



Madison County Internship Program  
June 5, 2017 - June 30, 2017

We are looking for Madison County's best and brightest students who are interested in careers in the legal field. Such careers include attorneys, paralegals, legal secretaries and law enforcement. If selected, the students will have the opportunity to:

- Explore legal careers with hands-on experience
- Develop connections in the legal community, which will open doors to future employment opportunities
- Learn about the law and its role in the community
- Make informed career choices
- Participate in an informational program regarding legal careers.

To qualify, the students must:

- Complete their junior year in high school
- Submit proof of 3.0 Minimum cumulative GPA
- Submit two Letters of Recommendation from non-relatives (such as teachers, coaches, guidance counselor, principal, employer)
- Demonstrate good citizenship and attendance
- Complete an application, which includes a personal statement
- Attend one-day training/orientation session
- Commit to a minimum of twenty hours per week placement with a lawyer at the lawyer's place of employment.

For more information, please contact attorney Jennifer Johnson at [jjohnson@heyloyster.com](mailto:jjohnson@heyloyster.com) or (618) 656-4646.

Madison County Internship Program Committee,

Jennifer Johnson  
Jo Anna Pollock  
Jane Unsell



## **DIRECTIONS**

The Madison County Bar Association is sponsoring the Madison County Internship Program, which provides talented Madison County high school students the opportunity to learn about legal careers such as attorney, paralegal, legal secretary, or the FBI.

The Madison County Internship Program offers the students the following opportunities:

- Assist students in making an informed career choice;
- Provide students inspiration, support, professional development and training to students from diverse backgrounds;
- Develop students' connections in the legal community, which will open doors to future employment opportunities; and
- Learn about the law and its role in the community.

If you are interested in law school (which is necessary to work as an attorney and recommended to work in the FBI), this program will provide you practical advice on enhancing your college experience to maximize your chance of being admitted to law school.

To participate in the Madison County Internship Program, you will need to meet the following requirements:

- Complete junior year of high school by June 2017.
- Submit the following in one envelope to Jennifer B. Johnson, Heyl Royster, Voelker & Allen, P.O. Box 467, Edwardsville, IL 62025 by **April 7, 2017**:

- Completed application, which includes signed consent from your parent/guardian for your participation in the Internship Program;
  - High school transcript demonstrating 3.0 minimum cumulative; GPA and attendance record; and
  - Two letters of recommendation from non-relatives with first-hand knowledge of your character (i.e. coach, supervisor, teacher, principal, guidance counselor). Whomever recommends you should give you the letter in a sealed envelope, which you will submit with your application submission.
- If requested, participate in an interview, which would occur at your school.
  - If selected, attend one-day training/orientation session at the end of May, exact date to be announced.
  - If selected, commit to a minimum of twenty hours per week placement with a lawyer at the lawyer's place of employment from June 5, 2017 through June 30, 2017. This internship is not paid. You and the assigned lawyer may always agree for you to work more than twenty hours per week, for you to work past June 30 and/or for you to be compensated for your time. Any terms beyond twenty hours per week from June 5, 2017 to June 30, 2017 are between you and the lawyer.
  - If selected, agree to abide by the dress code provided by the lawyer.
  - If selected, agree to treat all information, specifically including client information, acquired through the internship program as confidential.

For more information, please contact attorney Jennifer B. Johnson at [jjohnson@heylroyster.com](mailto:jjohnson@heylroyster.com) or 618-656-4646.

Madison County Internship Program Committee,

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**Madison County Internship Program  
Student Internship Application**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License: yes \_\_\_\_\_ no \_\_\_\_\_ Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Extra-Curricular Activities: (sports, school clubs or organizations) Please identify any offices held.

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Community or Volunteer Activities:

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Do you know how to type? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, words per minute: \_\_\_\_\_

Do you have other computer experience (than word processing)? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what are those experiences? (Classes you've taken, programs you can operate)

Is your attendance regular: (Do you miss 5 or fewer days per semester?) \_\_\_\_\_

### Employment History

Start with the most recent employer and work back – include volunteer work.

1. Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Immediate Supervisor: \_\_\_\_\_  
Type of work you did: \_\_\_\_\_  
Period of Employment/Hours Worked: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_
  
2. Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Immediate Supervisor: \_\_\_\_\_  
Type of work you did: \_\_\_\_\_  
Period of Employment/Hours Worked: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_
  
3. Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Immediate Supervisor: \_\_\_\_\_  
Type of work you did: \_\_\_\_\_  
Period of Employment/Hours Worked: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Answer the following completely. We are reviewing your communication skills. If more space is needed, please compute your answer on a separate piece of paper and staple the page(s) to this application.

1. Why do you want this internship and what do you expect to gain from it?
  
  
  
  
  
  
  
  
  
  
2. Do you have a particular area of law in which you are interested? If so, please explain.

3. Explain your biggest accomplishment.
  
4. List three things you do well.
  
5. List three things you would like to learn to do better.
  
6. Do you have any family members that are attorneys and/or judges? If so, please identify the family by name and explain your relationship.
  
7. Consideration is given to students from diverse backgrounds. Please explain if you are from a diverse background such as racial, religious or socio-economic background.

**Parent/Guardian Consent:**

I would like for my student to participate in the off-campus Madison County Internship Program. I understand the commitment to participate in all components of the program. I hereby give my permission to release the above information to the Madison County Bar Association. I understand my student will be responsible for his/her own transportation to/from the internship site, which will be located in Madison County.

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Parent/Guardian Signature - Date

## Statement of Agreement for Applicant

In signing this statement, I certify that:

1. I understand that it is my responsibility to ensure that all required forms and supporting material reach Jennifer B. Johnson of Heyl, Royster by the due date. Failure to submit this information may result in the rejection of my application.
2. The information provided by me in this application is complete, true, and accurate. I understand that any misrepresentation or omission may be cause for disqualification or result in expulsion from the program.
3. The Madison County Bar Association has the right to terminate my internship at any time if I am no longer eligible to remain in the Madison County School System, or if it has been determined that I have conducted myself in an unprofessional manner.
4. I understand that the information submitted in this application will be shared with the Madison County Bar Association, The High School Internship Committee, potential employers, and the academic institution where I am enrolled.
5. If I must leave the program for any reason, I must notify Jennifer B. Johnson, 618-656-4646 or at [jjohnson@heyloyster.com](mailto:jjohnson@heyloyster.com).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date