



UCLI Intern Handbook

Summer 2021

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Our Mission

“The Utah Center for Legal Inclusion (UCLI) is a 501(c)(3) nonprofit organization dedicated to advancing diversity, equity, and inclusion in Utah’s legal profession. In coordination with its partners, UCLI strives to facilitate educational opportunities and professional advancement for students and attorneys with diverse backgrounds, enhance organizational inclusion, and track the progress of these efforts throughout the state.”

Our Programs

- **Community Outreach**

UCLI’s Community Outreach Committee partners with community groups and organizations serving diverse and marginalized populations in an effort to develop more effective initiatives that meet the needs of diverse community interests. Through these efforts, UCLI aims to increase proximity between lawyers and diverse populations in Utah, create space for Utahns to understand and trust those in the legal profession and legal institutions, and amplify access to justice efforts around the state

- **Continuing Legal Education (CLE)**

UCLI’s Continuing Legal Education (CLE) Committee organizes panels, presentations, and other opportunities to learn about DEI issues in the law. Recent CLEs have included a series on the relationship between wellbeing and DEI as well as an annual racial justice series.

- **Development**

UCLI’s Development Committee helps the organization remain viable and sustainable by assisting with fundraising efforts. Although much of the grant writing and other fundraising efforts are administered by

UCLI staff, the committee strategizes each year regarding new funding sources and effective methods.

- **Education (PLEDGE)**

UCLI has developed a comprehensive education and mentoring program that assists diverse students in achieving academic and professional goals in the law. This program is titled PLEDGE, which stands for Promoting Legal Education to Diverse Groups Everywhere. PLEDGE supports and enhances programs serving students in K-12 schools, undergraduate institutions, and law schools, in an effort to introduce students to legal principles and practice, to provide meaningful mentoring opportunities, and to connect students with financial and other resources.

- **Organizational Inclusion/Advancement**

One of UCLI's key missions is to support and encourage workplace inclusion among organizations that employ lawyers and also assist with professional advancement for diverse attorneys. UCLI's Certification Program is a key piece of this effort and its overall mission. Employers enrolled in the Certification Program must take concrete steps each year to foster more inclusive work environments, with the goal of promoting both meaningful and sustainable progress. UCLI is also working with other groups to identify advancement gaps and needs so programs can be developed that meet the needs of individual attorneys.

- **Tracking Progress**

UCLI's Tracking Progress Committee oversees data collection efforts aimed at better understanding the current state of DEI in Utah's legal profession. UCLI seeks to encourage regular data collection among all relevant groups and partners, including the Utah State Bar and UCLI Certification employers. The data will be used to inform UCLI's work and identify the areas where UCLI can focus its efforts.

Our Team

Organizational Values

- We believe in the fundamental dignity and equality of all people.
- We believe that a diverse and inclusive legal profession is essential for upholding ethical standards and community values, enhancing organizational effectiveness, and preserving the ability of our legal system to properly administer and provide access to justice.
- We believe in fostering a safe and inclusive organizational environment where employees, board and committee members, and volunteers are welcomed, valued, respected, and afforded substantive opportunities to participate and be heard.
- We believe in employee development at all levels of the organization.
- We encourage and work to facilitate a culture of openness, empathy, collaboration, trust, and respect that makes space for complex, and sometimes difficult, conversations and dialogue about diversity, equity, and inclusion.
- We are committed to a mindset of growth, integrity, and accountability that includes continuing to research workplace diversity and inclusion strategies, evaluating the effectiveness of our policies and practices, making adjustments as necessary, and seeking to both educate and learn from others when it comes to diversity, equity, and inclusion matters.

Code of Conduct

UCLI is committed to upholding and advancing the principles of fairness, equity, and inclusion. As such, UCLI prohibits discrimination and harassment and provides equal opportunities, including reasonable accommodations as needed and compatible with the performance of essential job functions, to all employees and applicants for employment irrespective of race, ethnicity, color, religion, age, sex, disability, veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. It is the responsibility of each and every representative of UCLI

to give our policy of equal employment opportunity full meaning, support, and effect.

