



FEDERAL COMMUNICATIONS  
BAR ASSOCIATION

# ***DIVERSITY PIPELINE PROGRAM***



***2021 EMPLOYER PACKET***



1020 19th Street, NW  
Suite 325  
Washington, DC 20036  
Phone: (202) 293-4000  
Fax: (202) 293-4317  
E-mail: fcba@fcba.org  
Web site: <http://www.fcba.org>

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President

Megan Anne Stull  
President-Elect

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Treasurer

Diane Griffin Holland  
Assistant Treasurer

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December 14, 2020

Dear Friends,

I am pleased to share with you the Employer Information Packet for the new Federal Communications Bar Association (FCBA) Diversity Pipeline Program for Summer 2021 1L internships.

As you know, the FCBA—the Tech Bar—is the premier association for attorneys and other professionals involved in the development and practice of technology, media, and telecom law and policy. FCBA members may disagree on tech policy, but we agree that this industry has real power to drive meaningful diversity, inclusion, and equity. As a Bar, we are prepared to seize this opportunity.

The legal profession as a whole suffers from a substantial lack of diversity at all levels. But sitting at the cutting-edge intersection of law, public policy, and tech, the FCBA is uniquely suited to attract and develop diverse law students for long, successful careers in this space. Indeed, we have a responsibility to do so.

In that vein, the Diversity Pipeline Program is an internship and skills development initiative that will leverage the scale of our association and the scope of our membership to engage diverse law students and support them with curriculum and mentoring as they develop their legal and policy careers.

We cannot do this without your help. I invite your organization to partner with the FCBA as an Employer Participant and to commit to considering students from the Diversity Pipeline Program for a 1L Summer 2021 internship position. Enclosed you will find detailed information about the Program, including FAQs. We request an initial commitment by December 30, 2020 to ensure you are recognized as part of the inaugural Program publicity.

I hope you will consider supporting this exciting new FCBA initiative—together, we can help move the profession and our Bar forward. Please do not hesitate to contact me or any member of the [Diversity Pipeline Committee](#) if you have any questions.

Thank you and happy holidays!

Sincerely,

Natalie G. Roisman  
FCBA President 2020-21



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## FCBA Diversity Pipeline Program

### 1. WHY A DIVERSITY INTERNSHIP PROGRAM?

Diversity in the American legal profession has been a concern for decades. Minority groups continue to be grossly underrepresented in legal organizations, particularly among the leadership ranks of law firms, legal departments of major U.S. companies, and the staff of the U.S. Congress and federal agencies. The FCBA believes it is imperative that the legal profession in general, and the tech bar in particular, reflect the full spectrum of talents, perspectives, and experiences represented in the broader population.

Diversity fosters societal equity and fairness and leads to: 1) increased profitability and productivity; 2) expanded creativity and problem-solving; 3) better decision-making; 4) enhanced employee engagement and retention; and 5) improved organization reputation. Not only does diversity help maintain a productive work environment, it also plays a crucial role in ensuring that products and services and associated policies are developed with a more complete awareness of all relevant societal, business, and legal considerations, which is critical to the success of any enterprise.

The FCBA is launching the **FCBA Diversity Pipeline Program** to attract, develop, and support diverse law students in pursuing legal careers in technology, media, and telecommunications (TMT) law and policy. As the tech bar, the association is uniquely positioned to serve as a resource to connect diverse law students interested in TMT law and policy with public and private organizations.



## FCBA Diversity Pipeline Program

### 2. WHAT IS THE FCBA DIVERSITY PIPELINE PROGRAM?

The **FCBA Diversity Pipeline Program** is an internship program and legal skills development initiative that will facilitate access to paid internship opportunities for diverse students from historically underrepresented and disadvantaged groups following their first year of law school and will help establish a pipeline to long-term careers in TMT law and policy.

