



ACC Chicago Diversity Summer Internship Program
Summer 2025

Student Intern Packet



I. Summary

ACC Chicago's Diversity Summer Internship Program (the "Program") is now in its 22nd year! The following packet contains materials for [ACC Chicago's 2025 Program](#). It contains Frequently Asked Questions for your reference. You will also find a calendar of events for the Program.

Please note that attendance at all Program events is mandatory for selected students.

II. Frequently Asked Questions

1. What is the internship program? What should I expect this summer?

The Program consists of a 10-week internship with a Chicagoland corporation's legal department. Each intern will perform a variety of tasks, including legal research and memo writing, attend meetings, everyday legal projects and tasks, and generally experience what in-house attorneys do on a day-to-day basis.

The Program consists of four primary components: (1) the corporate in-house internship, (2) a mentoring program, (3) networking events, and (4) workshops.

The mentoring portion of the Program includes a handful of **mandatory** evening group programs (attended by all interns, mentors, and other in-house lawyers) as well as one-on-one mentoring. Programming includes a Resume Writing and Interview Workshop, Networking Workshop, and other educational and social events. Each intern will be assigned two mentors – a lawyer within your host legal department and a lawyer from ACC Chicago.

Finally, the most valuable, yet often overlooked, element of the Program is the opportunity for interns to meet and network with their future peers – in-house counsel, ACC Chicago members, and law firm attorneys. The

Program's social outings and other substantive programs provide ample time for interns, hosts and mentors to get to know each other. As such, it is critical and **mandatory** that interns attend every event.

2. Is attendance to all of the Program events mandatory?

Yes, it is required that all interns attend all of the programming (See the Calendar of Events below). The events are integral to the Program and the learning experience of the summer. All interns **must attend** each event. Your host corporation is aware of this requirement, but you should notify them in advance if you need to leave work early on program event days in order to arrive on time to the programs. In fact, your mentor and other attorneys from your host corporation are likely attending the programs as well.

3. Will I get paid for the summer?

Yes, selected students will receive \$12,000, paid directly by your host company (according to that company's regular payroll dates). Although you will be interviewed and selected into the program by the ACC Chicago internship committee, you will be considered an employee of your host company for the summer. You will be required to go through the on-boarding process specific to your assigned host company, which may include filling out a job application and submitting to a background check (including a criminal background check), and you will be required to fill out a W-2 form. Please be advised that ACC will not withhold any taxes. All tax consequences are the responsibility of each individual intern.

4. Does ACC or my host corporation pay for my transportation to and from my host corporation?

No. It is your responsibility to get to and from work. Some students will be placed at corporations in downtown Chicago and some will be placed in suburban locations. The ACC Chicago Diversity Summer Internship Committee will do its best to assign students with cars to companies in the suburbs.

5. How do I substantively prepare for the internship?

Be positive, ready, and willing to accept any and all projects. Take all projects seriously and always do your best work. Try to do a little extra when you can. Be timely and considerate of deadlines. Having a positive attitude about projects and a good work ethic are really what you will need to be ready for the summer and to succeed in the Program. You are also encouraged to meet with your ACC Chicago mentor for lunch or dinner prior to your first day of work. If you are unable to meet in person, make sure you talk with your mentor by telephone or video chat.

6. What else can I do to succeed over the summer?

Welcome to the world of networking. Besides your work product, networking will be the most important skill set developed over this summer. Build as many relationships as you possibly can. Actively work to connect with the other interns, all of the ACC Chicago mentors, corporate mentors, people at your host corporation, and the members of the committee that run the program. The intern events are a great place to make these connections. Always be professional and do your best work. Keep in touch with the people you meet after the summer ends.

III. Calendar of Events

Students should mark their schedules immediately for the following events. All locations are TBD (except where noted), but usually occur in or near downtown Chicago.

Event	Date/Time *
Orientation and Kick-Off Event Location: TBD	April 11, 2025 3:00 pm - 7:00 pm
Social Event Location: TBD	April 12, 2025 12:00 pm - 2:00 pm
Interview and Resume Workshop**	June 5, 2025 3:00 pm - 7:30 pm
Zoom Lunch with the Committee	June 18, 2025 12:00 pm - 1:00 pm
Fireside Chat with Judge Amy J. St. Eve	TBD 5:30 pm - 7:30 pm

Networking Workshop**	July 10, 2025 5:00 pm - 7:30 pm
Zoom Lunch with the Committee	July 17, 2025 12:00 pm - 1:00 pm
Legal Prep High School Community Service Event	July TBD Saturday morning timeframe
Alumni Panel and End of Program Celebration Reception**	August 7, 2025 5:00 pm - 8:00 pm

* For each event, you will receive an Outlook invitation that will confirm the date, time and destination details. Be on the lookout and adjust your schedules accordingly.

** Interns will be asked to arrive earlier for these events.

IV. Questions or Concerns

Selected students should reach out to their corporate mentors or ACC mentors with any questions. You can contact the following ACC Chicago Summer Diversity Internship Committee Members with any concerns or to simply keep in touch.

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