This policy applies to all employment practices and actions. It includes, but may not be limited to, the job application process, hiring, training, placement, disciplinary action, termination, compensation, advancement, and leaves of absence. The UCLI Board of Directors will periodically review this policy and may make adjustments to it in accordance with relevant developments in employment laws and best practices. If you have any questions or concerns, please contact Melinda Bowen at melinda@utahcli.org.

Team Directory

| Name | Position | Email | Phone Number | Working Days/Times |
|------------------|----------------------------|---------------------|--------------|--------------------|
| Melinda Bowen | Executive Director | melinda@utahcli.org | 801.231.7237 | M-F 9:00-5:00 MDT |
| Kacey Sorenson | Associate Director | kacey@utahcli.org | 925.262.3651 | M-F 9:00-5:00 MDT |
| Layla Shaaban | Administrative Coordinator | layla@utahcli.org | 801.687.4018 | |
| Lizzie Jarrett | Lead Intern | lizzie@utahcli.org | | |
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| Isabella Buoscio | Intern | isa@utahcli.org | 435.513.0449 | |
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Universal Contacts Sheet:

https://docs.google.com/spreadsheets/d/13LDgKw5v1cNpLPd_doLNDE9pqZS_WHuGDQMIbxqjHZkw/edit?usp=sharing

Internal Accounts

| Website/Item | Username | Password |
|--------------|----------|----------|
| Zoom | | |
| UCLI email | | |
| SurveyMonkey | | |
| Youtube | | |
| Instagram | | |
| Twitter | | |
| Facebook | | |
| LinkedIn | | |
| Canva | | |
| Mailchimp | | |
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Intern Expectations

General Expectations

Interns are expected to:

1. Understand and articulate UCLI's mission, goals, and rationale for program efforts.
2. Attend and participate in all meetings.
3. Complete assignments thoroughly and in a timely manner.
4. Demonstrate effective time-management skills and ability to prioritize tasks (ex. makes productive use of "downtime", plans out weekly activities, sets goals and works to meet them)
5. Communicate proactively and regularly with the UCLI team members.
6. Solicit engagement and collaborate effectively with the UCLI team and beneficiaries where possible.
7. Solicit expertise and empower the UCLI team and beneficiaries in all aspects of the project.
8. Execute research assignments effectively and thoroughly.
9. Demonstrate creative and constructive problem-solving skills when necessary.
10. Take initiative to lead and collaborate on projects.
11. Maintain open and honest feedback with the UCLI team.

Meetings

Attendance will be required at meetings. We will have one weekly team meeting for the entire team (staff and interns). The day and time of the team meeting will be determined based on the team's schedule. We use these meetings to go over team projects, discuss updates on activity within UCLI as a whole, or speak to special guests about their career path and background. We also have smaller group meetings to ensure each intern is having interaction with staff and other interns. Small group meetings are a perfect opportunity to ask questions about projects, communicate if you need more help or time on a project, and let us know how you are feeling about your workload!

Due to the COVID-19 pandemic, all meetings will be held over Zoom. While Zoom is a wonderful way to connect with people, it is tempting to be

disconnected. We ask that you keep your cameras on at all times (unless there is an issue or emergency, in which case, please express that to one of the staff members).

Communication

During your declared weekly hours, we request that you respond to any communications within 3 hours, unless you've communicated your absence in advance. This helps us stay organized and accountable as a team. You will use your @utahcli.org email for direct communication.

In your direct communication with staff members, other interns, and board members, we ask that you keep your emails concise. Please state the issue at hand or the question you have first before discussing the context.

Timekeeping/Compensation

Please keep track of the hours you work on UCLI matters and projects, including time spent in UCLI meetings. We will use your timesheets to determine stipend amounts, so please be accurate. We included a template below to help you get started.

Timesheet template [here](#).

Accommodations

UCLI is committed to providing flexible work arrangements and other reasonable accommodations. If you need to rearrange your schedule or miss a meeting, please contact your immediate supervisor in advance of your anticipated absence, ideally 24 hours in advance for non-emergent situations. For other accommodation requests, please reach out to Melinda Bowen at melinda@utahcli.org.