The **FCBA Diversity Pipeline Program** is intended to be a competitive program that grooms elite communications lawyers from diverse backgrounds. The primary goals of the program are to introduce a greater number of diverse law students to the practice of TMT law and to help them secure and succeed in internships that will lead to careers in the field, thus also increasing diversity within the FCBA membership and, ultimately, leadership. Candidates will be first-year law students who have only just begun their legal education, and selection to participate will be based on criteria such as drive, ambition, overcoming hardships, interest in TMT law, demonstrated work ethic, etc., in addition to undergraduate and fall semester law school grades.

Summer 2021, and the process leading up to it, represents the pilot of the **FCBA Diversity Pipeline Program**. For this pilot program, the FCBA intends to focus on Washington, D.C. employment only. Students from any ABA-accredited law school may apply.



## FCBA Diversity Pipeline Program

### 3. DIVERSITY PIPELINE PROGRAM COMMITTEE CO-CHAIRS

**AVONNE BELL**

**RUDY BRIOCHÉ**

**ALYSSIA BRYANT**

**ARTURO CHANG**

**SVETLANA GANS**

**DIANE HOLLAND**

**CLETE JOHNSON**

**JAMILE KADRE**

**CELIA LEWIS**

**BARRY OHLSON**

**NATALIE ROISMAN**



## FCBA Diversity Pipeline Program

### 4. EMPLOYER PARTICIPANT INFORMATION

The **FCBA Diversity Pipeline Program** will pilot in Summer 2021, but it can only launch effectively if there is enthusiastic support from organizations like yours. You can participate in this Program even if your organization already has a summer internship program.

The **FCBA Diversity Pipeline Program** will begin accepting applications from first-year (1L) law students on January 4, 2021. We intend to promote the names of “anchor” Employer Participants indicating early commitments to the program through a special press release and FCBA newsletter article at this time. **To be listed as an Employer Participant in the initial publicity materials, employers must indicate their intention to commit and submit the relevant materials by Wednesday, December 30, 2020.** We welcome additional employers to commit following that date, and Employer Participants committing after the launch will be recognized throughout 2021.



## FCBA Diversity Pipeline Program

### 5. EMPLOYER PARTICIPANT COMMITMENTS

The **FCBA Diversity Pipeline Program** aims to place highly skilled candidates into meaningful, demanding, and enriching legal internships. The FCBA Diversity Pipeline Program Committee is happy to work with Employer Participants and prospective Diversity Pipeline Program Student Participants to tailor the placement to the needs and processes of the Employer Participant.

We seek commitments from Employer Participants to advance the objectives of the **FCBA Diversity Pipeline Program** by, in good faith:

- Interviewing **FCBA Diversity Pipeline Program** student participants and hiring at least one **FCBA Diversity Pipeline Program** participant to work on TMT law and policy in Summer 2021 for a period of at least five (5) weeks, either full-time or at least 25 hours per week;
- Providing a salary commensurate with that of other interns at the organization;
- Assigning projects and tasks that enable the **FCBA Diversity Pipeline Program** participant(s) to develop legal/policy skills and understanding of issues of importance in the TMT sector;
- Providing Pipeline Student Participant(s) opportunities to interact personally and substantively with senior leaders in the organization; and
- Permitting Student Participant(s) to participate in 2-3 separate academic enrichment and skills development sessions organized by the FCBA Diversity Pipeline Program during regular business hours



## FCBA Diversity Pipeline Program

### 6. SELECTION PROCESS

#### 1. December

- a. Pipeline application made available to students
- b. Employer Participant commitments secured

#### 2. January

- a. Application portal opens
- b. Pipeline Committee reviews applications and makes initial cuts
- c. Employer Participants provide office information to Pipeline Committee
- d. Pipeline Committee conducts first round of candidate interviews and extends offers to join the program

#### 3. February

- a. Pipeline Committee develops panels for second round of interviews
  - i. Each Employer Participant receives an individualized curated list of four (4) candidates to interview and access to Pipeline applicant materials
- b. Employer Participant/candidate interviews take place on February 16-17
  - i. Each employer meets with at least four (4) candidates in a panel format (likely two or three employers with one student)
- c. After interviews, both Employer Participants and candidates submit preferences
- d. Based on preferences and other criteria, Pipeline Committee develops matches and candidate/employer "match" conversations take place

