

# fcba



Diversity Pipeline  
Program



# 2024 Employer Packet

# President's Letter

November 1, 2023

Dear Future Pipeline Employers,

I am pleased to share with you the Employer Information Packet for the FCBA Diversity Pipeline Program for Summer 2024 1L internships.

As you know, [FCBA — The Tech Bar](#) is the premier association for attorneys and professionals involved in the development and practice of technology, media, and telecommunications (TMT) law and policy. While FCBA members may have divergent views on many aspects of policy in this space, agreement is universal about our industry's significant need and obligation to promote meaningful diversity, inclusion, and equity in the TMT legal field.

For too long, a lack of diversity has been prevalent in the law profession generally, and in TMT law in particular, at all levels. We strongly believe that because our organization sits at the intersection of law, policy, and technology, the FCBA is uniquely positioned to attract diverse law students and develop a pathway for them to have long, successful careers in this space. Indeed, we have a responsibility to do so.

We established the Diversity Pipeline Program in 2020 as 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. Over the last three years, 34 FCBA employer organizations have hosted 78 diverse law students from 29 law schools across the country to introduce them to the important work in our sector.

We are encouraged by the outpouring of continued support from past Employer Participants, and as we begin thinking about next steps for the Diversity Pipeline Program, we hope you will join us as a new Pipeline Employer or renew your commitment to this important program for another successful year. Your partnership is essential to our efforts. I invite your organization to commit to considering 1L students from the Diversity Pipeline Program for a Summer 2024 internship position. Enclosed, you will find detailed information about the Program, including FAQs. We request a renewed commitment by no later than November 15, 2023, to ensure that your organization will be included in the 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,  
Diane Griffin Holland,  
FCBA President 2023-24

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# Table of Contents

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1.	<a href="#">Purpose of the Diversity Pipeline Program</a> .....	4-5
2.	<a href="#">Employer Participant Information</a> .....	6
3.	<a href="#">Commitments &amp; Selection Process</a> .....	7
4.	<a href="#">Employer Participant Timeline</a> .....	8
5.	<a href="#">Frequently Asked Questions</a> .....	9-10

# Purpose of the Diversity Pipeline Program

## Why is a Diversity Pipeline Program needed?

**Diversity in the American legal profession has been a concern for decades.** Individuals and groups with certain backgrounds and perspectives continue to be greatly underrepresented in legal organizations, particularly among the leadership ranks of law firms, legal departments of major U.S. companies, and the federal government. The Federal Communications Bar Association (FCBA) believes it is imperative that the legal profession—specifically the Tech Bar—reflects the full spectrum of talent, perspectives, and experiences represented in the broader populace.

**Diversity fosters societal equity and fairness and leads to:**

- Increased profitability and productivity
- Expanded creativity and problem-solving
- Better decision-making
- Enhanced employee engagement and retention
- 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.

## What is the FCBA Diversity Pipeline Program?

The **FCBA Diversity Pipeline Program** (“Program” or “DPP”) is a competitive internship and legal skills development program that prepares law students with diverse backgrounds and perspectives for elite careers in technology, media, and telecom (“TMT”) law and policy. It achieves this by facilitating access to paid internship opportunities for students during law school through the Diversity Pipeline Internship Program, introducing them to the field through the TMT Law & Policy Certificate Program, and providing them with continued learning and support during their internships through the Summer Series and Mentorship Program.

Internship Program	TMT Certificate Program	Summer Series & Mentorship
<p>The Diversity Pipeline Internship Program aims to place students into meaningful, demanding, and enriching internship opportunities with Participating Employers that specialize in TMT law and policy</p>	<p>The TMT Law &amp; Policy Certificate Program offers students a substantive academic enrichment curriculum, covering key principles, statutes, and regulations in the TMT law and policy sector</p>	<p>The Summer Series and Mentorship Program provides students with continued learning and support during their summer internships by pairing them with mentors and hosting various events</p>

## Purpose of the Diversity Pipeline Program

The primary goal of the Program is to increase diversity within the TMT field by establishing a pipeline for law students with diverse backgrounds and perspectives into the space. This is achieved by first introducing a greater number of such law students to the field, and then by helping them secure and succeed in internships that can lead to long-term careers in the field, thus also increasing diversity within the FCBA membership and, ultimately, leadership.

