

# MAKING THE MOST OF YOUR SUMMER

## IN THE REMOTE, IN-PERSON, OR HYBRID WORKPLACE

### DEVELOP AN UNDERSTANDING OF YOUR EMPLOYER’S POLICIES AND PROTOCOLS.

- Review and understand your employer’s mission.
- Familiarize yourself with your employer’s internal handbook.
- Complete any required onboarding documents and orientation/training.

### THINK ABOUT HOW YOU WOULD LIKE TO LEARN AND GROW THIS SUMMER. ARE YOU HOPING TO:

- Develop a writing sample?
- Build knowledge in a specific practice area/serve a particular community?
- Expand your legal public interest network?

Develop a plan at the beginning of the summer to achieve your goal(s), and work with your supervisor during the summer to ensure success in achieving these goal(s).

### A MEANINGFUL RELATIONSHIP WITH YOUR SUPERVISOR IS KEY TO YOUR SUCCESS OVER THE SUMMER.

- Be sure to understand your supervisor’s expectations of you.
- Effective communication is important—clarify your supervisor’s preferred method of communication.
  - When communicating via email, make sure to use professional language, and respond to all parts of an email (and make sure your email is “on point”).
  - Make sure you proofread and edit your writing!
  - Set up check-ins. Be prepared with an agenda and follow up on all action items.
  - When given an assignment from your supervisor, make sure you understand the scope of the assignment and the relevant deadlines. Don’t be afraid to ask questions!
  - Take initiative—ask to attend meetings, and volunteer for opportunities to attend court/observe as much as possible.

### FOLLOW BEST PRACTICES FOR MAINTAINING CONFIDENTIALITY.

- Cybersecurity—make sure to check with your employer about email policies, using your mobile phone to access email, saving client documents, document naming and management, and protecting confidential information.
- Know your surroundings—never speak of cases when others are in the room (while WFH, this includes Google Home and Alexa) and make sure to avoid “elevator talk” about cases.

### YOUR SUMMER INTERNSHIP IS AN IMPORTANT BUILDING BLOCK AS YOU THINK ABOUT YOUR PUBLIC INTEREST CAREER PATH MOVING FORWARD, SO MAKE SURE TO SPEND SOME TIME AT THE END OF YOUR SUMMER REFLECTING ON YOUR EXPERIENCE.

- What did you learn over the summer?
- Were you able to achieve any of your goals?
- Keep in touch with your supervisor and your colleagues – you can add them on LinkedIn and stay in touch via email—you may cross paths again!
- Think about how to continue to build your network.
- Please check in with an SJI adviser to reflect on your summer internship.
  - An SJI adviser can help you process your experience and map out your next steps.
  - An SJI adviser can provide tips on how to add your summer internship to your resume and discuss your experience in a meaningful way with public interest employers.

We are here for you!