

# WARD GREENBERG

## 2021 Diversity Scholar Program

### ABOUT WARD GREENBERG

Ward Greenberg Heller & Reidy LLP, a civil litigation firm with offices in New York, Pennsylvania, Delaware, and New Jersey, is devoted to the representation of corporate and institutional clients. Our firm actively recruits candidates with diverse backgrounds and perspectives to foster an inclusive workplace reflective of our values and those of our clients. As part of this commitment, we offer the **DIVERSITY SCHOLAR PROGRAM.**

### ABOUT THE PROGRAM

This nationally-recognized program offers the opportunity for successful applicants to join us at our Rochester, New York or Philadelphia, Pennsylvania office for a 10-week paid appointment during the summer of 2021, as well as a **\$7,500** bonus. During that appointment, the Scholars will also have the opportunity:

- To work with teams at more than one of our offices
- For a short-term secondment with one of our institutional clients (if possible given COVID-19 restrictions)
- To be primarily considered for a 2022 summer associate position with Ward Greenberg, and with it, an additional \$10,000 bonus



### ELIGIBILITY

To be eligible, you must be a first-year student at an ABA-accredited law school with demonstrated academic and leadership achievements, be legally authorized to work in the U.S., and possess a desire to practice at a sophisticated litigation firm and contribute to its diversity objectives. Students from historically underrepresented populations in the legal profession are encouraged to apply.

### HOW TO APPLY

A complete application and certification must be submitted electronically to [diversity@wardgreenberg.com](mailto:diversity@wardgreenberg.com), and received no later than **January 15, 2021**. We will not consider late submissions.

**The Scholars will be selected on January 29, 2021.**



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## 2021 Diversity Scholar Program Application and Certification

Please number and attach the following documents to this page, execute the certification below, and return the completed package to [diversity@wardgreenberg.com](mailto:diversity@wardgreenberg.com) no later than **January 15, 2021**:

1. Your resume, which should include contact information, work experience, extracurricular activities, awards and honors, and personal interests;
2. Your undergraduate transcript (official preferred);
3. A report of your first semester law school grades (unofficial grade sheets are acceptable; if any grade is unavailable at the time of submission, so indicate with estimate of availability);
4. A writing sample prepared during your first semester legal writing class that is reflective of your own work (i.e. a document that was not revised after the benefit of another's comments);
5. A statement explaining, in 500 words or less, how you intend to contribute to Ward Greenberg's objective of maintaining a diverse and inclusive team of thought leaders; and
6. A memorandum responding, in 1,500 words or less, to the hypothetical situation presented on the following pages. You need not cite any legal authority in your response. Instead, focus on identifying and analyzing the issues as you see them. You also need not recite the facts of the hypothetical, except as required to explain your analysis.

### LOCATION

I prefer to work in Ward Greenberg's (*please check one*):

Rochester office

Philadelphia office

### CERTIFICATION

I, \_\_\_\_\_, certify that the information I have submitted for consideration is complete and truthful to the best of my knowledge, and that the work product submitted is wholly my own.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## 2021 Diversity Scholar Program Writing Sample Hypothetical

|                                   |  |
|-----------------------------------|--|
| <b>To:</b> Associate              | <b>Date:</b> November 13, 2020                           |
| <b>From:</b> Jeffrey J. Harradine | <b>Subject:</b> Dinder Mufflin Employment Contract Issue |

Our client, Dinder Mufflin, has come to us with a problem I need your help to analyze.

Scott Michael, a Regional Manager of Dinder Mufflin, has been searching for a candidate for the position of Assistant to the Regional Manager. Last month, he found an excellent prospect named Dwayne Schrute. Dwayne is the top salesperson at Officemax, and it was expected that he would bring his unique approach to sales (and Rolodex) to Dinder Mufflin.

At the interview on Friday, October 30, Dwayne asked about the annual salary for this position. Scott responded, "we think it will be \$80,000 per year," which Dwayne thought was too low. He did not hide his displeasure with the salary estimate, and Scott took notice. This ended the meeting, and as Scott was walking Dwayne out of his office and passed his assistant (Ellen), he told Dwayne "we will be in touch in the next few days."

Over the weekend, both Scott and Dwayne had cause to reconsider their positions. Dwayne became concerned that his noticeable displeasure with the proposed salary had tanked his chances at Dinder Mufflin. Scott, by contrast, became concerned that he had low-balled Dwayne, and that Dwayne would not be interested in the position.

On October 31, Dwayne drafted the following letter:

Dear Scott,

It was good to meet with you on Friday. I have thought more on our discussion, and I will agree to work for Dinder Mufflin, in the role of Assistant to the Regional Manager, for \$80,000 per year.

I look forward to your favorable response, which I would appreciate you sending to [dwayne@schruteacres.biz](mailto:dwayne@schruteacres.biz).

Sincerely,

/s Dwayne Schrute

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Dwayne sent the letter by priority overnight mail, which was scheduled to be delivered by November 2 at 11:00 a.m.

On November 2, Scott came to work and instructed Ellen to draft a letter offering Dwayne the position of Assistant to the Regional Manager, at an annual salary of \$125,000 plus 3% of all sales, but with a 2-year commitment. As Ellen was prone to typographic errors, Scott was clear that he needed to review the letter before it was sent out. Ellen, ever eager to impress Scott, decided a great way to avoid more typographic errors was to obviate the need for a letter altogether, and call Dwayne directly. Dwayne did not pick up, so Ellen left the following voicemail at 10:48 a.m.:

"Dwayne, this is Ellen, Scott's executive assistant. I am sorry that I missed you. Scott was impressed by your application and interview, and Dinder Mufflin would like to offer you the position of Assistant to the Regional Manager for a period of 2 years at a salary of \$125,000 per year, plus 3% of all sales you make. Please let us know what you think. Thanks, Ellen."

Dwayne's letter arrived at Dinder Mufflin at 11:00 a.m. as scheduled, and Ellen placed the unopened letter on Scott's desk. Apparently, Scott had consumed an entire chicken pot pie (family size) and was napping at his desk at the time. While Scott was sleeping, Dwayne accessed his voicemail and, at 12:25 p.m., read the transcript of Ellen's message on his iPhone. He immediately called Ellen back and said, "I accept!" Ellen decided she would tell Scott the good news when he woke up.

Scott awoke at 1:00 p.m. and opened the letter. Upon reading it, he texted Dwayne: "D- I received your letter, great news! We agree to your terms! Thx, S." As Dwayne is generally a suspicious person, and did not recognize Scott's mobile number, he did not read the text message.

After sending the text, Scott went to tell Ellen the news. Ellen relayed that she had left a voicemail for Dwayne containing the terms of his employment, and that he had called back to accept. Scott was upset that Ellen had called Dwayne without permission but said "not to worry about it." He instructed Bobby in the Human Resources Department to enter Dwayne's starting salary at \$80,000.

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## 2021 Diversity Scholar Program Writing Sample Hypothetical

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Dwayne's first day at work was November 9. When he was filling out his first-day paperwork, he saw his salary was set at \$80,000 per year. He became irate and stormed into Scott's office. He told Scott that they had a deal at \$125,000 plus commissions, and that if Dinder Mufflin was not going to honor the deal, he would see them in court.

Scott would like to know whether the strength of Dwayne's case warrants increasing his salary to \$125,000 plus a 3% commission. Please analyze the situation and provide an opinion on whether Dwayne has a strong case.