

## **SUMMER ASSOCIATE PROGRAM**

The summer associate program at Cole, Schotz, Meisel, Forman & Leonard, P.A. is designed to provide summer associates with an accurate perspective of associate life at our firm. We accomplish this goal by exposing all of our summer associates to a variety of attorneys, work situations and practice areas.

Assignments are made through the Summer Associate Committee, whose objective is to provide each summer associate with assignments that are diverse in subject matter, attorney relationships and work product. During our program, you as a summer associate can expect to receive varied, distinct and interesting assignments. In addition to traditional research and writing assignments, we incorporate "attendance assignments" into our program, which offer you the opportunity to observe experienced attorneys trying cases, arguing motions, negotiating contracts or counseling clients. To ensure you a proper balance of assignments, a member of the Summer Associate Committee conducts weekly workload meetings with each summer associate. These meetings also provide you with an opportunity to make inquiries as well as provide feedback about your summer experience.

As a part of our program, training sessions are conducted in various practice areas, and, in some cases, summer associates are given an opportunity to demonstrate application of the principles they have been taught. Firm-sponsored social functions, as well as community outreach events, are arranged throughout the summer in order to allow us to get to know each other outside of the work environment.

A principal aspect of our program is feedback. To assess your performance, we require all attorneys for whom you have completed assignments to discuss your work product as well as provide the Summer Associate Committee with a written evaluation. In addition, more formal feedback is provided from the Summer Associate Committee during the mid-summer evaluation and exit interview.

Our firm is keenly aware of the importance of knowing where our summer associates stand before the fall recruitment season begins. Therefore, it is our policy to inform summer associates before the conclusion of the summer program whether or not we are extending an offer. We generally communicate this information during the final day in the office.

Our summer associate program serves as the firm's principal recruiting source for entry-level associates. The program is non-competitive in that we have sufficient positions available to extend offers to all summer associates who demonstrate the intellectual ability, communication skills and personality traits necessary to become successful lawyers with our firm.

If you think Cole, Schotz, Meisel, Forman & Leonard may fit into your career plans, please contact:



**SUMMER ASSOCIATE PROGRAM** (Continued)

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