#### 4. Early March

- a. Matches are confirmed
- b. Employer Participant and candidate formalize internship placement and hiring



## FCBA Diversity Pipeline Program

### 7. EMPLOYER PARTICIPANT TIMELINE

*(employer dates are bolded)*

- Wednesday, December 16, 2020: Pipeline application available to prospective student candidates
- **Wednesday, December 30, 2020: Employer Participant “anchor” commitment and material submission date (completed Employer Participant Information Forms and executed Terms of Understanding)**
- Monday, January 4 – Friday, January 15, 2021: Pipeline application submission period
- Saturday, January 16 – Sunday, January 24, 2021: Pipeline Selection Committee evaluates applications and selects pool of candidates for interviews
- **Monday, January 18, 2021: Final Employer Participant commitment deadline, and final date to send completed Employer Participant Information Forms and executed Terms of Understanding to Pipeline Selection Committee**
- Monday, January 25, 2021: Candidates are notified if they have been selected for an interview and are provided with Employer Participant information
- Tuesday, January 26 and Wednesday, January 27, 2021: Candidates are interviewed by the Pipeline Selection Committee
- Thursday, January 28 – Sunday, January 31, 2021: Second evaluation period by the Pipeline Selection Committee
- Monday, February 1, 2021: Candidates are notified of selection into the program and asked for employer preferences
- Tuesday, February 2 – Tuesday, February 9, 2021: Pipeline Selection Committee develops interview panels of Employer Participants

<https://www.fcba.org/about/diversitypipeline/>



## FCBA Diversity Pipeline Program

- **Wednesday, February 10, 2021**: Each Employer Participant receives an individualized curated list of four (4) candidates to interview and access to Pipeline Student Participant materials
- **Tuesday, February 16 and Wednesday, February 17, 2021**: Candidates interview with Employer Participant panels
- **Friday, February 19, 2021**: Due date for Employer Participant and candidate preferences
- Saturday, February 20 – Tuesday, February 23, 2021: Pipeline finalizes matches
- **Wednesday, February 24, 2021**: Student and Employer Participants notified of tentative match
- **Friday, February 26, 2021**: Student and Employer Participants’ “match” conversations
- **Wednesday, March 3, 2021**: Pipeline Committee notifies Student Participants and Employer Participants of final match
- **Friday, March 5, 2021**: Student Participants and Employer Participants confirm placements
- **Saturdays, March-April 2021**: Academic Enrichment and Skills Development Program



## FCBA Diversity Pipeline Program

### 8. FREQUENTLY ASKED QUESTIONS

#### **What are the requirements for an applicant to be considered for the FCBA Diversity Pipeline Program?**

To be eligible for the FCBA Diversity Pipeline Program, an applicant must: 1) be a first-year student enrolled in a full-time law degree program in an ABA-accredited law school; 2) be a member of a historically disadvantaged U.S. minority group that is underrepresented in the legal profession; and 3) demonstrate an interest in technology, media, and telecommunications (TMT) law and policy.

#### **Will all applicants who meet the eligibility requirements be admitted in the FCBA Diversity Pipeline Program?**

No. The FCBA Diversity Pipeline Program is intended to be a competitive internship program that attracts, develops, and supports elite TMT lawyers from diverse backgrounds. Qualified applications will be reviewed by the Pipeline Selection Committee, which is comprised of the co-chairs of the [Diversity Pipeline Committee](#) and select members of the FCBA and the FCBA Executive Committee.

#### **When are student applications due?**

Student applications will be accepted via the FCBA website from January 4 through January 15, 2021. Applications will be available at [www.fcba.org](http://www.fcba.org) on December 16, 2020.

#### **What criteria will the Pipeline Selection Committee use to evaluate applications?**

Given that applicants are first-year law students who have only just begun their legal education, the Pipeline Selection Committee will emphasize criteria such as drive, ambition, the ability to overcome challenges, interest in TMT law and policy, demonstrated work ethic, etc., in addition to undergraduate and fall semester law school grades. Applicants will be evaluated on several written materials, including a resume, law school transcript, writing sample, and a personal statement specific to the Pipeline Program.

