

**UNIVERSITY OF HOUSTON LAW CENTER**

**CAREER**

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**OFFICE**

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# Apprentice Program

## PROGRAM OVERVIEW

What: Apprentice Program  
Where: On-Campus or Employer-Site Interviews  
Who: Students – *All JD students*  
Employers – *Law firms with 4 or fewer attorneys*  
When: Fall, spring, and summer terms

## PURPOSE

The University of Houston Law Center (UHLC) Career Development Office (CDO) now offers the Apprentice Program, an initiative designed to meet the needs of busy small law firms while allowing them to compete with larger law firms for exceptional UHLC talent. By participating in the Apprentice Program, your firm can hire a law clerk at a reduced cost while providing meaningful, real-world experience to a law student.

## PARTICIPATION

Firms with 4 or fewer attorneys are eligible to participate in the Apprentice Program, which runs during the fall, spring, and summer terms. Firms should be willing to give their apprentice hands-on legal experience and mentoring. The hourly wage for students in the program is \$16 per hour, split evenly between the firm and UHLC.

## PROCEDURE

To participate in the Apprentice Program, employers must register for the program by posting a job in our job bank database. Detailed instructions for registration can be found on our website [law.uh.edu/career/Law-Firm-Apprenticeship.asp](http://law.uh.edu/career/Law-Firm-Apprenticeship.asp).



# Corporate Fellowship Pipeline Program

## PROGRAM OVERVIEW

What: Corporate Fellowship Pipeline Program  
Where: On-Campus or Employer-Site Interviews  
Who: Students – 3L students  
Employers – Corporations and businesses  
When: Application Round I – Mid-December to Mid-March  
Application Round II – Mid-August to Mid-November

## PURPOSE

The University of Houston Law Center (UHLC) is on the cutting edge when it comes to educating law students about the multifaceted in-house practice of law. Through a combination of innovative class instruction, real-world legal experience, and essential professional development training, our business law-focused students have a knowledge and skillset of complex, client-centered in-house legal services unmatched by their similarly situated peers.

UHLC's Corporate Fellowship Pipeline Program (CFPP) offers the exceptional legal services of recent UHLC graduates (CFPP Fellows) to in-house corporate legal departments while helping these corporations provide legal services through a diverse pool of lawyers to clients in a more cost-efficient manner. With increasing restrictions on departmental budgets and the pressure to diversify their talent pipeline, corporate legal departments are seeking innovative ways to minimize costs while continuing to provide clients with top-notch diverse lawyers. UHLC created this innovative and inclusive pipeline program as a unique solution to this pervasive challenge in the legal market.

## PARTICIPATION

Any corporation or business with an in-house legal department may participate in CFPP. The employer must abide by the following requirements:

- CFPP Fellows provide legal services and create work product, including legal research and analysis, document drafting, discovery, project management, document review, due diligence, etc., through projects and assignments provided by a supervising attorney;
- CFPP Fellows work full-time (minimum of 40 hours/week), from mid-August or mid-November for 12 months following the year of their graduation; and
- CFPP employers provide CFPP Fellows a one-year salary commitment of at least \$65,000 to \$75,000.

## PROCEDURE

The application process for CFPP follows a specific registration process and timeline starting in mid-December and mid-August. You can find the detailed timeline on our website [law.uh.edu/career/employer/CFPCIP.asp](http://law.uh.edu/career/employer/CFPCIP.asp).



# Corporate Internship Pipeline Program

## PROGRAM OVERVIEW

What: Corporate Internship Pipeline Program  
Where: On-Campus or Employer-Site Interviews  
Who: Students – 1L and 2L students  
Employers – Corporations and businesses  
When: Mid-December to Mid-March

## PURPOSE

The University of Houston Law Center (UHLC) is on the cutting edge when it comes to educating law students about the multifaceted in-house practice of law. Through a combination of innovative class instruction, real-world legal experience, and essential professional development training, our business law-focused students have a knowledge and skillset of complex, client-centered in-house legal services unmatched by their similarly situated peers.

UHLC's Corporate Internship Pipeline Program (CIPP) offers the exceptional legal services of current JD students (CIPP Interns) to in-house corporate legal departments while helping these corporations provide legal services through a diverse pool of lawyers to clients in a more cost-efficient manner. With increasing restrictions on departmental budgets and the pressure to diversify their talent pipeline, corporate legal departments are seeking innovative ways to minimize costs while continuing to provide clients with top-notch diverse lawyers. UHLC created this innovative and inclusive pipeline program as a unique solution to this pervasive challenge in the legal market.

