**SUMMER INTERN PROGRAM**

Program Goals:

The Richmond Defenders’ Summer Intern Program strives to create challenging

but supportive educational environment for our interns. We want our interns to walk

away from the program with:

* a thorough understanding of how we practice of client-centered indigent defense,
* knowledge and practical skills they can apply in the future, and
* the inspiration to pursue a career in public defense.

Supervisors will:

Review the attached Working with Law Students Guide

* Assign projects that are:

o Skill level appropriate

o Meaningful

o Monitored for type and quantity

o Clearly communicated with clear expectations

* Provide feedback:

o In a constructive manner

o Regularly (establish a regular meeting time with your intern every week)

* Create a welcoming environment by

o Being prepared for your intern’s arrival

o Getting to know the interns

o Including the interns in your team activities

o Inviting interns to office events or to eat lunch in the breakroom

* Provide feedback to Maggie and Meredith regarding interns’ performance
* Demonstrate client-centered values at all times
* Demonstrate sound judgment and discretion in conversations
* Be familiar with and comply with all office policies outlined in the Policies and Procedures Handbook, including policies related to sexual harassment and discrimination