



CAMP 1L INTERNSHIP PROGRAM EXPECTATIONS

I. Definitions

- **Host Firm** -- includes private firms, corporate law offices, government entities or any entity that houses or employs a CAMP Intern for any part of the program. Host firms may or may not financially support an intern.
- **Sponsor Firms** – firms that financially support one or more CAMP Interns. Sponsor firms may or may not host an intern and may be separate from host firms.
- **Program** – means the CAMP (Capital Area Managing Partners) Program which is created, maintained, and administered by the DCBA through its Equal Professional Opportunity Committee.

II. Overview of CAMP Program

- **Length of internship:** Eight weeks, defined by DCBA. Start and end dates are somewhat flexible if both student and host firm agree.
 - Dates for 2025: June 2 through July 25
- **Stipend:** \$8000 for the eight-week period; Sponsoring firms are responsible for paying the student stipend, and every student must have a sponsor.
 - Sponsors who also host are expected to pay the interns through their payroll or other system periodically over the course of the eight weeks.
 - Sponsors who do not host can provide the full stipend to DCBA and DCBA will ensure timely distribution of payments.
- **Education:** DCBA organizes, at a minimum, weekly education for the students. Hosts and students are asked to manage students' schedules as much as possible to allow attendance at these events. Most educational sessions are held each Wednesday during the program, over lunch or at 4p, but other programming at other times during the eight weeks is likely. Education schedules are distributed for both hosts and students well before the start of the program.

III. EXPECTATIONS OF PARTICIPATING FIRMS

PRE-Internship

- Take part in candidate interview and selection processes as schedules allow

- Student Interviews: planned for February 10 through 13, 2025, at DCBA.
- Candidate Selection Meeting: planned for February 24, 2025.
- Collect necessary payroll data from your assigned student for payment
 - Sponsor Firms who have no hosting role will deliver the full stipend amount to DCBA no later than May 15 of the program year.
- Provide the name and contact information of a mentor/coordinator for the Program within the firm to DCBA. This person will be the student's and DCBA's main point of contact before and during the Program.
- The mentor/coordinator will be in direct contact with the student shortly after the student confirms acceptance of the assignment to discuss the employment, including:
 - Scheduling
 - Office attire
 - Office protocol
 - Parking
 - The timing and method of payments for the Program; if possible, include an estimated time for the first payment so the student can budget accordingly.

DURING the Internship

Host firms will:

- Provide a working environment and tools that are conducive to the student's success.
- Provide regular payment to the student over the course of the program.
- Provide parking on an as-needed basis for the intern during the internship.
- Provide a suitable mentor within the firm who will agree to take responsibility for the intern's activities in the firm during the eight-week placement. (This mentor may or may not be the same individual as the mentor/coordinator for the Program, mentioned in the Pre-Internship section.) The mentor will:
 - Manage the intern's work assignments and experiences during the duration of the program, including helping to minimize conflicts with CAMP educational sessions as much as possible.
 - Discuss the firm's professional expectations, including confidentiality, timekeeping, time-management, work-flow, etc.
- Expose the intern to substantive legal work in which the firm is engaged.
 - Interns should have an opportunity to see the routine of day-to-day life in a law firm, as well as some of the more important professional experiences of the firm, whether those are client meetings, real estate closings, depositions, arguments, transaction negotiations, mediations or other hearings. Research and drafting assignments are anticipated as well.
 - Firms should not assign a steady diet of routine, repetitive or menial tasks, such as might be assigned to a messenger or non-lawyer clerk, unless that work is

routinely done by the firm's lawyers as part of the day-to-day realities of the professional environment.

- Provide cooperative arrangements if unique opportunities arise with other colleagues, including members of other firms.
- Encourage the intern to participate in social activities of their CAMP cohort, the DCBA, and the firm, exposing them to professional life in Central Pennsylvania.
- Commit to the student's professional development for the duration of the Program.

IV. EXPECTATIONS OF INTERNS

- Commit to eight weeks of service to the assigned firm, observing the regular working hours as stipulated by the firm. On occasion, work obligations may require ongoing attention into the evening hours, although that would not be routine. Weekend work is not expected.
- Arrange transportation to and from work assignments, CAMP education sessions, and other activities that are part of the Program.
- Adapt to and respect the culture of the assigned firm/organization. Levels of formality of dress and deportment may vary from one organization to another.
- Anticipate a variety of assignments which may differ substantively depending on the needs of the firm and the demands of the assignment.
- Attend the educational sessions provided to the CAMP interns.
 - These sessions are held at least once a week, and sometimes more often, and are a core part of the CAMP experience.
 - The schedule for these programs is issued to both students and hosts in advance of the start date of the CAMP program to facilitate planning.
 - If unanticipated work or family obligations arise, the student will notify the DCBA Executive Director, the host firm, and the student's CAMP mentor of their absence in advance.
- Take full advantage of the professional guidance and support available to you through:
 - The mentor/coordinator assigned by the host firm.
 - The mentor assigned by the CAMP program.
 - Members of the DCBA Equal Professional Opportunity Committee (EPOC), which oversees the CAMP program.
 - The presenters of the CAMP weekly educational sessions.
 - The Executive Director of the DCBA.
- Understand that this CAMP assignment is to a host firm in the capacity of a law student intern:
 - Gross compensation for each intern is fixed by the Program and is set at \$8000 for the Program's eight weeks (\$1000 gross per week).
 - Compensation will be paid directly by the host firms. Where the host firm is NOT the sponsoring firm, gross compensation will be distributed to the intern

- through DCBA. Students should clarify whether the payments received are gross compensation or whether they include usual withholdings and taxes.
- Should an intern choose to withdraw for any reason before the completion of the Program, compensation will cease at the time of withdrawal.
 - Understand that CAMP interns are not employees of the firm or DCBA for purposes of benefits that might otherwise be available to the firm's lawyers and staff. However, if there is a work-related injury, worker's compensation responsibility would attach to the host firm.
 - Understand that the CAMP program and its host and sponsoring firms offer professional development experience to the intern and in no way offer an expectation or promise of further relationships or employment.
 - Accept the responsibility of being privy to confidential client information and follow the Rules of Professional Conduct to maintain confidentiality beyond the boundaries of the Program and related employment.

* Firm means the host organization, either a law firm or corporate, government, or agency law department.

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