## PARTICIPATION

Any corporation or business with an in-house legal department may participate in CIPP. The employer must abide by the following requirements:

- CIPP Interns provide legal services and create work product, including legal research and analysis, document drafting, discovery, project management, document review, due diligence, etc., through projects and assignments provided by a supervising attorney;
- CIPP Interns work for the employer's in-house legal department full-time (minimum of 40 hours/week) for 8 to 10 weeks during the summer; and
- CIPP employers provide CIPP Interns with a weekly salary commitment of at least \$720.00 (\$18.00/hour).

## PROCEDURE

The application process for CIPP follows a specific registration process and timeline starting in mid-December and ending in mid-March. You can find the detailed timeline on our website [law.uh.edu/career/employer/CFPCIP.asp](http://law.uh.edu/career/employer/CFPCIP.asp).



# Government and Public Interest Table Talk

## PROGRAM OVERVIEW

What: Government and Public Interest Table Talk  
Where: University of Houston Law Center  
Who: Students – *All JD and domestic and foreign LLM students*  
Employers – *Federal, state, and local government agencies and public interest organizations*  
When: Late-January or Early-February



## PURPOSE

The Government and Public Interest Table Talk (GPITT) invites government agencies and public interest organizations to campus to speak to University of Houston Law Center (UHLC) students about their organization, area of law, and any available internship or permanent positions. This event provides public sector employers the opportunity to meet informally with students, collect resumes for upcoming positions, and introduce their organization to a large number of potential candidates.

## PARTICIPATION

UHLC hosts the GPITT every year in late-January/early-February. The table talk is open to all current UHLC students. Most students attending this event are interested in establishing a placement for the summer term. However, the time can also be used to cultivate interest for internships during the academic year and permanent positions.

Employers do not need to offer paid employment to participate in this event. It is critical, however, that employers can provide students with substantive legal work and an attorney supervisor who has been licensed to practice for at least three years.

## PROCEDURE

GPITT takes place in a common area, or via a digital platform, as needed, where employers are able to share information about their organization and employment opportunities. Employer representatives are placed at tables designated by the organization's name and students freely move among tables speaking with the representatives about their organization and industry. Students come to the event dressed in business attire and equipped with the employer's requested application materials. You can find more information about GPITT on our website: [law.uh.edu/career/employer/GPITT.asp](http://law.uh.edu/career/employer/GPITT.asp).



# JD-Advantage Career Table Talk

## PROGRAM OVERVIEW

What: JD-Advantage Career Table Talk

Where: University of Houston Law Center

Who: Students – 2L and 3L students, domestic and foreign LLM students, and recent graduates

Employers – Private practice; federal, state, and local government agencies; corporations and businesses; public interest organizations

When: Mid-October



## PURPOSE

“JD-advantage legal careers” are positions defined as law-related careers where a law license is not required, but a law degree is a considerable asset. These careers exist across all industries and are typically reserved for individuals who have some sort of advanced training. Examples of positions for which a JD is an advantage include jobs in personnel or human resources, investment banking, consulting, compliance, law firm professional development, and law school administrative offices.

The University of Houston Law Center (UHLC) has decided to capitalize on this growing trend and establish a recruiting event specifically geared towards these non-traditional, law-related employment opportunities. The JD-Advantage Career Table Talk (JDATT) invites employers to campus to speak to UHLC students and recent graduates about their organization and the opportunities they have for law students or graduates looking to embark on a non-traditional legal career.

## PARTICIPATION

UHLC hosts the JDATT every year in mid-October. The table talk is open to all current UHLC 2L and 3L students, domestic and foreign LLM students, as well as recent graduates. Students and recent graduates attending this event are interested in learning more about your industry and the types of non-traditional, law-related roles usually found in it. Additionally, students and recent graduates will be looking to network with other JD-advantage career practitioners and, where opportunities are available, secure permanent or internship positions.

## PROCEDURE

JDATT takes place in a common area, or via a digital platform, as needed, where employers are able to share information about their organization and employment opportunities. Employer representatives are placed at tables designated by the organization’s name and students/graduates freely move among tables speaking with the representatives about their organization and industry. Students/graduates come to the event dressed in business attire and equipped with the employer’s requested application materials. You can find more information about JDATT on our website: [law.uh.edu/career/employer/JD-Advantage-Career-Table-Talk.asp](http://law.uh.edu/career/employer/JD-Advantage-Career-Table-Talk.asp).





