



**DAVIS BOZEMAN JOHNSON LAW**  
ATTORNEYS & COUNSELORS AT LAW  
DECATUR | STATESBORO | SAVANNAH

4153 C Flat Shoals Parkway, Suite 332, Decatur, Georgia 30034  
Direct Dial: 404.244.2004 | Direct Fax: 404.244.2020

## **Internship/Externship Program Criteria and Guidelines**

### **Download Application**

Davis Bozeman Johnson Law offers internships in Decatur, Statesboro, and Savannah. The internship and externship programs are designed to provide students and recent graduates with an opportunity to learn about the practice of law and the operations of a law firm. In addition, the Program should further enhance the participant's skills, promote career readiness, and nurture professional and community relationships.

**Paid and Unpaid Internships** are offered during the Summer, Fall, and Spring semesters. **Externships** are offered during the Summer, Fall, and Spring Semesters, with the participant receiving academic credit by agreement with the applicant's college or university.

### **Eligibility**

Preferred Applications are open to students in undergraduate, graduate, or post-graduate studies are preferred. In addition, applicants who have graduated within 18 months of beginning the internship may be considered.

### **Application and Required Documents**

Applicants must submit the following documents along with the Application to the Program Coordinator:

- **Cover Letter** stating the reasons for applying. Remember to outline your interests, motivation, and initiative; identify a strong academic record; and demonstrate any experience in and knowledge of community service, volunteerism, social justice, and other legal or fieldwork.
- **Two Letters of Recommendations.** These letters should support demonstrated reliability, integrity, and strong interpersonal and communication skills.
- **Academic Transcripts.** Please submit copies of university and other degrees, diplomas, and an up-to-date unofficial academic transcript.

Depending on the Firm's operational needs, the Program Coordinator may request other materials, including a writing sample. Incomplete Applications will not be considered. A completed application with the required documents can be submitted via email to [internship@davisbozemanlaw.com](mailto:internship@davisbozemanlaw.com).

### **Selection Criteria**

This Program requires successful Applicants:

- have a strong academic record
- have an interest in the areas of law, legal research, social justice, criminal justice, marketing, or community affairs
- have strong cultural awareness and sensitivity
- have good interpersonal and communication skills
- are currently enrolled at a college/university or a recent graduate within the past 18 months

- commit to the minimum internship length of 3 months.

**Selection Process**

All applications are thoroughly reviewed by the Program Coordinator and Practice Team Leads. Qualified applicants are short-listed for an Interview. Interviews are conducted in person or online, if necessary. Following the interview, successful applicants are matched based on operational demands. Successful applicants will be notified as early as possible. However, some placements may be determined with 1 to 2 weeks' notice.

**Program Duration**

Participants are placed for a minimum of three months based on a time commitment of 15 to 20 hours per week.

**Program Support**

Under the supervision of the Program Coordinator and Practice Team Leader, participants can expect an initial briefing and weekly dialogue about assignments and program goals. Some Activities may include:

- basic legal research
- requesting and obtaining police reports
- preparing preliminary motions
- attending meetings
- being present at court hearings
- and a variety of tasks that may assist the lawyers in their duties.

**Code of Conduct**

Participants must represent the highest standards of professional behavior consistent with the values of Davis Bozeman Johnson Law. A failure to meet these standards will result in negative evaluations and removal from the Program.

For more information on Davis Bozeman Johnson Law Internship | Externship Program, contact the [Program Coordinator](#).