

# **BAY AREA MINORITY SUMMER CLERKSHIP PROGRAM APPLICATION PACKET**



PROGRAM DESCRIPTION



TIMELINE – IMPORTANT DATES TO CALENDAR



APPLICATION COVER SHEET



PERSONAL STATEMENT GUIDELINES



LARAW/LEGAL WRITING EVALUATION FORM



**DEADLINE:** 3:00 p.m., Friday, December 2, 2022

Please submit your application application via email to [bamscpeochairs@gmail.com](mailto:bamscpeochairs@gmail.com)

# IMPORTANT DATES

**ALL STUDENTS APPLYING MUST BE AVAILABLE ON THE FOLLOWING  
DATES (sorry no flexibility):**

**Fri., December 2, 2022**

Applications are due to the SCCBA – see above

*January 4, 2022*

SCCBA will notify students selected for initial interviews by email (interviews to be held 1/7/22). List of employer participants (subject to change) to be released prior to first-round interviews

**Fri., January 6, 2023**

Selection Committee interviews students. Zoom interviews (in light of COVID-19 restrictions)

*January 13, 2023*

SCCBA notifies students and employers of final round of interviews.

**Thurs., January 19, 2023**

Employers interview students. Likely Zoom interviews (in light of COVID-19 restrictions).

*January 31, 2023*

SCCBA notifies students by email of the employment offer.

**February 7, 2023**

Students respond to employment offer.

*February 14, 2023*

Alternates are notified only if there are openings.

*February 21, 2023*

SCCBA sends confirmation notification of selections and placements.

**April (date TBA) 2023**

Mandatory Student Orientation Lunch 12:00 p.m. to 1:30 p.m.

**July (date TBA) 2023**

Student Summer Luncheon

\* Please note you will be contacted directly by the BAMSCP Co-Chairs by email or telephone. Please make sure you check your email and voice messages periodically throughout the program process.

BAMSCP Co-Chairs: Jennifer Leung and Cara Mae Muhammad at [bamscpcochairs@gmail.com](mailto:bamscpcochairs@gmail.com)

APPLICANTS MUST BE AVAILABLE ON THE DATES MARKED ABOVE

(sorry, no flexibility)

DATES ARE SUBJECT TO CHANGE

# 2022-2023 BAMSCP Application Cover Sheet

## PERSONAL INFORMATION

Name:	Phone:	
Address:		
City:	State:	Zip Code:
Ethnic Background (opt.):		
Preferred pronouns (opt.):		
Sexual Orientation (opt.):		
<b>Email address:</b> _____ <b>Secondary Email address:</b> _____ I prefer to work in the following counties: (rank 1-5) ____ Alameda    ____ San Francisco    ____ Santa Clara    ____ Contra Costa    ____ Santa Cruz <i>I understand my preferences will be taken into consideration but that I may be selected for a position in a different county or different practice area than I desire. _____ initial here</i>		
Placement preferences, if any (i.e. law firm, in-house, government):		
Practice area preference, if any (if none, leave blank):		
I prefer to work in the following setting:    ____ Remote    ____ In-Person    ____ No Preference  I acknowledge that BAMSCP employers may have specific COVID-19 requirements (i.e., fully remote work, proof of vaccination, etc.) for employment.  Signature: _____ Name: _____ Date: _____		

I attest to the fact that I am in good academic standing at my law school and that all of the above is true and accurate and I give permission for the Career Services Director to verify my academic standing to the selection committee. ***I am able to provide proof of my ability to become lawfully employed in this country.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please note you will be contacted directly by the BAMSCP coordinator by email or telephone. Please make sure you check your email and voice messages periodically throughout the program process.**

If you have any questions about your application, please contact Jennifer Leung or Cara Mae Muhammad at [bamscpcochairs@gmail.com](mailto:bamscpcochairs@gmail.com). Please submit **the online application by 3:00 p.m. on Fri., December 2, 2022.** No late applications will be accepted.