How to Succeed

We want this experience to be an unforgettable one! Here are some tips to follow to make sure you're getting the most out of your internship with UCLI:

1. Make it clear what you're hoping to get out of the internship! UCLI's staff works tirelessly to make sure that everyone is getting to do something they are passionate about. Letting us know exactly what you would like to do can help us accommodate you best.



2. Communication is key! Because we will not be meeting in person, maintaining communication is essential for success. Outside of your required communications with other interns, the lead intern and your project supervisor, maintaining an open communication with the team can be incredibly helpful to developing long-lasting professional relationships. Be proactive in reaching out to your supervisor, don't ever be afraid to ask for help, and don't shy away from sending reminders—better to err on the side of over-communicating!
3. Be open to new opportunities! While we want our interns to work on projects they are passionate about, the size of our team might require you to work on something you are inexperienced in. Be open to the new experience and willing to learn as you work.
4. Stay organized! You might be on a variety of projects at once. While balancing school, it can prove to be really helpful to organize your time and priorities. Make sure you are completing assignments in time and attending meetings.
5. Set goals! Whether or not you are planning on attending law school or becoming part of the legal system, setting goals can be really helpful. Make a note of what you are trying to get out of the internship -- whether that is professional contacts, experience in a certain field, or something else -- and work towards those goals during your time as an intern.

Project Lead Expectations

Each intern will be assigned to lead a team on at least one specific project. The project lead has expectations that differ from the rest of the team as they work to complete the project.

As project lead, interns are required to distribute responsibilities and assign tasks for their teammates. The intern is also required to meet weekly with their team to discuss updates and future steps. These meetings can include the project supervisor if the project lead finds it necessary. As project lead, interns are expected to be in consistent contact with the lead intern.



Internship Evaluation Form

Name: _____

Internship dates: _____

UCLI staff member: _____

Instructions:

1. UCLI staff should give a blank copy of the Performance Evaluation form to the UCLI intern during onboarding and review it with the intern so that he/she understands the performance criteria for all UCLI interns.

2. Halfway through the internship, an assigned UCLI permanent staff member and intern verbally review their comments on the form.

3. Before the end of the project, the UCLI staff member and intern will review final comments on the form. Interns should fill in their comments first, and then UCLI staff members should type those comments and add their own comments.

4. The UCLI staff member must type the final form, which should be endorsed by the signatures of the intern, UCLI staff member, and UCLI Executive Director. The final form will be uploaded to UCLI's permanent files.

5. For every section, select one number representing one of the following ratings for each area of evaluation. Please support every choice with anecdotal evidence experienced first-hand or discussed with UCLI staff members.

5: Outstanding: demonstrated effort that exceeded expectations (ex. seeking resources outside of the community, taking sustainability into account in projects)

4: Strong: consistently demonstrated strong effort to meet expectations in this area

3: Satisfactory: demonstrated adequate effort in this area

2: Needs improvement: rarely demonstrated effort to meet expectations in this area

1: Unsatisfactory: Received constructive feedback and has not made an effort to improve

6. Copies of the final form will be submitted to UCLI's Executive Director.

Notes:

The feedback and evaluation process is intended to promote ongoing open and honest dialogue between UCLI staff and interns regarding performance and personal growth during the internship. Feedback should be a dialogue, with both the intern and assigned UCLI staff member working together to achieve their respective goals; communication should be ongoing throughout the internship. This process can facilitate the personal and professional growth of all participants. The Performance Evaluation Form is written documentation of the interns' experience. A copy of the completed form will be given to the intern. This evaluation assists UCLI by providing input that may impact future training needs.

| Area of Evaluation | | Participant self-evaluation | UCLI staff eval/comments |
|---------------------------|---|------------------------------------|---------------------------------|
| 1. | Understands and is able to articulate UCLI's mission, goals, and the rationale for the project. | | |
| 2. | Attends and is engaged at team meetings. | | |
| 3. | Completes assignments thoroughly and in a timely manner. | | |
| 4. | Demonstrates effective time-management skills and ability to prioritize tasks. | | |
| 5. | Demonstrates proactive and effective communication skills with the UCLI staff members and team. | | |
| 6. | Solicits engagement and collaborates effectively with the UCLI team and beneficiaries where possible. | | |
| 7. | Solicits expertise and empowers the UCLI | | |

