



Starr Career Development Center Max Berger Pre-Law Program

Baruch COLLEGE 

Baruch Max Berger Pre-Law Unpaid Internship Stipend Program

Gain financial support for your unpaid legal internship with a legal employer in the public sector (i.e. non-profit or gov't agency) only. Students receiving stipends from internship employers will be **considered and are encouraged to apply**.

- Open to undergraduates of any major with a preferred minimum 2.8 GPA and who have completed at least one full semester at Baruch College.
- Apply by: Summer Deadline- Spring Deadline- **December 13, 2018**// Summer Deadline - **May 7, 2019**// Fall Deadline - **August 31, 2019**

Program Description

The **Max Berger Pre-Law Unpaid Internship Stipend Program** provides financial assistance to undergraduate students who complete an unpaid legal internship with a legal employer in the public sector during the summer, while encouraging them to develop their professional and educational goals through programs offered by the Max Berger Pre-Law Program at Baruch College.

The Starr Career Center, with generous support from Max Berger '68, has partnered to offer the Max Berger Pre-Law Program at Baruch College for undergraduate students.

A legal internship provides valuable experience and is an important stepping stone to allowing an undergraduate student decide whether pursuing a graduate level legal education is the right choice for them. However, internships are often unpaid, which can be a significant hurdle for students who already are stretched financially. The *Max Berger Pre-Law Unpaid Internship Stipend Program* generously offers a \$2,500 stipend to help students overcome the financial hurdle of an unpaid legal internship.

The *Max Berger Pre-Law Unpaid Internship Stipend Program* focuses on the legal careers, and the program supports students who want to pursue a legal internship in an effort to make smart career and educational choices.

Benefits of the Program

- \$2,500 stipend for a minimum of 20 hours per week for a period of at least 10 weeks during the fall, spring or summer semesters.
- An opportunity to gain legal experience at the college level.



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Student Qualifications

- Undergraduate student in any major with a minimum 2.8 GPA.
- Student has secured an unpaid legal internship which provides direct legal services to a community under the direction of a licensed attorney in good standing with a public sector legal employer no later than **deadline listed below**. A student may seek assistance with searching for internship opportunities through the Starr Career Development Center.
- The student's unpaid legal internship must be with a public sector legal employer for a minimum of 20 hours per week for a minimum of 10 weeks occurring during the months of September – December for fall; January – May for spring or June - August for summer. **Students receiving small stipends from the internship employer will be considered and are encouraged to apply.**

Program Elements

- The program runs during the fall, spring or summer semesters and is open to current Baruch College students only.
- Student receives a \$2,500 stipend that is paid out in one installment at the end of the legal internship.
- The payment of \$2,500 is paid upon receipt of a 1-2 page summary of his/her legal internship experience from the student, and completed evaluations from the legal employer which is submitted by **the deadline listed on the bottom of this application** via e-mail to tina.coco@baruch.cuny.edu.
- Student will be required to attend an individual meeting with Tina Coco, Pre Law Advisor, at the end of the internship to debrief about the experience and to complete a W-9 form.

Application Steps

- Secure your legal internship.
- Complete the application below and short personal statement.
- Have the legal internship employer complete the Application Verification Checklist.
- Submit the application form, personal statement, an unofficial transcript and your résumé to:

Tina G. Coco, Esq.
Pre-Law Advisor
Starr Career Development Center
Baruch College
One Bernard Baruch Way/ Box B2-150 NVC
New York, NY 10010

Submission due by –
Spring Deadline- December 13, 2018//Summer Deadline- May 7, 2019//
Fall Deadline –August 31, 2019

Application Checklist

- Complete application form
 - Your résumé
 - Personal statement
 - Unofficial Baruch Transcript
- The Application Verification Checklist completed by the legal internship employer.



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This program is made possible by generous support from Max Berger, '68.

APPLICATION FORM (to be completed by Baruch student)
PRINT LEGIBLY OR TYPE

Contact Information:

Mr. Ms.

First Name

Last Name

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Street Address

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City

State

Zip

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Home Phone

Cell Phone

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Email Address

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Education Information

School at Baruch (Zicklin, Weissman, Marxe)

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Major:

Graduation Date

GPA (CUNY First)

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Internship Information

Legal Employer Organization Name

Position/Title/Practice Area

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Legal Employer Name

Legal Employer Contact Phone

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Legal Employer Website

Legal Employer Contact Email

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Internship Start Date

Internship Completion Date

Internship is Unpaid: Yes No

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Student Signature: _____ Date: _____

PERSONAL STATEMENT

Please describe your reasons for applying to the Max Berger Pre Law Unpaid Internship Stipend Program.

