

March 12, 2021

Dear High School Scholar:

Morris, Manning & Martin, LLP is seeking applicants for our 11th Annual High School Internship Program for Diverse Students. Enclosed you will find the 2021 application. We are seeking highly motivated, diverse students who have successfully completed the 10th grade, have at least a B average, and an interest in the practice of law.

With the exception of 2020, our program has always maintained a two-week schedule. Due to the Covid-19 crisis, last year's program was held virtually for one week. As the situation and circumstances surrounding the Covid-19 crisis remain fluid this year's program will commence on May 31, 2021 and will end either June 4, 2021, or June 11, 2021, and will most likely be held virtually. You will be notified as soon as possible whether the program will run one, or two weeks.

During our internship program, student participants will work 30 hours per week; participating in workshops, student presentations and project assignments. Each participant will receive a wage of \$300.00 per week.

All applications must be received in our office no later than April 12, 2021. Any applications received after the due date will not be accepted. The **complete application, along with a letter of recommendation**, must be submitted to the following address:

Morris, Manning & Martin, LLP
Attn: Ms. Sheri McCurdy
1600 Atlanta Financial Center
3343 Peachtree Road
Atlanta, GA 30326

Or via email at smk@mmmlaw.com

In addition to the application submission, you will have to make yourself available for an interview, most likely via Zoom.

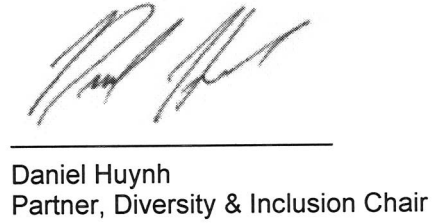
Again, please note the above parameters are subject to change due to the Covid-19 pandemic.

If you have any questions about the application process, please contact Sheri McCurdy at (404) 504-5478 or by e-mail at smk@mmmlaw.com

We look forward to hearing from you.



Sheri McCurdy
Program Coordinator



Daniel Huynh
Partner, Diversity & Inclusion Chair



High School Internship Program for Diverse Students - 2021

INTRODUCTION AND INSTRUCTION

This booklet contains your application for our 2021 High School Internship Program for Diverse Students. Before we will consider your application, we must receive the following documentation:

Complete the enclosed application forms:

1. Personal Information;
2. Application Essay (Please type);
3. Applicant Profile;
4. Reference;
5. Conditions of Participation (signed); **and**
6. Letter of Recommendation (see cover letter).

Please note: Please be certain that these forms are completely filled out and that every form is properly signed. Your application will be rejected if we have not received all of the materials listed above by April 12, 2021.



High School Internship Program for Diverse Students - 2021

Personal Information and Essay 2021

STUDENT INFORMATION

Name (legal name) _____

☐male ☐female

Last First Middle Initial Nickname

Permanent Address: _____

City State Zip Code

Permanent Telephone (____) _____ Cell (____) _____

Current School _____ Current Grade _____ Graduation Year _____

Date of birth _____ Age _____ Email address _____
month/day/year

Family Information

Mother or guardian's name _____
Last First Middle Initial

Permanent Address: _____

City State Zip Code

Father or guardian's name _____
Last First Middle Initial

Permanent Address: _____

City State Zip Code



High School Internship Program for Diverse Students - 2021

APPLICATION ESSAY

Please type

On a separate sheet of paper, please write a one page essay on your personal and professional goals and aspirations.



High School Internship Program for Diverse Students - 2021

Applicant Profile

Name (legal name)

Last

First

Middle Initial

Nickname

Please answer the following questions in the space provided below:

Why do you want to participate in the High School Internship Program?

Why do you consider yourself a diverse student?

List the clubs, organizations, sports, leisure activities, community service, and any internship program(s), legal or otherwise, in which you have participated or are scheduled to participate in.



High School Internship Program for Diverse Students - 2021

Please review the profiles of the MMM attorneys and the various practice areas on our firm's website, www.mmmlaw.com, and tell us which attorney and practice area you would be interested in learning more about and why.



High School Internship Program for Diverse Students - 2021

Reference

For the Applicant: In the blanks below, fill in and sign your name. Give this form to a teacher or administrator at your school and ask him or her to fill it out completely. Please ask the reference to seal this completed form in an envelope and sign his or her name across the seal before returning to you.

Applicant name (please print) _____
Applicant signature _____ Date _____
Parent/guardian signature _____ Date _____
Parent/guardian name (please print) _____ Date _____
Name of High School _____
Signature of Reference _____ Date _____
Name of Reference (please print) _____

For Reference: This applicant will be involved in a challenging experience that includes working in a business and professional environment. Not everyone is equipped to enjoy, profit from, or even cope with this experience. To be successful, the applicant must have a high degree of motivation and the ability to adjust to different environments and tasks. In addition, the applicant must have displayed an interest in the law.

Please indicate the student's Grade Point Average: _____

Please indicate, by checking the appropriate spaces, your estimate of the applicant's characteristics. If you wish to add comments, please do so on another sheet of paper.

	Excellent	Good	Average	Poor	Unknown
1. Common sense and good judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Ability to take direction cheerfully	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Sense of responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ability to express him/herself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Ability to follow through with projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Intellectual curiosity and imagination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: _____



High School Internship Program for Diverse Students - 2021

Conditions of Participation

I, _____, give permission for my child, _____, to participate
(Parent/Guardian) (Student's Name)
in Morris, Manning & Martin, LLP's 2021 High School Internship Program.

The High School Internship Program for Diverse Students will commence on May 31, 2021. The program is tentatively planned for two weeks, but is subject to change. During the term of the High School Internship Program for Diverse Students, students will work thirty (30) hours per week, and will be compensated for time worked.

Students should arrive each morning at their assigned cubicles by 9:00 a.m., except when instructed otherwise.

Students are expected to dress in business casual attire, be well groomed and conduct themselves in a professional manner at all times.

Any inappropriate behavior, or failure to follow given instructions will be cause for termination from the program.

NOTE: Students chosen to receive an interview may be videotaped for panel review.

[Student]

[Parent/Guardian]