



FCBA Diversity Pipeline Internship Program



**Employer Packet
Summer 2022**



THE TECH BAR

October 8, 2021

Dear Friends,

I am pleased to share with you the Employer Information Packet for the Federal Communications Bar Association (FCBA) Diversity Pipeline Program for Summer 2022 1L internships.

As you know, the FCBA—the Tech Bar—is the premier association for attorneys and professionals involved in the development and practice of technology, media, and telecom law and policy. While FCBA members may have divergent views on many aspects of tech policy, agreement is universal about our industry's significant influence to promote meaningful diversity, inclusion, and equity.

For too long a lack of diversity has been endemic in tech law and policy at all levels. But our organization's position at the intersection of law, public policy, and tech uniquely situates the FCBA to attract and develop diverse law students for long, successful careers in this space. Indeed, we have a responsibility to do so.

As a Bar, we leaned into this challenge in 2021 by successfully launching the inaugural term of the Diversity Pipeline Program. The Diversity Pipeline Program is an internship and skills development initiative that leverages the scale of our association and the scope of our membership to engage diverse 1L law students and support them with curriculum and mentoring as they develop their legal and policy careers. In the first year of the program, twenty-one FCBA employer organizations hosted diverse law students from across the country to introduce them to the important work in our sector.

As we begin thinking about the next steps for the Diversity Pipeline Program in 2022, we hope you will consider joining us for another successful year. Your partnership with the FCBA is essential to our efforts. I invite your organization to join with the FCBA as an Employer Participant and to commit to considering students from the Diversity Pipeline Program for a 1L Summer 2022 internship position. Enclosed you will find detailed information about the Program, including FAQs. We request an initial commitment by October 22, 2021 to ensure that your organization will receive the full benefits of publicity for this year's program.

Thank you for considering participating in this exciting FCBA initiative—together, we can help move both the profession and our organization forward. Please do not hesitate to contact me, or any member of the Diversity Pipeline Committee if you have any questions.

Thank you!

Sincerely,

Megan Anne Stull
FCBA President 2021-22

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FCBA Diversity Pipeline Internship 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 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, but 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 Diversity Pipeline Program** aims 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 FCBA 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 Internship Program

2. WHAT IS THE FCBA DIVERSITY PIPELINE PROGRAM?

The **FCBA Diversity Pipeline Program** is an internship program and legal skills development initiative that facilitates access to paid internship opportunities for diverse students from historically underrepresented and disadvantaged groups following their first year of law school and helps 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, where available.

For this program, the FCBA intends to focus on Washington, D.C. employment, which could incorporate remote work. Students from any ABA-accredited law school may apply.



FCBA Diversity Pipeline Internship Program

3. DIVERSITY PIPELINE PROGRAM COMMITTEE CO-CHAIRS

AVONNE BELL

RUDY BRIOCHÉ

SVETLANA GANS

DIANE HOLLAND

JENNIFER HOLTZ

CLETE JOHNSON

JAMILE KADRE

ANISA LATIF

CELIA LEWIS

BARRY OHLSON

NATALIE ROISMAN



FCBA Diversity Pipeline Internship Program

4. EMPLOYER PARTICIPANT INFORMATION

The **FCBA Diversity Pipeline Program** will continue in Summer 2022, hopefully with enthusiastic support from organizations like yours. You can participate in this Program even if your organization already has a summer legal/policy internship program.

The **FCBA Diversity Pipeline Program** will begin accepting applications from first year (1L) law students for Summer 2022 on November 1, 2021. We intend to promote the names of "anchor" Employer Participants indicating early commitments through a special press release and FCBA newsletter article several weeks in advance of this date. **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 Friday, October 22, 2021.** We will accept employers that commit following the initial date, and we will be recognizing those employers at later points in the process and throughout 2022.



