



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:
 - Skill level appropriate
 - Meaningful
 - Monitored for type and quantity
 - Clearly communicated with clear expectations
- Provide feedback:
 - In a constructive manner
 - Regularly (establish a regular meeting time with your intern every week)
- Create a welcoming environment by
 - Being prepared for your intern's arrival
 - Getting to know the interns
 - Including the interns in your team activities
 - 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