

| Assignments   | Citizenship   | Professionalism   |
|---|---|---|
| <p><b>Manage your time:</b> Maintain a list of assignments, dates and deadlines, summer program events and obligations</p> <p><b>Understand the Assignment:</b> Listen, take notes, ask questions, read. Grasp the context... the “big picture”.</p> <p><b>Work Hard:</b> Avoid having to turn down an assignment. Put in the extra time and effort to do your very best.</p> <p><b>Meet Deadlines:</b> Don’t even think about cutting it close.</p> <p><b>No surprises:</b> In the event of an unavoidable delay, notify the assigning lawyer and the recruiting staff immediately.</p> <p><b>Form Matters:</b> No typos, misspellings or format errors, EVER.</p> <p><b>Everyone Makes Mistakes:</b> Own and learn from your mistakes and move on. Keep your emotions in check.</p> <p><b>Thank the lawyer who gave you the work, and ask for feedback.</b> Take it in stride. Act on it. Again, keep your emotions in check.</p> | <p><b>Participate:</b></p> <p>Show up. Be prompt. Listen. Interact. Ask questions. Help out.</p> <p><b>Be sociable; be authentic:</b></p> <p>Leave your door open. Get to know your colleagues—lawyers and staff alike, and all the other summers. Be upbeat.</p> <p><b>Clear your calendar:</b></p> <p>When the recruiting staff invites you to an event---go.</p> <p>If a partner or associate invites you to a community event outside the firm-- attend.</p> <p>If an associate asks you out to lunch or a drink--go.</p> <p>If asked if you would like to participate with other lawyers in a volunteer activity in the community, say yes, with enthusiasm.</p> | <p><b>Courtesy</b></p> <ul style="list-style-type: none"> <li>• Return all calls and answer all emails promptly.</li> <li>• RSVP, always.</li> <li>• Treat everyone-- staff included-- with respect. Learn their names—make friends.</li> <li>• <u>Put away your phone</u> during meetings &amp; presentations. Put. It. Away.</li> </ul> <p><b>Dress and behave professionally</b></p> <p><b>Enter time &amp; address similar tasks promptly</b></p> <p><b>Maturity</b></p> <ul style="list-style-type: none"> <li>• Avoid complaining, gossiping and “gunning”.</li> <li>• At all social events, enjoy yourself in moderation.</li> <li>• Observe your ethical obligations, including client confidentiality.</li> <li>• Do your best to <b>stop using “like”</b> as a filler. Excise “up-talk” and “vocal fry”—forever.</li> </ul> <p><b>Relationship Building</b></p> <ul style="list-style-type: none"> <li>• If you do not yet have a complete Linked In profile, create one. Most of the people you meet this summer will read it.</li> <li>• Reach out: Get to know your mentor, the people you work with, the recruiting staff and the secretarial staff</li> <li>• Be yourself. Display self-confidence, initiative, maturity and self-reliance.</li> </ul> |

| Common Mis-Steps.....Some Examples.   |   |  |
|---|---|--|
| Assignments   | Citizenship   | Professionalism  |
| <p>Failing to find out in what form the final product should be....then turning in a 4-page memo when the partner wanted a 1-page summary.</p> <p>Getting jammed up with two time-consuming assignments ....then asking the assigning lawyers to help you prioritize. (The better solution? Do what it takes to finish both on time.)</p> <p>Blaming a third party for your own failure to deliver. (“Well I emailed him... but he didn’t get back to me....” is never, ever, an excuse.)</p> <p>Turning in a draft memorandum with a promise to “clean it up” once you get the partner’s substantive comments.</p> <p>Misspelling the client’s name. Thinking it’s not such a big deal</p> | <p>Skipping a summer associate event because it conflicts with routine personal plans.</p> <p>Blowing off an affinity group luncheon because it doesn’t concern you.</p> <p>Turning down an offer to go out to lunch with a group of associates because you prefer to be able to leave at 6.</p> <p>Blurring boundaries:<br/>Gossiping or airing grievances with other summers or with associates</p> | <p>Ignoring any email or any phone calls—whether individually or group directed.</p> <p>Failing to RSVP—no matter to whom or to what.</p> <p>Over-enjoying the “perks” of the summer....free lunches, free late night dinners, free cabs home.</p> <p>Ignoring, or otherwise being rude to, assistants, staff or other so-called “non-lawyers”.</p> <p>Taking “casual Friday” literally. (Women: the guys have far more latitude than you do in dressing “down”. You still need to look crisp, adult and put together.)</p> <p>Telling a few too many hilarious drinking stories at the Thursday night cocktail party---or otherwise “over-sharing”.</p> |

| Standing Out   |   |  |
|--|---|--|
| <p><b>Read</b> the financial and other business news (the Wall Street Journal, Financial Times, NYT financial pages).</p> <p>For every assignment, <b>learn</b> about the client, its industry and market—<b>stay current</b>: watch for relevant sector news and commentary.</p> <p>Put your work in <b>context</b>. Understand the industries and markets the Firm serves and markets; and understand what motivates the lawyers you work with.</p> <p><b>Ask questions.</b> Engage.</p> | <p><b>Over-deliver</b>, within reason, when you can. Own it.</p> <p><b>Be a team player. Collaborate.</b> Rarely a strong suit among lawyers of any age—but increasingly prized. (Caveat for women summers in particular: this does <b>not</b> mean that you should (a) share credit for well earned success in a self deprecating fashion, (b) volunteer to take meeting minutes or otherwise shoulder team housekeeping tasks or (c) get the coffee or pizza.....)</p> <p><b>Add value.</b> This is not always easy to do, but be alert to opportunities. Be creative and resourceful in finding authentic ways to contribute to the success and comfort of other professionals at the firm. The best way to add value as a summer? By gathering and gifting knowledge and news.</p> <p><b>Let people get to know you:</b></p> <ul style="list-style-type: none"> <li>• Share your interests and accomplishments by contributing to conversations, thoughtfully and authentically.</li> <li>• Even if the topic is unfamiliar, let your questions reflect your knowledge and common sense.</li> </ul> | <p><b>Attend optional events</b>, if possible, such as department and practice group meetings, and affinity group events.</p> <p>Build a positive, <b>memorable</b> presence in the Firm community — <b>a reputation</b> for intelligence, initiative, maturity, hard work, courtesy, curiosity, enthusiasm and likeability.</p> <p>Be the summer everyone remembers, and asks for, next fall when you start work as a first year.</p> |