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|-----|--|--|--|
| | team and beneficiaries in all aspects of the project. | | |
| 8. | Executes research assignments effectively and thoroughly. | | |
| 9. | Demonstrates creative and constructive problem-solving skills when necessary. | | |
| 10. | Takes initiative to lead and collaborate on projects. | | |
| 11. | Maintains open and honest feedback with UCLI staff members and fellow interns. | | |

Intern reflection:

| | | |
|---|--|--|
| One thing I did during the internship that I am proud of is... | | |
| One thing I experienced during the internship that I would do differently is... | | |
| Because of this experience, I will do these things... | | |

Current and Recent Intern Projects

General

- Research on the relationship between DEI in the legal profession and enhanced administration of justice in the legal system
- Updating social media with weekly resources to learn about DEI topics

Development

- Researching potential funding sources
- Conducting interviews of UCLI program beneficiaries to include in grant requests
- Researching structure of nonprofit membership programs
- Developing strategic plans for fundraising campaigns like Giving Tuesday
- Executing fundraising efforts through social media
- Reviewing UCLI's website for potential updates and areas of improvement

Education/PLEDGE

- Developing and analyzing surveys for Utah Law Student Mentoring Program (ULSMP)
- Developing resources and strategy for ULSMP
- Conducting landscape research to identify existing pre-law resources for undergraduate students in Utah
- Researching external scholarships for inclusion in student database and Scholarship Saturday
- Videos: Hispanic/Latino scripts for promotional videos.; creating AAPI, LGBTQ+, First Gen/Low Income, “younger students” scripts for promotional videos

Organizational Inclusion/Advancement

- Research on best practices for conducting assessments of DEI in organizations' policies, practices, and work climate

Tracking Progress

- Diversity, equity, and inclusion in incoming cohorts of new lawyers
- Conducting interviews of UCLI program beneficiaries to include in grant requests

Future Projects 2021-2022

General

- Create and send thank-you packages for volunteers
- Develop ads and help with publicity for UCLI events (e.g., Wellness CLE Series, Webinars, etc.)
- Research new opportunities for collaboration with other nonprofits or organizations and start reaching out to begin communication
- Develop a more comprehensive social media strategy

Community Outreach

- Develop strategy to make our outreach more related to UCLI's mission

CLE

- Develop ideas for CLE presentations, identify speakers
- Start creating Speakers Bureau page on the website

Development

- Help plan annual fundraising event to be held in the fall 2021
- Continue research on different membership structures at nonprofits

Education/PLEDGE

- Law students:
 - Develop strategy for marketing ULSMP to Utah law students and visiting summer interns
 - Develop repeatable/systematized ways to reach out, remind, and strengthen ULSMP
 - Develop specific, measurable, intentional criteria for long-term tracking
 - Assist with rollout of second cycle of ULSMP
 - Improve interaction with law students as beneficiaries of ULSMP, including qualitative surveys, informal conversations, etc.
 - Develop news updates for ULSMP (including data such as mentor/mentee demographics, frequency of meetings, etc.)
 - Solicit testimonials from ULSMP mentees for use in grant applications, marketing, etc.
 - Help plan ULSMP events
- Undergraduate:

- Complete landscape analysis of existing undergraduate pre-law resources, including contacting pre-law advisors in Utah undergraduate institutions
- Identify and develop effective resources for pre-law undergraduates
- Market resources for diverse pre-law undergraduates across our platforms, reach out to affinity groups
- Assist with planning symposium for undergraduate and high school students, including identification of student needs
- K-12:
 - Assess how to replicate and expand sixth grade mentoring program
 - Coordinate with ED and other groups on developing set curriculum for teachers (all K-12)
 - Assess role of scholarships and strategize for expansion
 - Continue Scholarship Saturday posts and updates to scholarship database

Organizational Inclusion/Advancement

- Research advancement programs for attorneys
- Help roll out diverse attorney database
- Research ideas for improving Certification Program, looking at other states, etc.
- Develop surveys for Certification Program to get better feedback

Tracking Progress

- Develop strategy for collecting qualitative data
- Continue assisting with collecting DEI data from incoming attorneys