable Binghamton University policies and regulations.

## **Descriptions from the Firm/Companies**

### **EnTrust Global, Office of the Global General Counsel and Chief Compliance Officer**

EnTrust Global is offering a paid summer internship (\$20/hour/8-10 weeks) to a student who is interested in learning about and participating in the daily business operations of a hedge fund, especially regarding the many laws and regulations to which hedge funds with global businesses, like EnTrust Global, are subject, both in the U.S. and throughout the world. EnTrust Global manages approximately \$20 billion for mostly large and institutional investors and has 11 offices across the U.S. and Europe. This internship would be an opportunity to work from our New York City main office with our 10 person Legal and Compliance Team, as well as our other business units such as the investment team, our sales and accounting teams and the like. We hope to make the internship as immersive as possible and include our intern in internal and external meetings, document preparation and review, compliance testing and helping us satisfy our legal and regulatory obligations imposed by the SEC and our other regulators. We are hopeful that this will be an in-office experience (but will adapt as necessary depending on pandemic status this summer ) and will require that, like our employees, our intern be fully vaccinated (with booster) and tested on a weekly basis in order to work from our office. Applicants should be interested in pursuing a legal or compliance career in the financial services industry.

### **Interpublic Group (IPG), WW Legal Department**

IPG is offering a paid internship for Summer 2022 for a Binghamton undergraduate student interested in pursuing commercial or corporate law as a career. IPG is one of the world's leading marketing and advertising companies, with \$9B in revenues and 55,000 employees doing business in 100 countries around the world. The intern will work within IPG's legal department, which consists of 135 attorneys and professionals. The work will provide exposure to all aspects of IPG's in-house legal work, including involvement in legal issues arising from ad campaigns, intellectual property issues, contracts and negotiations, and corporate legal issues. The hope is that the internship will be in-person, Covid permitting, based in IPG's headquarters in midtown Manhattan. Compensation: \$20/hour and the internship will last 8 weeks.

### **Schlam Stone & Dolan, LLP**

Paid summer internship at litigation boutique law firm in Manhattan. We are seeking a summer intern who is interested in law, and particularly in civil litigation. Interns will have the opportunity to attend court conferences, depositions, oral arguments, hearings, and possibly trials, and to interact with attorneys on pending matters. Responsibilities will include basic research, preparation of documents and materials, and assistance of attorneys and paralegals. Applicants should show an interest in law-firm practice, but no prior legal experience is required. Compensation will be \$15/hour (no benefits); interns are also permitted to seek course credit, if available, on their own. We are flexible on start and end dates, but request that applicants commit to working at least eight consecutive weeks to allow for continuity on projects and observational experiences.

**HARPUR LAW COUNCIL  
PRIVATE SECTOR LAW INTERNSHIP  
SUMMER 2022 APPLICATION – p. 1 of 2**

NAME: \_\_\_\_\_

B#: \_\_\_\_\_

LOCAL ADDRESS:

PERMANENT ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LOCAL PHONE: \_\_\_\_\_

PERMANENT PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

CURRENT E-MAIL: \_\_\_\_\_

PERMANENT E-MAIL: \_\_\_\_\_

I am a full-time \_\_\_ Junior \_\_\_ Senior (please see guidelines)

DATE OF GRADUATION: \_\_\_\_\_

MAJOR(s): \_\_\_\_\_

\_\_\_\_\_

**Have you been convicted of a felony?** \_\_\_ Yes \_\_\_ No

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to participate in the internship program. If "yes" is checked, indicating you have a felony conviction, a campus committee will review the application to determine if you are approved to participate.

**Indicate the programs for which you would like to be considered:**

\_\_\_\_\_ Interpublic Group (IPG)

\_\_\_\_\_ Entrust Global

\_\_\_\_\_ Schlam Stone & Dolan, LLP

**Please attach application essay:**

- In a typed essay, not to exceed 500 words, please discuss your interest in the private sector area of the law and what you would hope to gain from this internship program. You are free to draw on your academic coursework, extracurricular activities, personal history, professional goals, and/or any other aspect of your experience that you feel is relevant. Please also indicate the qualities that you feel would make you an excellent representative of Binghamton University in a fast-paced legal setting.

Please also attach your **resume**, and **two letters of recommendation** (at least one letter must be from a faculty member and one of the letters may be from a professional staff member, if necessary). And please list **two references** below. These may be the same as or different from your faculty recommenders.

1. Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
E-Mail: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**HARPUR LAW COUNCIL  
PUBLIC INTEREST LAW INTERNSHIP  
SUMMER 2021 APPLICATION – p. 2 of 2**

**Interview Agreement:**

If selected as a finalist for an internship, I agree to be **available for an on-campus (or virtual) interview April 21, 2022**. Following the interview, I may be offered an opportunity to rank the internship sites in order of preference. However, if that should occur, I understand that I am **not** guaranteed a placement at my preferred internship site, or at any site, and I agree to be considered for **all** placements.

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Signature

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date

**Placement Agreement:**

I understand that many students are seeking internships sponsored by the Harpur Law Council (HLC). If I am interviewed for and receive an offer for a placement at one of the internship sites, I agree to accept the offer and carry out my obligations under the HLC internship program.

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Signature

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date

**Release of Records:**

I authorize the Pre-Law Advising Office at Binghamton University to release information from my academic and disciplinary records at Binghamton University to the Internship Review Panel, for the purposes of reviewing this application. Panel members will include, the Pre-Law Advisor, a representative from the Harpur College Dean's Office, and representatives from the firm/companies.

Please note that you will also need to file a separate release of information with the Office of Student Conduct, which indicates that Alex Jablonski, the Pre-Law Advisor, may access your disciplinary record.

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Signature

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date

**Confidentiality Agreement:**

I understand the need to keep professional information confidential. I hereby agree to assure the confidentiality of information I receive from others or obtain from my own observation regarding clients, business plans, private records, and other non-public information associated with my work on the Summer 2022 Private Sector Law Internship. I also agree that I will sign any confidentiality agreement required by the firm/company where I work for the Summer 2022 Private Sector Law Internship.

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Signature

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date

**Completed applications are due to the Pre-Law Advising Office at  
[prelaw@binghamton.edu](mailto:prelaw@binghamton.edu) by 4:30 PM, Wednesday, April 13, 2022**