



SpencerFane®

## **Spencer Fane's Summer Associate Program**

**Job Type:** Paid Internship Opportunity with potential for return offers

**Program Dates:** May 30, 2023 – August 4, 2023 (10 weeks)

**Schedule:** Monday – Friday, 40 hours per week

**Spencer Fane Offices accepting Summer Associate Applications:** Dallas, TX; Denver, CO; Houston, TX; Kansas City, MO; Minneapolis, MN; Nashville, TN; Oklahoma City, OK; Phoenix, AZ; Springfield, MO; St. Louis, MO; Plano, TX

### **Qualifications**

- Bachelor's Degree required; applicants should be in their first or second year of law school
- Previous experience in a legal setting highly preferred
- GPA within top third of class preferred; current GPA must be above 3.0 to be considered

### **Application Instructions**

- To apply for Spencer Fane's Summer Associate Program directly, submit an application online including your resume, cover letter, and available law school transcripts. Click the "Open Attorney Positions" link on <https://www.spencerfane.com/careers/> to find the job posting.
- In your cover letter, please specify your office location preferences and any specific practice groups in which you are interested. Visit <https://www.spencerfane.com/> to review the attorneys and relevant practice groups in each office.
- Please check if we are registered at your law school for On Campus Interviews (OCI) and apply via their career center instead of applying directly, if you have the option.
- Any additional questions or concerns can be directed to Callee Epley, our Talent Acquisition Specialist, at [jobs@spencerfane.com](mailto:jobs@spencerfane.com).

**Firm Information for Law Students:** Spencer Fane is a growing full-service law firm with 22 offices, 400+ active attorneys, 21 practice areas, and 300+ support staff members. At Spencer Fane, we provide an unconventional approach to legal services geared toward protecting and advancing business and personal interests. Our clients are certain that their interests are our priority, because they work with leaders – leaders who work decisively, execute with purpose, and understand the importance of flawless timing. Spencer Fane understands our most valuable asset is our people. The mission of the summer associate program is to recruit students who exhibit excellence in academic performance and who support the firm's commitment to diversity, equity, and inclusion by sharing unique life experiences, beliefs, backgrounds, capabilities, perspectives, personalities, and other invaluable attributes.



**Expectations for the Summer Program:** Spencer Fane’s annual summer associate program has two goals—first, to provide summer associates meaningful work experience and exploration of the firm’s diverse range of legal services; and second, to facilitate informal social interaction to allow summer associates to begin developing relationships with our attorneys and staff. In order to make the most of the summer program, Spence Fane encourages all summer associates to take ownership of the experience. The firm is committed to deliberate and careful growth, as is reflected by our relatively small summer associate classes (15-20 students firm-wide). The small class size allows our summer associates to take on substantial responsibilities right away, work with partners directly and informally, and enjoy the satisfaction of client contact at an early stage in their development. In addition to extensive practical experience, our summer associates enjoy opportunities to interact with our attorneys in social settings, as we believe it is important to foster real relationships among our lawyers.

**Work Experience:** Summer associates are given real work assignments, which are assigned from a variety of practice groups and different attorneys. We encourage summer associates to choose projects in practice areas that appeal to their interests and to take projects from a broad range of assigning attorneys. Summer associates are often given the opportunity to attend client meetings, depositions, mediations, and other court related appearances.

**Integration to Firm Culture:** Each summer looks slightly different and varies between markets, but our program typically includes a number of happy hours, dinners with attorneys at all levels, sporting events, and other social events to provide summer associates varied opportunities to meet people across the firm, including in other offices. We also encourage summer associates to participate in practice group meetings and diversity and inclusion functions.

**Mentoring:** The firm assigns a mentor to each summer associate. As much as possible, Spencer Fane attempts to align the legal and personal interests of each summer associate with a mentor who can support the summer associate’s goals for the summer. Mentors serve as a resource for questions big and small. Spencer Fane values high quality legal writing and, consequently, we also assign a “writing mentor” to each summer associate to provide constructive feedback on written work product.

**Spencer Fane University:** We also offer professional development sessions, known as Spencer Fane University, which provide practical guidance about practice at Spencer Fane and answer common questions from new lawyers. Spencer Fane University is available to summer associates in all of our markets and is also provided to full time associates after graduation from law school.

**Feedback and Evaluation:** Throughout the course of the summer program, each summer associate will receive feedback in various forms. At the completion of each project, it is the firm’s expectation that informal feedback will be provided directly to the summer associate by the assigning attorney. Formally, written evaluations are completed by assigning attorneys throughout the summer. In determining whether to extend offers for full-time employment or for a 1L summer associates to return for their 2L summer, Spencer Fane considers a broad range of factors, including the summer associate’s work product, integration into the firm’s culture, initiative, and desire to contribute to Spencer Fane’s mission and clients’ successes.