



Prosecuting Attorneys Association of Michigan

2011 Summer Intern Program Overview

Why should you be interested?

- ✓ You will practice law and oral advocacy.
- ✓ You will be given in-court assignments otherwise handled by assistant prosecuting attorneys.
- ✓ You will see the inner workings of the criminal justice system.
- ✓ You will be paid a salary of \$4,620.00 for 11 weeks of work.

Why are we interested in you?

- ✓ We seek to expose law students to prosecution as a career opportunity.
- ✓ We seek to provide extra summer help for county prosecutors.

Who should apply?

- ✓ Law students looking for a unique summer work experience.
- ✓ Law students who will complete 40 credit hours of law school by May 2011.
- ✓ Michigan residents or students who intend to practice in Michigan upon graduation.

Attention: These are not "research" jobs; you will be given in-court assignments otherwise handled by assistant prosecuting attorneys.

(Deadline for filing application: Monday, December 6, 2010)

THE PROSECUTION INTERNSHIP PROGRAM

This program offers students a unique opportunity. Pursuant to Michigan Court Rule 8.120, students are given independent authority to appear and represent the People of the State of Michigan in numerous court proceedings. Students typically negotiate pleas, conduct bench trials, handle formal hearings on traffic infractions, and appear at various hearings in the family court. In addition, many students are given the responsibility to prepare and try one or more jury trials during the summer.

This experience is designed for the student who is interested in trial practice. The assignments are similar to those given to newly appointed assistant prosecutors during their first 11 weeks on the job.

The Prosecuting Attorneys Coordinating Council administers the Summer Intern Program. It is the agency of state government responsible for training, informational services, and technical assistance to Michigan's 83 county prosecuting attorneys. The executive staff of the Council select 20-30 second-year law students for summer placement in county prosecutors' offices throughout the state. These internships last 11 weeks, and the intern is paid a total salary of \$4,6200.00. (The salary is based on a 40-hour week at \$10.50 per hour for 11 weeks.) **These positions are at-will positions, and each intern will serve at the pleasure of the prosecutor in the county where they are placed.**

Law student applicants will be assigned to participating prosecutors' offices by Council personnel after consideration of all the application materials, personal interviews, and the applicant's indication of geographic preference. Every effort will be made to accommodate the applicant's placement preferences. The final placement decision, however, remains with the Council. When an internship is offered by the Council, the applicant may confer with the host prosecutor before accepting or rejecting the placement. The applicant's decision is normally made within seven days of the placement offer from the Council. Thereafter, applicants are required to make contact with the host prosecutors, by telephone or in person as circumstances permit, to allow the prosecutors an opportunity to meet their prospective interns and to ratify our nominations for placement.

Prior to beginning their in-office assignments, the interns will be required to attend a one-week training and orientation seminar to be held at the Kellogg Center, East Lansing, May 16-20, 2011. This seminar is designed to orient interns to the duties of prosecuting attorneys, and provide an intensive trial practice experience to prepare the students for court.

Past interns have raved about this training experience with such comments as: **"I learned more about trial practice and myself as an attorney in the past three days than I did in an entire semester of trial practice at school."** While no compensation is provided for the week of the seminar, meals, lodging, and the seminar costs will be provided by the Council.

For additional information on this unique opportunity, check out the promotional video entitled "PAAM's Summer Internship Experience" available in your placement office. You might also want to talk to one of last year's interns. See the list of the 2010 Summer Interns.

QUALIFICATIONS

To be considered for an intern position, the following minimum qualifications are necessary:

1. The applicant must have completed at least 40 credit hours of law school and be a student in good standing as of May 2011.
2. The applicant must have at least one semester (or term) of law school remaining after completion of the internship.
3. The applicant must be a Michigan resident or evidence an intent to practice in Michigan upon graduation.
4. The applicant must have an articulable interest in the criminal justice system and the field of public prosecution.
5. **A candidate who accepts placement in the program will be expected to complete the entire 11 weeks of the internship.**

Preference will be given to candidates who will have completed all of the following courses before commencing their placements on May 2011:

1. Criminal Law.
2. Criminal Procedure.
3. Evidence.

Of the listed courses, evidence is the most essential. Successful candidates will need to be prepared to handle evidentiary hearings, bench trials, and jury trials throughout their 11-week internships.

SELECTION PROCESS

A Council representative will visit law schools on predetermined dates in October or November of 2010. At that time, selected applicants will be granted interviews. Prior to the interview, each applicant will be required to submit pre-interview materials consisting of a current resume and a completed copy of the pre-interview survey which is a part of this informational packet.

Shortly after the interviews, finalists will be picked to continue in the selection process. Candidates will be notified by mail whether they have been selected as finalists. Finalists who wish to be considered for an intern position will need to complete the application process. Your placement office will also be supplied with a list of finalists. If you do not receive a letter within three weeks of your interview, you should check your status with the placement office. The finalists will be asked to submit additional application materials to the Council **within 14 days** after receiving their notification.

The information from the pre-interview materials, the interviews, and the additional application materials will be evaluated, and preliminary placement assignments will be made. Applicants will receive notice of their selection for the program by the end of January 2011. Specific county assignments will be discussed with successful candidates shortly thereafter.

