



Law in Action Within Schools (LAWS) 2009 Summer Job Program

"I think this summer placement was great and would love to do it again... it helped me to understand how work will be in the future", Jameel, grade 11 LAWS student

"We really enjoyed our student from the program. He was terrific – a nice kid who really worked hard and was a pleasure to have in our office. We have reported back to our Diversity and Equity Committee about the experience and definitely want to host a student again", Mary Jackson, Director of Legal Personnel at Blake, Cassels & Graydon

LAWS Program

LAWS is an innovative program that combines law-related studies with practical experiences for high school students who face barriers to success because of their socio-economic status, racial or cultural background, or family or personal circumstances. Many of our students are the first in their families to consider post-secondary education. Despite these obstacles, our students are keen about the law and many hope to find work in the justice sector. We provide interactive learning experiences through law and justice themed classroom workshops, clubs, field trips, after-school tutoring and job shadowing.

LAWS is a partnership between the U of T Faculty of Law and the Toronto District School Board. Started in September 2005, the program is implemented at Central Technical School, Harbord Collegiate Institute and Monarch Park Collegiate. Last year the first class of students to complete our three year program graduated from Central Tech and 60% went on to pursue university education. This is in contrast to 8% of students in the general student body. LAWS continues to support students even upon graduation through resources, workshops and tutoring.

LAWS Summer Job Program

The Summer Job Program provides students who face barriers to success with an encouraging early work experience by exposing them to a professional workplace and introducing them to positive role models. LAWS students are 15 or 16 years old (entering grade 11 or 12 in September 2008), and most have little work experience and limited knowledge of the law.

Summer placements are typically 4 weeks and take place in July or August. The number and timing of placements is flexible. Ideally, employers take on two consecutive 4-week placements. This experience can make the difference between a student with no direction and one who feels excited about a possible career in the justice sector.

Summer job description

Appropriate duties include basic administrative tasks such as photocopying, faxing, organizing files, binding, legal briefs, updating resources, mail sorting and delivery, and answering phone calls. Also, where appropriate, students may shadow lawyers and/or articling students. Ideally, students will rotate through a few different areas to gain exposure to a variety of experiences and people. *See page 4 for "Tips on Structuring a LAWS Summer Placement".*

Training and confidentiality

Before the summer jobs begin, all students attend orientation sessions organized by LAWS that address appropriate workplace behaviour, proper attire, punctuality and attendance, client confidentiality, supervision and support, and conflict resolution. All students must sign confidentiality agreements.



Law in Action Within Schools (LAWS) 2009 Summer Job Program

Cost of hiring students

Students are paid \$10/hour for a 4-week placement for a total cost to the employer of \$1710.00. This amount includes CPP and EI contributions and vacation pay → \$10/hour x 7.5 hours x 20 days = \$1500.00 + 14% (CPP, EI, vacation pay) = \$1710.00.

Administrative support

Our LAWS Program Director works closely with employers during the placements to ensure that the summer job program is rewarding and successful for both students and employers. Summer jobs are made available through a competitive process to students going into grade 11 and 12. Each student submits a cover letter and resume, and attends a formal interview. Our Program Director manages all aspects of the application and placement process; however, employers are welcome to interview prospective students.

Employer recognition

LAWS and the Faculty of Law acknowledge participating employers at a celebratory reception held at the Faculty of Law in August. Employers are listed on the LAWS website, and an ad is placed in the Ontario Reports thanking employers.

2008 LAWS Summer Job Program Employers

Last year, we placed 60 students with 45 employers, including corporate legal departments, government legal branches, law firms, non-profits and legal aid clinics. The list is growing and we would like to add your name...

Baker and Mackenzie
BMO
Carranza Barristers and Solicitors
Cassels Brock and Blackwell
City of Toronto
Crown Law Office Court Services
Davies
Downtown Legal Services
Gardiner Roberts
Justice for Children and Youth
Legal Aid Ontario Family Law Office
McCarthy's
Ministry of Education
Ministry of Health
Ministry of Public Infrastructure Renewal
Office of Minister of Aboriginal Affairs
Office of Public Guardian and Trustee
Ontario Justice Education Network
Oslers
Ryerson University
Shibley Righton
Weir Folds
Woolgan Van Wiechen Ketcheson Duckoffe

Blake Cassels & Graydon
Bordner Ladner Gervais
Canadian Civil Liberties Association
CIBC
Crown Law Office Civil
Crown Law Office Criminal
Department of Justice
Fraser Milner Casgrain
Gowlings
Koskie Minsky
Legal Aid Ontario Toronto Area Office
McMillan Binch and Mendelsohn
Ministry of Government and Consumer Services
Ministry of Natural Resources
Office of Attorney General
Office of Children's Lawyer
Ogilvy Renault
Ontario Victim Services Secretariat
RBC
Crown Attorneys Office
Torys
Wildeboer & Dellelce



**Law in Action Within Schools (LAWS)
2009 Summer Job Program**

We are very excited about our Summer Job Program, and we hope you will help us to provide meaningful summer employment experiences to high school students who face barriers to achieving their academic, career and life goals.

For more information, please contact: **Greg Sitch B.Ed. LL.B.**
Director, LAWS Program
University of Toronto, Faculty of Law
416-978-5841 or directorlaws.law@utoronto.ca



Law in Action Within Schools (LAWS) 2009 Summer Job Program

Tips on Structuring a LAWS Summer Placement

Here are some suggestions for how to structure a summer work placement, based on experiences of employers who participated in the 2008 program.

- Consider rotating students through a few areas to expose them to various people and experiences. Rotations could be structured as one or two week-long blocks, and might include time spent with staff responsible for the library, records management, financial services, the mail room, etc. Here are some suggested tasks:
 - Filing
 - Shredding documents
 - Sorting and delivering mail
 - Binding documents
 - Data entry
 - Library work
 - Note taking
 - Answering telephones
 - Faxing
 - Photocopying
 - Preparing outgoing courier waybills
 - Transcribing records
 - Drafting simple request letters using a precedent
- Consider assigning a summer or articling student “buddy” to your LAWS student for the duration of their 4-week rotation with you.
- Consider providing your LAWS student with opportunities to interact with summer and articling students by including them in lunches, summer social activities (e.g. baseball games) and educational workshops.
- Where appropriate, students may shadow lawyers and/or articling students to gain exposure to client interviewing skills, oral advocacy skills, negotiation skills, operation of courts and tribunals, and substantive legal principles. *This is often a highlight of the summer student’s experience.*
- Also, for the summer 2009, our LAWS Program Director will work with employers to develop a series of afternoon sessions that students can attend. These sessions will expose students to different aspects of the legal professional and the practice of law, and in the past have included field trips to the courts, Queens Park, Osgoode Hall, the Mayor’s office, etc. Our hope is that these sessions will assist employers to keep their student(s) busy and engaged.

Greg Sitch, our LAWS Program Director, would be happy to assist you in structuring your LAWS summer placement.