# BAY AREA MINORITY SUMMER CLERKSHIP PROGRAM

## PERSONAL STATEMENT GUIDELINES

- Purpose:** To assist the Selection Committee in learning about you, your goals and your future plans. Additionally, the Committee will be considering your writing ability and how you organize your thoughts.
- Length:** Three double-spaced, typewritten pages. Not to exceed 750 words total.
- Content:** Please incorporate responses to **all** of the following questions in your statement. You may organize your responses in any order that best communicates your message.
- ☒ What aspects of your past life, background, and/or personal experiences as a diverse individual brought you to where you are today? Please highlight those for the Committee's consideration.
  - ☒ Why have you chosen law as a career?
  - ☒ What are your short and long term goals?
  - ☒ Why do you wish to participate in this program?
  - ☒ Please assemble and submit your application in the following order:
    - (1) Application Cover Sheet
    - (2) Resume
    - (3) Personal Statement
- Miscellaneous:** Please indicate your name on each page.

***\*Remind your Legal Writing Professor to submit the evaluation to the BAMSCP Co-Chairs under separate cover – by email no later than December 2, 2022.***

***\*\*If any part of the application packet is missing, BAMSCP reserves the right to disqualify your application.***

***DUE FRI., DECEMBER 2, 2022.***

If you have any questions about your statement, please email the BAMSCP Co-Chairs, Jennifer Leung and Cara Mae Muhammad at [bamscpcochairs@gmail.com](mailto:bamscpcochairs@gmail.com).



SANTA CLARA COUNTY BAR ASSOCIATION  
PO BOX 26457 • SAN JOSE, CALIFORNIA 95159

# **M E M O R A N D U M - Students please provide a copy of the application**

**DATE:** October 2022  
**TO:** Legal Research and Writing Instructors  
**FROM:** Bay Area Minority Summer Clerkship Program Co-Chairs  
**RE:** **Summer 2023 BAMSCP Applications**

Attached for your information is an application packet for the Bay Area Minority Summer Clerkship Program (BAMSCP). For those of you who are not familiar with it, BAMSCP places diverse, first-year law students in summer clerkships with legal employers throughout the Bay Area.

The application packet includes an evaluation form from the applicant's legal research and writing instructor. Applicants must submit their application online no later than, 3:00 p.m., Fri., December 2, 2022.

For purposes of confidentiality, we ask that each legal research and writing instructor complete one original of the evaluation form for each of their students who are submitting an application, and ask that you email the form to BAMSCP Co-Chairs Jennifer Leung and Cara Mae Muhammad at [bamscpchairs@gmail.com](mailto:bamscpchairs@gmail.com) **by 3:00 p.m., Fri., December 2, 2022.**

While it is each student's responsibility to ensure that the deadline is met and that they submit the evaluation form to their instructors with ample time to complete it, we hope that by providing you with an application packet at the outset, you will be able to remind your first-year students of the deadline and help prevent any last minute confusion.

If you have any questions about BAMSCP, please contact the BAMSCP Co-Chairs via email at [bamscpchairs@gmail.com](mailto:bamscpchairs@gmail.com).

Thank you very much for your cooperation.

BAY AREA MINORITY SUMMER CLERKSHIP PROGRAM  
*Legal Research and Writing Instructors*  
 Evaluation Form

Name of Applicant	
Law School	
Name of Instructor	
Phone # of Instructor	

Dear Instructor:

We solicit your candid appraisal of the above-named applicant for the 2022-2023 Bay Area Minority Summer Clerkship Program, which places first-year law students from Bay Area law schools in summer positions offered by participating employers.

We would appreciate your response below. However, please feel free to use another page if you need additional space. The information you provide will remain confidential. Thank you very much for your cooperation. Please return this form via email BAMSCP Co-Chairs, Jennifer Leung and Cara Mae Muhammad at [bamscpcochairs@gmail.com](mailto:bamscpcochairs@gmail.com), by 3:00 p.m., **Fri., December 2, 2023**.

Please rate the applicant in the following categories:					
	Very Strong	Strong	Moderate	Weak	No Answer
Analytical Ability (critical thinking, reasoning)					
Overall Organizational Skills					
Writing Style					
Organization of Written work					
Research Skills					
Effectiveness of Oral Communication					
Compliance with Deadlines					
Responsiveness to Criticism					
Other Comments: _____					
_____					
_____					

