



FCBA Diversity Pipeline Internship Program



Employer Packet
Summer 2023

October 24, 2022

Dear Future Pipeline Employers,

I am pleased to share with you the Employer Information Packet for the Federal Communications Bar Association (FCBA) Diversity Pipeline Program for Summer 2023 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 (TMT) law and policy. While FCBA members may have divergent views on many aspects of tech policy, agreement is universal about our industry's significant obligation and influence to promote meaningful diversity, inclusion, and equity in the TMT legal field.

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 industry. 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 Program's first year, 21 FCBA employer organizations hosted diverse law students from across the country to introduce them to the important work in our sector. In the second year, participating employer organizations increased to 28 (including one fall internship).

As we begin thinking about the next steps for the Diversity Pipeline Program in 2023, we hope you will renew your commitment to this crucial program and join us for another successful year. Your partnership is essential to our efforts. I invite your organization to join the FCBA as an Employer Participant and to commit to considering 1L students from the Diversity Pipeline Program for a Summer 2023 internship position. Enclosed, you will find detailed information about the Program, including FAQs. We request a renewed commitment by no later than November 4, 2022 to ensure that your organization will receive the full benefits of publicity for this year's program.

Thank you for considering participating in this critical 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,

Barry J. Ohlson
FCBA President 2022-23

1020 19th St, NW, Suite 325
Washington, DC 20036
P: 202.293.4000
E: fcba@fcba.org
www.fcba.org

OFFICERS

Barry J. Ohlson
President

Diane Griffin Holland
President-Elect

Kathleen A. Kirby
Treasurer

Matthew S. DelNero
Assistant Treasurer

Mia Guizzetti Hayes
Secretary

Erin L. Dozier
Assistant Secretary

EXECUTIVE COMMITTEE

Svetlana S. Gans
Patrick R. Halley
April Jones
Grace Koh
Adam D. Krinsky
Jennifer A. Schneider
Megan Anne Stull
Johanna R. Thomas
Stephanie S. Weiner
Sanford S. Williams

CHAPTER REPRESENTATIVES

Jameson Dempsey
Cynthia Miller

DELEGATE TO THE AMERICAN BAR ASSOCIATION


Dennis P. Corbett

YOUNG LAWYERS REPRESENTATIVE

Van Bloys

EXECUTIVE DIRECTOR

Kerry K. Loughney



1. Why a Diversity Internship Program?	5
2. What is the FCBA Diversity Pipeline Program?	6
3. Diversity Pipeline Program Committee Co-Chairs.....	7
4. Employer Participant Information.....	8
5. Employer Participant Commitments.....	9
6. Selection Process	10
7. Employer Participant Timeline	11
8. Frequently Asked Questions	13
9. Employer Information Form.....	17



FCBA Diversity Pipeline Internship Program

1. WHY A DIVERSITY INTERNSHIP PROGRAM?

The lack of 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 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 trains 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, and selection to participate will be based on criteria such as drive, ambition, overcoming hardships, interest in TMT law, demonstrated work ethic, in addition to undergraduate and fall semester law school grades, where available.

The FCBA intends the Program 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

JACQUI CLARY

SVETLANA GANS

ANISA LATIF GREEN

DIANE GRIFFIN HOLLAND

CLETE JOHNSON

JAMILE KADRE

CELIA LEWIS

JONATHAN MARK

KIMIA NIKSERESHT

BARRY OHLSON

JUSTIN PERKINS

NATALIE ROISMAN

RYAN THOMPSON



FCBA Diversity Pipeline Internship Program

4. EMPLOYER PARTICIPANT INFORMATION

The **FCBA Diversity Pipeline Program** will continue in Summer 2023, 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 law students for Summer 2023 on November 1, 2022. 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 28, 2022.** 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 2023.

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 2023 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. November

- a. Final Employer Participant commitments secured
- b. Pipeline application made available to students
- c. Application portal opens

2. December

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

3. 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 10-11, 2023
 - 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

4. 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)

- Tuesday, November 1, 2022: Pipeline application available to prospective student candidates
- Tuesday, November 1 – Thursday, December 1, 2022: Student application submission period
- **Friday, October 28, 2022: “Anchor” Employer Participant commitment date**
- **Friday, November 4, 2022: Final Employer Participant commitment date**
- Monday, November 14, 2022: Employer Participant Information Forms due
- Friday, December 2 – Friday, December 16, 2022: Pipeline Selection Committee evaluates student applications and selects candidates for employer interviews
- Monday, December 19, 2022: Students are notified if they have been selected for an interview; provided with Employer Participant information packet; and asked for employer preferences
- Thursday, December 22, 2022: Students submit employer preferences
- **Tuesday, January 3, 2023: Each Employer Participant receives an individualized curated list of at least four students for interviews and access to Pipeline Student application materials**
- **Tuesday, January 10 and Wednesday, January 11, 2023: Students interview with Employer Participant panels (likely 3:00-7:00 pm each day but most employers will only participate in one day of interviews)**
- **Friday, January 13, 2023: Due date for Employer Participant and Student preferences**
- Saturday, January 14 – Wednesday, January 18, 2023: Pipeline Selection Committee finalizes matches
- **Thursday, January 19, 2023: Students and Employer Participants are notified of tentative match**
- **Friday, January 20-Thursday, January 26, 2023: Student and Employer Participant “match” conversations (self-scheduled)**

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



FCBA Diversity Pipeline Internship Program

- **Friday, January 27, 2023: Pipeline Selection Committee confirms final matches with Students and Employer Participants**
- **Saturdays, February – March 2023: 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 to 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 comprises 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, 2022. Student application information will be available at <https://www.fcba.org/about/diversitypipeline/> on November 1, 2022.

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.



FCBA Diversity Pipeline Internship 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 and admits applicants to interview for 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 the enclosed Employer Participant 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 2023. From a timing perspective, the Pipeline Selection Committee will review applications submitted between November 1 to December 1, 2022, and admit applicants into the Program by Friday, December 16, 2022.

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 2023. 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 the 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?

Returning Employer Participants: To commit to be an Employer Participant for summer 2023, consistent with the previously agreed to *Terms of Understanding*, simply send an email to DiversityPipeline@fcba.org. The Diversity Pipeline Program will use the existing employer Information Form unless the Employer Participant would like to provide updated information and submits the Information Form by **November 14, 2022**.

New Employer Participants: Please contact the Diversity Pipeline Program committee via email at DiversityPipeline@fcba.org. The Committee will provide the *Terms of Understanding* form to be reviewed, executed, and submitted by **November 4, 2022**. Additionally, the included employer Information Form should be submitted by no later than **November 14, 2022**.



FCBA Diversity Pipeline Internship Program

9. 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.