Candidates considered for this Program are first-year law students from any ABA-accredited law school. Selection to participate will be based on criteria such as the ability to overcome challenges or hardships, the demonstration of ambition, drive, and work ethic, as well as interest in TMT law and policy, undergraduate grades, and extracurricular activities. The DPP Selection Committee will evaluate applicants based on several written materials submitted, including a resume, undergraduate transcript, law school transcript (as available), 1L writing sample, and a personal statement specific to the Program.

### Program Highlights as of 2023:

Received close to 300 applications from 1<sup>st</sup> year law students with diverse experiences and perspectives

Instructed close to 100 students who graduated from the TMT Law & Policy Certificate Program

Partnered with 34 participating employers including corporations, law firms, non-profit organizations, and associations

The **FCBA Diversity Pipeline Program** will continue in Summer 2024, 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 2024 on November 1, 2023. The DPP Committee intends to promote the names of “anchor” Employer Participants indicating early commitments through the FCBA newsletter.

**To be listed as an Employer Participant in the initial publicity materials, employers must indicate their intention to commit and submit an Employer Information Form by Friday, October 27, 2023.** The DPP Committee will accept employers that commit following the initial date and will acknowledge those employers at later points in the process throughout 2023-2024.

## How to become an Employer Participant

**Returning Employer Participants:** To commit to be an Employer Participant for Summer 2024, consistent with the previously agreed to *Terms of Understanding*, simply send an email to [DiversityPipeline@fcba.org](mailto:DiversityPipeline@fcba.org). The DPP Committee will use the existing Employer Information Form unless the Employer Participant would like to provide an updated form by November 15, 2023.

**New Employer Participants:** Please contact the DPP Committee via email at [DiversityPipeline@fcba.org](mailto:DiversityPipeline@fcba.org). The Committee will provide the *Terms of Understanding* and enrollment form to be reviewed, executed, and submitted by no later than November 15, 2023.

## Upcoming dates for Employer Participants

- **Friday, October 27, 2023:** Anchor Employer commitment deadline (allows your organization to be recognized in the early Pipeline publicity materials for Y4)
- **Wednesday, November 15, 2023:** Final Employer Participant commitment deadline and deadline to submit Employer Participant Information Form
- **Wednesday, November 1 – Friday, December 1, 2023:** Student application submission period

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 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 participant to work on TMT law and policy in Summer 2024 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/company.
- Assigning projects and tasks that enable the Student Participant(s) to develop legal/policy skills and understanding of issues of importance in the TMT sector.
- Providing Student Participant(s) opportunities to interact personally and substantively with senior leaders in the organization/company.
- 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.

## Selection Process

### December:

1. Student application portal closes.
2. DPP Selection Committee reviews applications and makes selections for employer interviews.

### First half of January:

1. DPP Selection Committee forms interview panels for Employer Participants and candidates.
2. Each Employer Participant receives a curated list of candidates to interview and access to their application materials.
3. Interviews take place in a virtual panel format, with each Employer Participant meeting with at least four (4) candidates and no more than one additional Employer Participant. A DPP Committee co-chair will help facilitate the interview.
  - a) Interviews are typically scheduled between 3:00-7:00 p.m. ET each day, with most employers participating on one specific day.
4. After interviews, both Employer Participants and candidates submit preferences. The DPP Selection Committee can coordinate with Employer Participants who wish to interview additional candidates.

### Second half of January:

1. Based on preferences and other criteria, the DPP Selection Committee will provide matching/placement recommendations
2. Employer Participant and candidate “match” conversations take place (self-scheduled)
3. Matches are confirmed, and the Employer Participant and candidate will formalize internship placement and hiring. Final selection and hiring decisions will be made by the Employer Participant.