FCBA Diversity Pipeline Internship 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 2022 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 Pipeline Student 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.
- 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 Internship Program

6. SELECTION PROCESS

1. October

- a. Employer Participant commitments secured

2. November

- a. Pipeline application made available to students
- b. Application portal opens
- c. Final Employer Participant commits secured and Employer Participants provide office information to Pipeline Committee

3. December

- a. Application portal closes
- b. Pipeline Committee reviews applications and makes selections for employer interviews

4. First half of January

- a. Pipeline Committee develops panels for employer/student interviews
- b. Each Employer Participant receives an individualized curated list of candidates to interview and access to Pipeline Student application materials
- c. Employer Participant/candidate interviews take place on January 11-12, 2022
 - i. Each employer meets with at least four (4) candidates in a panel format (likely two employers with one student)
 - ii. Interviews likely will occur between 3:00-7:00 pm each day but most employers will only participate in one day of interviews
- d. After interviews, both Employer Participants and candidates submit preferences

5. Second half of January

- a. Based on preferences and other criteria, Pipeline Committee develops matches
- b. Candidate/employer "match" conversations take place
- c. Matches are confirmed and Employer Participant and candidate formalize internship placement and hiring

FCBA Diversity Pipeline Internship Program

7. EMPLOYER PARTICIPANT TIMELINE

(employer dates are bolded)

- **Friday, October 22, 2021**: “Anchor” Employer Participant commitment date (executed Terms of Understanding)
- **Friday, November 5, 2021**: Final Employer Participant commitment date (executed Terms of Understanding)
- Monday, November 1, 2021: Pipeline application available to prospective student candidates
- **Monday, November 15, 2021**: All Employer Participant Information Forms due
- Monday, November 1 – Wednesday, December 1, 2021: Student application submission period
- Thursday, December 2 – Friday, December 17, 2021: Pipeline Selection Committee evaluates student applications and selects candidates for employer interviews
- Monday, December 20, 2021: Students are notified if they have been selected for an interview; provided with Employer Participant information packet; and asked for employer preferences
- Thursday, December 23, 2021: Students submit employer preferences
- **Tuesday, January 4, 2022**: Each Employer Participant receives an individualized curated list of at least four students for interviews and access to Pipeline Student application materials
- **Tuesday, January 11 and Wednesday, January 12, 2022**: Students interview with Employer Participant panels (likely 3:00-7:00 pm each day but most employers only participating in one day of interviews)
- **Friday, January 14, 2022**: Due date for Employer Participant and Student preferences
- Saturday, January 15 – Wednesday, January 19, 2022: Pipeline Selection Committee finalizes matches
- **Thursday, January 20, 2022**: Students and Employer Participants are notified of tentative match

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



FCBA Diversity Pipeline Internship Program

- **Friday, January 21-Thursday, January 27, 2022:** Student and Employer Participant “match” conversations (self-scheduled)
- **Friday, January 28, 2022:** Pipeline Selection Committee confirms final matches with Students and Employer Participants

Saturdays, February – March 2022: Academic Enrichment and Skills Development Program

FCBA Diversity Pipeline Internship 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 November 1 to December 1, 2021. Student application information will be available at <https://www.fcba.org/about/diversitypipeline/> on November 1, 2021.

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 grades and fall semester writing samples. Applicants will be evaluated on the following materials: resume, undergraduate transcript and law school transcript (as available), 1L writing sample, and especially personal statements specific to the Pipeline Program.

What is the selection process?

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



FCBA Diversity Pipeline Internship Program

The selection process involves three steps:

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

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

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 late January 2022. From a timing perspective, the Pipeline Selection Committee will review applications submitted between November 1 to December 1, 2021, and admit applicants into the Program by Friday, December 17, 2021.

Employer Participants will review applications and interview at least four (4) admitted candidates in early January. The matching/placement decisions are concluded by the end of January. The academic enrichment and skills development program run in February and March 2022. 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.



FCBA Diversity Pipeline Internship 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 many 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 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

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



FCBA Diversity Pipeline Internship Program

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 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. Upon receipt, FCBA President, Megan Stull and Diversity Pipeline Co-Chair, Rudy Brioché, will countersign and the fully executed document will be returned to the Employer Organization.

FCBA Diversity Pipeline Internship 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 2022 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..
- Provide the Student Participant(s) substantive academic training and support prior to and during the internship.



FCBA Diversity Pipeline Internship Program

- 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.

Megan Anne Stull
FCBA President, 2021-22

Rudy Brioché
Chair
FCBA Diversity Pipeline Program

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



FCBA Diversity Pipeline Internship 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 and email address of the Organization's Designated Representative for all for Diversity Pipeline Program communications.
Click or tap here to enter text.