# Job Bank Database

## PROGRAM OVERVIEW

What: Job Bank Database

Where: On-Campus or Employer-Site Interviews

Who: Students – *All JD students, domestic and foreign LLM students, and graduates*

Employers – *Private practice; federal, state, and local government agencies; corporations and businesses; public interest organizations*

When: Year-round



## PURPOSE

The University of Houston Law Center (UHLC) Career Development Office (CDO) maintains an online, password protected Job Bank Database, which is available to all employers to post positions, from part-time law clerks to full-time attorney roles. The user-friendly system allows employers to create a profile and post an unlimited number of legal employment opportunities *ff charge*.

## PARTICIPATION

The Job Bank Database is open to any employer looking to fill a legal or JD-advantage position. All of our current students and alumni have access to the Job Bank Database, providing you with access to over 14,000 qualified candidates, including our talented domestic and foreign LLM population.

## PROCEDURE

Please visit our website [law.uh.edu/career/employer/posting.asp](http://law.uh.edu/career/employer/posting.asp) for complete instructions on how to post a position in our Job Bank Database.



# Law Firm Fellowship Pipeline Program

## PROGRAM OVERVIEW

What: Law Firm Fellowship Pipeline Program  
Where: On-Campus or Employer-Site Interviews  
Who: Students – 3L students  
Employers – Private practice law firms  
When: Application Round I – Mid-December to Mid-March  
Application Round II – Mid-August to Mid-November

## PURPOSE

The University of Houston Law Center (UHLC) is on the cutting edge when it comes to educating law students about the multifaceted practice of law and legal professionalism. Through a combination of innovative class instruction, real-world legal experience, and essential professional development training, our recent graduates enter the legal profession with a commitment to excellence and superior abilities in complex, client-centered legal services.

UHLC's Law Firm Fellowship Pipeline Program (LFFPP) offers the exceptional legal services of a diverse pool of UHLC graduates (LFFPP Fellows) to sophisticated law firms while helping these firms provide legal services to clients at a more cost-competitive rate. With steadily increasing salaries for first-year associates and the pressure to diversify their talent pipeline, law firms are seeking innovative ways to minimize costs while continuing to provide clients with top-notch diverse lawyers. UHLC created this innovative and inclusive program as a unique solution to this pervasive challenge in the legal market.

## PARTICIPATION

Any private practice law firm may participate in LFFPP. The employer must abide by the following requirements:

- LFFPP Fellows provide legal services and create work product, including research and analysis, document drafting, discovery, project management, etc., through projects and assignments provided by a supervising attorney;
- LFFPP Fellows work full-time (minimum of 40 hours per week), from mid-August or mid-November for 12 months following the year of their graduation; and
- LFFPP employers provide LFFPP Fellows a one-year salary commitment of at least \$90,000 to \$100,000.

## PROCEDURE

The application process for LFFPP follows a specific registration process and timeline starting in mid-December and mid-August. You can find the detailed timeline on our website [law.uh.edu/career/employer/LFFP.asp](http://law.uh.edu/career/employer/LFFP.asp).





# On-Campus Interview Program

## PROGRAM OVERVIEW

What: On-Campus Interview Program  
Where: University of Houston Law Center  
Who: Students – *All JD and domestic and foreign LLM students*  
Employers – *Private practice; federal, state, and local government agencies; corporations and businesses; public interest organizations*  
When: Session I – *Early-August*  
Session II – *Mid-October*  
Session III – *Mid-January*



## PURPOSE

University of Houston Law Center (UHLC) JD and domestic and foreign LLM students seek employment experiences in private practice, from large firms to solo practices; in federal, state, and local government agencies; in corporations and businesses; and in public interest organizations. To facilitate this process, the Career Development Office (CDO) organizes the On-Campus Interview Program (OCI), which allows students the opportunity to interview with legal employers on campus.

## PARTICIPATION

Every year OCI brings over 100 prospective employers to UHLC's campus, or via a digital platform, as needed, to recruit students for summer, academic year, and permanent employment positions. OCI is broken into several sessions across the academic year.