<https://www.fcba.org/about/diversitypipeline/>



## FCBA Diversity Pipeline Program

### **What is the selection process?**

The selection process involves three steps:

First, the Pipeline Selection Committee reviews all applications based on the criteria stated above, conducts first-round interviews, and admits applicants to the Pipeline Program.

Second, each Employer Participant receives an individualized curated list of four (4) candidates to interview in panels with representatives of no more than two additional Employer Participants. We will coordinate with Employer Participant who wish to interview additional candidates with a panel of Employer Participants or separately.

And finally, after employer interview panels, the Pipeline Selection Committee will make final matching/placement decisions and facilitate match conversations between student applicants and Employer Participants, at which time either party can raise questions or concerns about their specific match to the Pipeline Selection Committee. We will attempt to address or resolve all concerns. Please see enclosed Employer Timeline for specific dates and additional information.

### **When will final matching/placement decisions be made?**

Final matches or placement decisions should be made by early March 2021. From a timing perspective, the Pipeline Selection Committee will review applications submitted between Monday, January 4 and Friday, January 15, 2021 and admit applicants into the Program by Monday, February 1, 2021.

Employer Participants will review applications and interview four (4) admitted candidates in early February. The matching/placement decisions are made in late February and end in early March. The academic enrichment and skills development program run from March through April. The academic component will offer substantive, introductory sessions in TMT law and policy, such as telecom and administrative law, technology policy, media and content regulation, and privacy and consumer protection. Please see enclosed Employer Participant Timeline for specific dates and additional information.

<https://www.fcba.org/about/diversitypipeline/>



## FCBA Diversity Pipeline Program

### **Is every applicant admitted into the FCBA Diversity Pipeline Program guaranteed an internship offer?**

The Diversity Pipeline Committee will endeavor to make agreeable matches between Employer Participants and all applicants admitted into the Pipeline Program (i.e., selected after the initial application review period). However, while most admitted applicants will be placed with an Employer Participant, the Diversity Pipeline Program Committee cannot guarantee that every student selected will receive an internship offer at the end of the evaluation process. The Diversity Pipeline Committee will work with FCBA-affiliated and other organizations to provide other support (e.g., stipends for other internship opportunities) to admitted applicants who are not placed with Employer Participants through the Pipeline Program.

### **Are employers that participate in the FCBA Diversity Pipeline Program obligated or required to hire an intern through the Program?**

While Employer Participants are neither required nor obligated to hire an intern through the Diversity Pipeline Program, the expectation is that Employer Participants understand the purpose of the Program, are committed to Program's goals, and therefore will make a good faith effort to hire a Pipeline applicant as an intern in their organization.

### **What are the requirements for or expectations of Employer Participants that participate in the FCBA Diversity Pipeline Program?**

To ensure a baseline experience among the various internship opportunities, all employers are expected to 1) hire Pipeline Student Participants for a period of at least five (5) weeks, either full time or at least 25 hours per week; and 2) provide a salary commensurate with that of other interns at the organization. For more information, see enclosed *Terms of Understanding*.

### **Can an intern who participates in the FCBA Diversity Pipeline Program as a first-year apply again for internship opportunities as a second-year directly with the employer?**

The Diversity Pipeline Committee recognizes that each organization has different criteria or factors for hiring interns. Therefore, it is entirely at the discretion of the Employer

<https://www.fcba.org/about/diversitypipeline/>



## FCBA Diversity Pipeline Program

Participant to determine whether to bring a first-year Pipeline Student Participant back for a second-year internship or a future permanent position. However, we encourage all Employer Participants to treat students hired through this program as equivalent to any other law student intern and assess capability and qualification for future employment opportunities.

### **How does the FCBA Diversity Pipeline Program intend to evaluate the success of the Program?**

The 2021 summer internship class is the pilot of the Diversity Pipeline Program, so the Diversity Pipeline Committee will be gathering feedback to determine any areas in need of improvement. The Committee will develop a systematic method for collecting and analyzing information on the experience of Employer Participants, applicants, and Student Participants regarding program design, outreach efforts, application and selection process, assignments, and workplace culture.