FCBA Diversity Pipeline Internship Program

APPENDIX: 2021 ANNUAL REPORT

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

Diversity Pipeline Internship Program TMT Law & Policy Certificate Program 2021 Annual Report

As the Tech Bar, the FCBA has a mission to foster meaningful diversity and inclusion in the legal profession representing public, private, non-profit, and government organizations in the technology, media, and telecom (TMT) sectors.

To advance this mission, the FCBA Diversity Pipeline Committee created two groundbreaking programs – the [Diversity Pipeline Internship Program](#) and the [TMT Law & Policy Certificate Program](#) – to attract, develop, train, and support diverse, first-year law students from historically underrepresented and disadvantaged groups interested in pursuing legal careers in TMT law and policy. In its inaugural year, the Internship program focused on facilitating paid employment opportunities in the Washington, D.C. area offices of TMT organizations. The Certificate Program provided a substantive academic enrichment curriculum, covering key principles, statutes, and regulations that are the foundation of TMT law and policy.

"A great choice for students and employers alike."

Administration	Students	Employers	Enrichment
<ul style="list-style-type: none"> 10 Committee Co-Chairs 35 Application Reviewers 	<ul style="list-style-type: none"> 100 Student Applications 39 Students Selected for Interviews 19 Internships Awarded 	<ul style="list-style-type: none"> 19 Summer Employer Participants; One Fall Employer 55 Employer/Committee Panel Interviews 	<ul style="list-style-type: none"> 36 Hours of Instruction 10 Substantive Modules; Four Skills Enrichment Sessions One Interview Skills Prep Session
<ul style="list-style-type: none"> Three Published Press Releases 28 FCBA Gift Bags 	<ul style="list-style-type: none"> 27 Students Earned TMT Certificates 13 Diverse Law School Student Ambassadors 	<ul style="list-style-type: none"> Two Employer Focus Groups Three Summer Social Events Sponsored by Employers 	<ul style="list-style-type: none"> Six Keynote Speakers, Including Amit Mehta, Maureen Ohlhausen, Ajit Pai, and Henry Rivera
<ul style="list-style-type: none"> Launch and Graduation Events Featuring Michael Powell, DC AG Karl Racine, FCC Chairwoman Rosenworcel and Cmr. Starks 	<ul style="list-style-type: none"> LinkedIn Group Powered by Interns Pipeline Interns Established TMT Law Student Association at Howard Law School 	<ul style="list-style-type: none"> Offered Continued Student Summer Support 6-Month Courtesy Subscription to <i>Communications Daily</i> 	<ul style="list-style-type: none"> Six Saturday Sessions Six Writing Assignments One-on-One Mentoring, Practice, and Workplace Skills Sessions

"From high-caliber candidate recruitment to considered placement and all the wraparound activities in between ... the program is so much more than a semester match; it is launching relationships that enrich the careers of all participants."

- Caitlin Brosseau, Tripadvisor

Ten Law Firms

Davis Wright Tremaine LLP; Harris Wiltshire & Grannis LLP; Hogan Lovells; Kellogg Hansen Todd Figel & Frederick PLLC; Kelley Drye & Warren LLP; Lerman Senter PLLC; Loeb & Loeb; Mintz, Levin, Cohn, Ferris, Glovsky, and Popeo, P.C.; Wilkinson Barker Knauer, LLP; Wiley Rein LLP

Five Companies

AT&T Services, Inc.; Comcast NBCUniversal; T-Mobile; Tripadvisor; Verizon

Four Trade Associations

ACA Connects; CTIA; NCTA - The Internet & Television Association; USTelecom - The Broadband Association

One Non-Profit Organization

Future of Privacy Forum

Law Schools of Inaugural Pipeline and TMT Certificate Class

American
Berkeley
Columbia
Cornell
Emory
George Mason
Georgetown
George Washington
Howard
Maryland
North Carolina
Rutgers
Seattle
UCLA
UDC
U. Pennsylvania
USC

"[The DPP] delivered to us a great candidate who was ready to hit the ground running ... bright, eager, and professional, and we wanted to do everything we could to make her experience a rewarding one."

- Ross Lieberman, ACA Connects

"We were thrilled to employ a very personable and bright 1L ... whose knowledge and keen interest in tech was evident. ... We look forward to a continued relationship with him through law school."

- S. Jenell Trigg, Lerman Senter PLLC