



Legal Employers Advancing Diversity in Washington (“LEAD-WA”) Summer 2020 1L Diversity Fellowship Program Description

Legal Employers Advancing Diversity in Washington (“LEAD-WA”) is a Washington non-profit organization established to increase the number of traditionally underrepresented, minority and/or diverse lawyers practicing in the Washington legal community. LEAD-WA, through its participating employers, provides summer associate positions to diverse first-year law students from Washington’s three law schools: Gonzaga University School of Law, Seattle University School of Law, and the University of Washington School of Law.

The LEAD-WA Fellowship Program was established by the Puget Sound Area Minority Fellowship Program (“PSAMFP”) Board, to continue to provide legal opportunities and experience for traditionally underrepresented, minority and/or diverse law students to work in a variety of law firm or corporate law environments, with the goal of growing diversity representation in the legal profession.

Students who are selected to participate as Fellows in this highly competitive program will be chosen to serve as a summer associate with one of LEAD-WA’s participating employers.

Applicants must be students at Gonzaga University School of Law, Seattle University School of Law, or the University of Washington School of Law, and have legal authorization to work in the United States.

Application Materials

To be considered for a Fellowship position, students must submit their application materials through the online application system used by their Career Services office. Each document should be uploaded separately; be sure to follow the steps required by your school’s system. Application materials from all interested students will be forwarded to each of the participating Employers (“Employers”) for consideration. Most application materials are due by Deadline #1, however your law school transcript may be submitted later, but no later than Deadline #2. To be considered, students must submit all required materials by the respective application deadlines.

DEADLINE #1 - Submit the following materials by Friday, January 17, 2020 at Noon PST:

1. Personal Statement

- a. Size/Font/Spacing
 - i. The body of the Personal Statement will be 1,000 words or less (word limit does not include address, signature block, and length certification).
 - ii. Personal Statement shall be 11-12 point font, Times New Roman, Arial or Calibri
 - iii. Personal Statement will include the following statement below the signature block: *“I certify that the body of this Personal Statement is _____ words in length.”* (insert word count for body in the blank)
- b. Content of Body: The personal statement will serve as your cover letter and will provide Employers with information you wish them to know about you, your personal background, and aspirations.
 - i. Begin your personal statement with a short paragraph (4-5 sentences) describing your interest in the program, and your interest in practicing law in Washington.

- ii. Describe the challenges or disadvantages that you have overcome; these may be personal/family-related, socioeconomic, or other. In addition, discuss how you will contribute to the diversity of the Washington legal community.

c. Personal statements should be addressed to:

LEAD-WA Diversity Fellowship Program
c/o Adam Lasky, President
Oles Morrison Rinker Baker LLP
701 Pike Street, Suite 1700
Seattle, WA 98101

2. **Resumé;**
3. **List of three references;**
4. **Writing sample**, three to five pages in length. This is typically a legal writing assignment which has not been significantly edited by others and reflects your writing abilities in the context of legal analysis.
5. **Writing Sample Cover Sheet**, which reflects the relevant facts and issues related to your analysis, particularly if you are submitting a redacted version.
6. **Unofficial undergraduate transcript.**
7. **Location preference statement**, stating your interest in being considered for fellowships in Western Washington, Eastern Washington, or both. If you state both, also state whether you have a preference between Western or Eastern Washington. You will not be considered for a fellowship in Eastern Washington if you state that you are only interested in being considered for Western Washington (and vice-versa). The statement should be not more than two sentences.

DEADLINE #2 - Submit the following materials by Friday, January 24, 2020 at Noon PST:

1. An **unofficial law school transcript**. (Upload to your school's online application system.)

Interview and Selection Process

All Employers will review application materials submitted by students to determine who they wish to interview. Students who are selected to participate in the interview day will be notified by their law school Career Services office, and will be required to confirm their commitment to interview within (approximately) 24 hours. While we understand students are considering multiple opportunities, if a student is not committed to accepting a LEAD-WA Fellowship position, we ask that they withdraw their application prior to accepting an interview in order for the Employers to focus on committed candidates. ***See Program Calendar below for detailed timeline.***

Interviews will take place at the University of Washington School of Law on Saturday February 22, 2020. Students selected for interviews who are unable to travel to Seattle for the interview date may request that Skype interviews be arranged for that same date.

On average, each student selected to participate in the interview day will be selected for 4-6 interviews with different employers; these interviews will be scheduled for either the morning or in the afternoon, but not both.

After interviews are completed, students who participated in the interview day will rank the Employers they interviewed with, and submit those rankings to the LEAD-WA Secretary (who is not affiliated with any LEAD-WA employer). Student's rankings are kept confidential and are not provided to the Employers. Following reference checks the Employers will rank the applicants they interviewed. Student and Employer rankings are then used to match students with Employers for fellowships. Students will not be eligible to be matched with any Employer they do not rank, and Employers will not be matched with any student they do not rank.