### **How does an employer “sign up” to participate in the FCBA Diversity Pipeline?**

Any employer interested in participating in the Pipeline Program should execute the “Terms of Understanding,” complete the “Employer Information Form,” and send both documents to [DiversityPipeline@fcba.org](mailto:DiversityPipeline@fcba.org). Upon receipt, FCBA President, Natalie Roisman and Diversity Pipeline Co-Chair, Rudy Brioché, will countersign and the fully executed document will be returned to the Employer Organization.



## FCBA Diversity Pipeline Program

### 9. TERMS OF UNDERSTANDING

As an Employer Participant in the FCBA Diversity Pipeline Program, Type named participating employer organization here. will:

- Interview at least four (4) first-year (1L) law students who are candidates vetted and selected by the Diversity Pipeline Program Committee and nominated for interviews with Type named participating employer organization here.. (In addition to the four nominated Student Participants, Type named participating employer organization here. may seek interviews with other FCBA Diversity Pipeline Program candidates at its discretion, pending candidate availability and interest. Additional interviews must be conducted within the timeline established by the Diversity Pipeline Program Committee.)
- Make a good faith effort to hire at least one FCBA Diversity Pipeline Program Student Participant as a legal intern focusing on technology, media, and telecommunications (TMT) law and policy in Summer 2021 for a period of at least five (5) weeks, either full time or at least 25 hours per week.
- Provide the Student Participant (s) a salary commensurate with that of other legal interns at Type named participating employer organization here..
- Assign the Student Participant (s) projects and tasks that enable them to develop substantive and procedural legal and policy skills on issues of importance in the TMT sector.
- Provide the Student Participant(s) opportunities to interact personally and meaningfully with senior leaders at Type named participating employer organization here..
- Permit Student Participant (s) to participate in 2-3 separate academic enrichment and skills development sessions organized by the FCBA Diversity Pipeline Program during regular business hours.

As the administrator of the FCBA Diversity Pipeline Program, the FCBA will:

- Recruit and screen highly qualified candidates who apply for the Diversity Pipeline Program and nominate four candidates for Type named participating employer organization here. to interview.
- Organize interviews and facilitate matching of Student Participants and Type named participating employer organization here..

<https://www.fcba.org/about/diversitypipeline/>



## FCBA Diversity Pipeline Program

- Provide the Student Participant(s) substantive academic training and support prior to and during the internship.
- Serve as a resource to both Student Participants and *Type named participating employer organization here.* in addressing substantive, logistical, and administrative matters that arise during the internship.

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Natalie G. Roisman  
FCBA President, 2020-21

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Rudy Brioché  
Chair  
FCBA Diversity Pipeline Program

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*[insert name]*  
*[insert title]*  
*[insert Employer Organization]*



## FCBA Diversity Pipeline Program

### 10. EMPLOYER INFORMATION FORM

**Please provide responses to the information requested below. The FCBA Diversity Pipeline Program Committee will make this information available to Student Participants. Supplemental Information may be provided.**

1. Organization Name and Main Location.
Click or tap here to enter text.
2. Address of Washington DC Office.
Click or tap here to enter text.
3. Purpose or Description of Organization.
Click or tap here to enter text.
4. Organization's Diversity, Inclusion, and Belonging Statement or Policy.
Click or tap here to enter text.
5. Total number of employees throughout organization and in the DC office.
Click or tap here to enter text.
6. Brief description of type of work handled in the DC office.
Click or tap here to enter text.
7. Does the organization have a formal or diversity internship program? If yes, please provide a brief description of program elements.
Click or tap here to enter text.
8. What are the expected length (including start and end dates, if known) and expected hours per week of the internship?
Click or tap here to enter text.
9. Provide information on any other information about the organization's DC office that will be helpful for the integration of Pipeline Student Participants into your work environment.
Click or tap here to enter text.
10. Name <u>and</u> email address of the Organization's Designated Representative for all for Diversity Pipeline Program communications.
Click or tap here to enter text.