Please include information that you believe would be helpful in understanding you better. Your essay may include, but is not limited to the following topics:

- Describe your background and educational and career goals and how this legal internship will help you achieve them.
- How would participation in the Max Berger Pre-Law Unpaid Internship Stipend Program help you get the most out of your internship experience?
- Why do you want to intern with a legal employer?
- Please feel free to include anything else that will enable the selection committee to know you and see you as a strong choice for the fellowship.

Please type your statement on a separate sheet. (*Limited to 500 words; double spaced*)



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APPLICATION VERIFICATION CHECKLIST & AGREEMENT
(to be completed by Legal Employer)

Dear Internship Employer:

Thank you for agreeing to provide a legal internship experience to a Baruch student. This student is applying for funding through Baruch College's Max Berger Pre-Law Stipend Program. In order to receive this funding, we ask that you complete this form on behalf of the student. Thank you in advance for your participation.

Student Applicant Name

Internship Employer Information

Legal Employer

Legal Employer Supervisor Contact (Name, phone number & e-mail address)

<input type="text"/>	<input type="text"/>
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History & Size of Legal Employer

Mission of Legal Employer (Clients/Population Served)



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Legal Internship Information ~ Intern Tasks/Projects

Confirm Legal Internship is Unpaid: Yes No

Verification of Legal Internship Dates: Start Date _____/End Date _____

Number of Hours per Week, _____

Amount of Stipend Offered (per week, if applicable) \$ _____

Can we contact you at the end of the internship for a possible survey/evaluation of your intern? Yes No

THE INTERNSHIP EMPLOYER AGREES TO:

1. Designate an individual to supervise the student and serve as a liaison between the employer and the Pre Law Advisor, Tina Coco.
2. Provide this Application Verification Checklist that contains:
 - The supervisor's name, title, email address and phone number;
 - The name and mailing address of the company;
 - The start and end dates of the legal internship;
 - The required number of hours per week;
 - The stipend offered (if applicable);
 - A brief description of the intern's responsibilities and duties.
3. Provide training and assist the student in structuring and fulfilling his or her learning and performance objectives to ensure that he or she has a valid learning experience in the legal internship.
4. Evaluate the student at the end of the semester using the form provided by the Department.



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BARUCH COLLEGE AGREES TO:

1. Provide an Internship Coordinator/Pre Law Advisor to monitor the student's progress.
2. Make contact with the employer as needed.

THE STUDENT AGREES TO:

1. Develop a set of learning goals and performance objectives in conjunction with your Internship Coordinator/Pre-Law Advisor and your supervisor.
2. Inform the Internship Coordinator /Pre-Law Advisor of any problems or changes in status.
3. Abide by the regulations and policies of both the internship program and your employer.

By signing below, you agree to comply with the conditions of the agreement.

Supervisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Affirmation (to be completed by student)

I hereby apply for admission to the Max Berger Pre-Law Stipend Program and understand that any material submitted will not be returned. I certify that all information provided herein is true and correct. I agree to immediately notify the Program Administrator, Tina Coco, of any changes in the above information.

If accepted to the Max Berger Pre-Law Stipend Program,

1. I agree to participate fully in the program and abide by all requirements of the Program; and
2. I grant permission to Baruch College: (i) to release a copy of this application, related academic documentation and copies of any information related to this application to the Program's donor and any advisors to the Program; and (ii) to use my name, photograph and image in various promotional materials (newsletters, website, brochures, etc.).
3. When registering with the Law School Admissions Council and the Credential Assembly Service, **I agree to the release of my LSAT scores and application information to Baruch's Pre-Law Advisor.**

Student's Signature: _____ Date: _____

After the student and internship supervisor have signed this form, it should be submitted to the Starr Career Development Center's Pre Law Advisor, Tina Coco. To do this, please leave the form at the front desk of the Starr Career Development Center, located in room 2-150NVC or fax it to ATTN: Pre Law Advisor at 646-312-4671.

Pre Law Advisor Signature: _____ Date: _____