Candidates nominated for placement will be required to contact the host prosecutor for the county in which they have been placed to secure the prosecutor's approval of their placement. Acceptance of the nominated applicant by the host prosecutor is normally routine unless the student requests special conditions, such as time off for a special event, etc. This contact may be used by the student to determine availability of local housing, if needed; to ask other questions; and to decide whether he or she will accept the placement. The contact may be in person or by telephone, as is practical. Mutual confirmation of the assignment by the host prosecutor and the intern is usually completed within seven days of a placement offer by the Council; special permission for extra time to make a decision may be granted by the Council, where appropriate.

APPLICATION REQUIREMENTS

Prior to the interviews, applicants will be required to submit pre-interview materials to the Coordinating Council consisting of a current resume and a completed pre-interview survey which is part of this informational packet. (The resume and pre-interview survey will be used to select candidates for interviews.) In addition to pertinent personal information, the applicant's resume should provide the following:

1. Academic history showing high school and colleges attended, undergraduate and graduate degrees received, major areas of study, any awards or honors received, and any activities or associations in which the applicant participated.
2. Law school history showing law schools attended, any moot court or law review experience, any clinical law programs, and any legal writing or research experience.
3. Employment history showing significant full or part-time positions held since beginning college. Please describe positions having unique duties or responsibilities. You should also list any significant volunteer work/positions.
4. References: We request that applicants provide at least three references. Please briefly indicate your relationship to the person named as a reference.

A list of candidates selected for interviews will be provided to the placement office at least seven days prior to the scheduled interview date. Candidates will need to check with their placement offices to determine whether they have been selected for interviews. If you are granted an interview, you should then schedule a specific interview time with your placement office.

Candidates will usually be notified within 14 days of their interview to let them know whether they have been selected as finalists. (If you do not receive a letter within 3 weeks of your interview, you may want to check your status with your placement office.) Those chosen to be finalists who wish to pursue this opportunity will be required to submit the following additional materials to the Prosecuting Attorneys Coordinating Council **within 14 days** after they receive their notification:

1. An up-to-date copy of the applicant's law school transcript.

Applicants are required to have completed at least 40 credit hours, and be a student in good standing as of May 2011. A transcript is verification of these requirements and indicates the courses pursued in law school. While academic achievement will be considered in the selection decision, it will not be dispositive.

2. A writing sample.

A writing sample is requested as an indication of an applicant's ability to analyze, research, and write in legal terms. Legal memoranda, briefs, articles, or essays are acceptable.

3. An indication of geographical placement availability and preference.

Candidates will be asked to complete the geographic preference sheet which is a part of this informational packet indicating their preferences for summer placement. In addition, you are also expected to identify counties where you could conveniently relocate for the summer. **Your flexibility in placement will greatly enhance your chances of being placed over other equally qualified candidates.**

4. To assure that your application receives proper consideration, you are requested to complete and submit all materials indicated to:

Mr. Kim Warren Eddie
Prosecuting Attorneys Coordinating Council
2007 Summer Intern Program
116 W. Ottawa, Suite 200
Lansing, MI 48933
Email: eddiek2@michigan.gov

5. If you have any questions concerning the application process, you may call Kim Warren Eddie at 517/334-6060x812; email eddiek2@michigan.gov
6. You may also visit our website at www.michiganprosecutor.org.

THE PROSECUTING ATTORNEYS ASSOCIATION OF MICHIGAN IS AN EQUAL OPPORTUNITY EMPLOYER.

IF YOU WISH TO PURSUE THIS OPPORTUNITY

- Follow the procedures of your placement office for submitting the pre-interview materials consisting of a resume and a completed pre-interview survey in order to become eligible for an interview with Council representatives.
- Have your questions ready at your interview. Within 10 to 14 days after your interview, you will be notified whether you have been picked as a finalist in the selection process.
- If you are chosen as a finalist, and if you choose to formally seek further consideration, submit all required information to the Council within 14 days after you have been notified that you are a finalist.
- Persons selected for the program will be notified by the end of January 2011. Assignments to specific counties will be offered by mid-January.
- Program nominees may decide whether to accept the placement offered not later than February 2011. You will be expected to call or visit your host office; resolve your questions and theirs, if any; and make a commitment to the Council.
- May 16-20, 2011; one-week training and orientation to prosecution practice is provided at Council expense. **Attendance is mandatory.**
- Eleven weeks of prosecution internship practice begins immediately following the above training session. You will be paid a total salary of \$4,620.



PROSECUTING ATTORNEYS ASSOCIATION OF MICHIGAN 2011 SUMMER INTERN PROGRAM

PRE-INTERVIEW SURVEY

Name/Address _____

Date _____

Law School _____

Credit hours completed, 5/20/2011:
(estimated): _____

Present Grade Point Average or Class Standing: _____

Please indicate if you will have taken the following courses:

- _____ Evidence
- _____ Criminal Law
- _____ Criminal Procedure
- _____ Trial Practice

Have you ever been convicted of a criminal offense? ____ Yes ____ No

If so, please list crime(s) you were convicted of, including the date and location of each conviction:

How did you learn of the program? _____

Have you discussed our program with past interns? ____ Yes ____ No

If you are a Michigan resident, please list your home county: _____

Please indicate which Michigan counties we may consider placing you in for the summer of 2011:

_____ Commuting distance from my present residence only.

_____ In addition to the above, commuting distance from the following Michigan locations:

_____ Anywhere in Michigan if reasonably-priced, acceptable housing is available
(the host prosecuting attorney will generally help to locate housing).

You may make additional comments on placement, or your availability for the program, here:

**PLEASE CHECK THE COUNTIES WHERE
YOU WOULD CONSIDER PLACEMENT**