If selected for a Fellowship, students will receive one, and only one, offer. Employers will extend offers to their selected candidates on or about Friday, February 28. Students will have until **Monday, March 2 at NOON** to accept

or decline the offer (unless the Employer specifies a longer time period). If a student declines his/her initial offer, he/she will not receive another offer through the LEAD-WA Fellowship Program.

Employers consider several factors in the selection process, including: Personal Statement; diversity; undergraduate academic credentials, experiences and activities; law school academic credentials; employment and other life experiences; demonstrated writing ability; and skills and attributes demonstrated during interviews. Some Employers may conduct a background check or check additional references.

Summer Fellowship Experience

The following guidelines apply for students selected to participate in the LEAD-WA Fellowship Program:

Salary. The student's salary should be equal to salaries of other 1L summer associates working for the participating Employer. Positions are expected to pay a weekly rate of not less than \$1,500.

Timeline. Students are required to be available to work for a minimum of 10 weeks during the summer. The Employer with whom they are matched will provide direction on a start date.

Training Opportunities. The student's integration into the participating Employer's summer associate program is key to student success. The student's experience should be identical to that of any other summer associates, including opportunities in the social, educational and professional aspects of the firm or company.

Evaluation Process. Ongoing and timely evaluation of student work product contributes to student success. Periodic evaluations throughout the course of the summer and a more formal end-of-summer review and interview are recommended.

Future Employment Opportunities

The LEAD-WA Diversity Fellowship Program allows Employers to extend an offer to the Fellow to return as a 2L summer associate or as a full-time employee following graduation. However, one of the primary purposes of LEAD-WA is to provide students from traditionally underrepresented, minority and/or diverse backgrounds with an opportunity to gain legal experience and learn about the practice of law in a variety of settings. As such, some Employers do not invite their Fellows to return and/or do not extend offers of full-time employment following graduation. Fellows, therefore, should not automatically expect such an invitation and should wait for the Employer to initiate such a conversation.

If an Employer decides to invite their Fellow to return for part-time employment during the academic year, as an associate the following summer, or extends an offer of post-graduate employment, that Employer will determine when the offer is made. Offers will not be extended in conjunction with the LEAD-WA program, and LEAD-WA guidelines do not apply to such future employment opportunities.

LEAD-WA Diversity Fellowship Program Calendar 2019-2020

November 1, 2019	Program Description and Timeline sent to schools.
November 5, 2019 (5:00 – 5:50pm)	Seattle University School of Law Information Session. Employer representatives will provide information about the program, the application and selection process, and answer student questions.
November 7, 2019 (12:30 – 1:20pm)	University of Washington School of Law Information Session. Employer representatives will provide information about the program, the application and selection process, and answer student questions.
November 12, 2019 (12:10 -1:00pm)	Gonzaga University School of Law Information Session. Employer representatives will provide information about the program, the application and selection process, and answer student questions.

November 15, 2019	Application Process Opens
January 17, 2020 (Noon PST)	Application Deadline for all application materials except law school transcripts. Students shall submit application materials using their law school's online application system. Select session "LEAD-WA Diversity Fellowship Program Summer 2020".
Friday, January 24 (Noon PST)	Application Deadline for law school transcripts. Students must submit their unofficial law school transcripts by uploading to the document tab in the system used by their career services office.
Approx. February 6 - 12, 2020	Students will be notified by their Career Services office that they have been invited to interview. Students then have 24 hours to accept or decline. Alternates will also be notified.
Approx. February 13, 2020	Students will receive interview schedules from their law school liaisons.
February 22, 2020 (Saturday)	Interview Day. Interviews will be conducted at the University of Washington School of Law.
Approx. February 28, 2020	Employers to notify students of their selection to be a 2020 LEAD-WA Fellow.
March 2, 2020 (Noon PST)	Deadline for students to accept/decline the offer of a 2020 LEAD-WA Diversity Fellowship unless otherwise indicated by the employer.

Participating Law Firms and Companies**

Carney Badley Spellman, P.S.

Expedia, Inc.

Gordon, Tilden Thomas Cordell LLP

Howard S. Wright Company

Karr Tuttle Campbell, P.S.*

Lee & Hayes, PC (Seattle or Spokane)

Oles Morrison Rinker Baker LLP

Ryan Swanson & Cleveland, PLLC

Seattle Children's Hospital

Tableau Software, Inc.

T-Mobile USA, Inc.

***Note:** This employer has participated in past years and we are awaiting confirmation of participation in 2020. We anticipate that more Employers will join prior to or during the application period. Carefully review emails from your school's Career Services office for updates.