# Employer Participant Timeline

*Employer dates are highlighted*

## OCTOBER 2023

- **Friday, October 27, 2023**: “Anchor” Employer Participant commitment date

## NOVEMBER 2023

- **Wednesday, November 1 – Friday, December 1, 2023**: DPP application submission period for prospective Student Participants
- **Wednesday, November 15, 2023**: Final Employer Participant commitment deadline and deadline to submit Employer Participant Information Form

## DECEMBER 2023

- **Saturday, December 2 – Friday, December 15, 2023**: DPP Selection Committee evaluates student applications and selects candidates for employer interviews
- **Monday, December 18, 2023**: Students are notified if selected for an interview, provided with Employer Participant Information Booklet, and asked for employer preferences
- **Friday, December 22, 2023**: Deadline for students to submit employer preferences

## JANUARY 2024

- **Wednesday, January 3, 2024**: Each Employer Participant receives a curated list of at least four (4) students for interviews and access to application materials
- **Week of Monday, January 8 – Friday, January 12, 2024\***: Students interview with Employer Participants in virtual panels (typically scheduled between 3:00-7:00 p.m. ET each day, with most employers participating on one specific day)
- **Friday, January 12, 2024**: Due date for Employer and Student Participant preferences
- **Saturday, January 13 – Thursday, January 18, 2024**: DPP Selection Committee finalizes tentative matches
- **Friday, January 19, 2024**: Employer and Student Participants are notified of tentative matches
- **Week of Monday, January 22 – Friday, January 26, 2024**: Employer and Student Participant “match” conversations (self-scheduled)
- **Monday, January 29, 2024\***: DPP Selection Committee confirms final matches with Employer and Student Participants

## FEBRUARY – APRIL 2024

- **Saturdays, February – March**: TMT Law and Policy Certificate Program for Student Participants (the academic enrichment and skills development portion of the DPP)
- **Mid to late April**: Mock comment drafting and ex parte assignment; TMT Graduation

## SUMMER 2024:

- **May - July**: Summer Series and Mentorship Program for Student Participants

*\*Final dates may be subject to change*

## **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 an individual with a diverse background and perspective who may be underrepresented in the U.S. 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 a competitive internship program that attracts, develops, and supports elite TMT lawyers with diverse backgrounds and perspectives. Qualified applications will be reviewed by the DPP Selection Committee, which is composed of the co-chairs of the Diversity Pipeline Committee and select members of the FCBA and FCBA Executive Committee.

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

Given that applicants are first-year law students who have only just begun their legal education, the DPP Selection Committee will evaluate such student qualities as the ability to overcome challenges or hardships, the demonstration of ambition, drive, and work ethic, as well as their interest in TMT law and policy, undergraduate grades, and extracurricular activities. The DPP Selection Committee will evaluate applicants based on several written materials submitted, including a resume, undergraduate transcript, law school transcript (as available), 1L writing sample, and a personal statement specific to the Program.

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

Final matches or placement decisions should be made by late January 2024. The DPP Selection Committee will review student applications in early December and notify applicants if they are admitted into the Program around mid-December. Employer Participants will then review applications and interview at least four (4) admitted candidates in early January. The matching/placement decisions are concluded by the end of January. Please see the enclosed Employer Participant Timeline for specific dates and additional information.

## **What is the TMT Law & Policy Certificate Program?**

The TMT Law and Policy Certificate Program is the academic enrichment and skills development component of the Diversity Pipeline Program. It provides Student Participants with substantive, introductory sessions in TMT law and policy, including administrative law and the FCC, privacy and consumer protection, and media and content regulation. The Certificate Program takes place on Saturdays in February and March 2024, with a mock comment drafting and advocacy exercise in early to mid April. The graduation ceremony will also be held around late April.

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

The DPP Selection Committee will endeavor to make agreeable matches between Employer Participants and all applicants admitted into the Program (i.e., selected after the initial application review period). While many admitted applicants will be placed with an Employer Participant, the DPP Selection Committee does not guarantee that every student selected will receive an internship offer at the end of the evaluation process. The DPP Selection 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 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 the Program's goals, and therefore will make a good-faith effort to hire a Student Participant as an intern in their organization.

## **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 DPP 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.

### **For more details and information:**

If you have specific questions about the Program, please visit our [website](#) or contact the Program at [DiversityPipeline@fcba.org](mailto:DiversityPipeline@fcba.org). You can also contact one of our DPP Committee leads:

- Anisa Green ([al7161@att.com](mailto:al7161@att.com))
- Rudy Brioché ([rudy\\_brioche@comcast.com](mailto:rudy_brioche@comcast.com))
- Svetlana Gans ([sgans@gibsondunn.com](mailto:sgans@gibsondunn.com))