- OCI: Session I (*Early-August*) – This is our largest OCI session with over 80 employers participating. This session is a great avenue for multi-national employers to recruit 2L and 3L students for summer and permanent employment.
- OCI: Session II (*Mid-October*) – Session II is usually smaller than the first session with 15 to 20 employers participating. Regionally-based employers and government and public interest organizations utilize this session to recruit 2L and 3L students.
- OCI: Session III (*Mid-January*) – The third OCI session typically draws employers who are seeking 1L students for summer employment.

## PROCEDURE

Prior to an employer's campus visit, the CDO will provide the employer with the application materials of all students interested in their organization. Employers will then choose which students they would like to interview while on campus (the CDO never makes employers interview candidates they do not choose). Campus interviews last 20 to 30 minutes, and once completed, employers have the option to invite students for additional interviews in their offices or give offers based on the on-campus interviews. Employers also have the option to simply collect résumés (referred to as a Résumé Collect) and interview students of interest at their convenience. You can find more information about OCI on our website: [law.uh.edu/career/employer/oncampus.asp](http://law.uh.edu/career/employer/oncampus.asp).



# Small & Midsize Firm Open House

## PROGRAM OVERVIEW

What: Small & Midsize Firm Open House  
Where: University of Houston Law Center  
Who: Students – *All JD students, domestic and foreign LLM students, and recent graduates*  
Employers – *Law firms with 50 or fewer attorneys*  
When: Fall Open House – *Mid-September*  
Spring Open House – *Mid-February*



## PURPOSE

Geared specifically towards firms with 50 or fewer attorneys, the Small & Midsize Firm Open House (Open House) invites local employers to campus to speak to University of Houston Law Center (UHLC) students and recent graduates about their practice, area of law, and any available law clerk, summer associate, and attorney positions. Additionally, the event is an opportunity to expose UHLC students to the varied opportunities available in the small and midsize firm arena.

## PARTICIPATION

UHLC hosts two Open House sessions per academic year to provide students and employers greater access to each other.

- Fall Open House (*Mid-September*) – This session is open to 2L, 3L, and LLM students as well as recent graduates.
- Spring Open House (*Mid-February*) – This session is open to all current UHLC students as well as recent graduates.

Open House participants are interested in learning more about various practice areas, networking with local attorneys, and, where opportunities are available, securing permanent attorney or fall, spring, or summer law clerk positions.

## PROCEDURE

The Open House takes place in a common area, or via a digital platform, as needed, where employers are able to share information about their organization and employment opportunities. Law firm representatives are placed at tables designated by the firm's name and students/graduates freely move among tables speaking with the representatives about their firm and practice areas. Students/graduates come to the event dressed in business attire and equipped with the employer's requested application materials. You can find more information about the Open House on our website: [law.uh.edu/career/employer/Small-Midsize-Firm-Open-House.asp](http://law.uh.edu/career/employer/Small-Midsize-Firm-Open-House.asp).



# Professional Mentoring Program

## About the Program

The *Professional Mentoring Program* recruits attorneys from the Houston area to offer their time and knowledge to guide UHLC students as they prepare to enter the legal world. Students are matched with an attorney based on their practice area of interest and organization or firm preference. Through the mentor program, you can create rewarding personal and professional relationships with current UHLC students.

Mentors make a one-year commitment to their assigned mentee(s) to offer assistance with the varied aspects of professional development, including choosing a career path, networking, and their job search. Mentors may specify how many students they would like to be assigned (up to 3).

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## Program Overview

*What:* Professional Mentoring Program  
*Where:* UHLC Campus and Beyond  
*Who:* 2L and 3L JD Students  
*When:* Year-round

## Contact Us

If you are interested in participating in our *Professional Mentoring Program* please email **[lawcareer@uh.edu](mailto:lawcareer@uh.edu)** or call **713.743.2090**.



# Mock Interview Program

## About the Program

Held in the fall and spring of each academic year, the *Mock Interview Program* is an established method for employers to raise their visibility among the UHLC student body. Participants have the opportunity to “mock” interview students prior to the major on-campus interview programs. In addition to increasing your visibility

on campus, through the program you can get a glimpse of the amazingly talented students that UHLC has to offer. Students walk away with a real-world experience of an interview in front of a practicing attorney. It’s a win-win for all involved!

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## Program Overview

*What:* Mock Interview Program

*Where:* UHLC Campus

*Who:* All Students

*When:* July/August and January

## Contact Us

If you are interested in participating in our *Mock Interview Program*, please email **[lawcareer@uh.edu](mailto:lawcareer@uh.edu)** or call **713.743.2090**.



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