

# CHAPMAN

## Focused on Finance<sup>®</sup>

### LFAI@CHAPMAN

#### Law Firm Administrative Intern Program

## WHO WE ARE

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Chapman is a law firm focused exclusively on finance, partnering with the world's most sophisticated financial companies and institutional investors. We help our clients create new products and financing structures that develop and enhance our communities, and we work alongside them on regulatory and legislative advocacy initiatives across the financial services sector. Chapman's legacy of innovation includes developing original financial products and structures that remain industry standards today. Our client relationships have spanned decades and literally over a century—TS Chapman's first client in 1913 is still a client of the firm today. Careers at Chapman are defined by excellence and belonging; here, world-class finance meets a boutique culture where your growth and purpose matter.

## ABOUT OUR PROGRAM

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Chapman's Law Firm Administrative Intern Program offers college students a unique opportunity to gain practical experience in law firm administration within our Chicago office. This eight-week summer internship is open to students of all class years and provides exposure to a variety of administrative departments. Interns receive training, mentoring, and meaningful assignments, while also participating in networking and team-building activities. The program is ideal for students interested in learning more about the operations and professional teams that support a leading law firm, or for those interested in experiencing the law firm setting before committing to law school.

- Gain hands-on work experience in a leading law firm environment.
- Open to college students of all class years and majors, provided they have at least one semester of school remaining upon completion of the internship. Ideal for those with a general interest in law firm administration and operations.
- Work in one of Chapman's administrative departments. Participating departments have included:
  - Business Operations
  - Facilities / Office Services
  - Financial Management
  - Human Resources
  - Information Services
  - Marketing
  - Pro Bono
  - Recruiting
  - Security
  - Strategy
  - Talent Development and Inclusion
- Work as a valued member of your department, contributing to daily operations and special projects.
- Gain practical experience through training, mentoring, and assignments that offer insight into law firm administration.
- Build your professional network through summer-long opportunities to connect with Chapman staff and attorneys.
- Participate in team-building activities and develop collaborative skills.
- Experience the dynamic culture of Chapman's Chicago office while considering a future career in the legal industry.

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**Want to stay in touch and learn more?** Contact our Recruiting team at [internships@chapman.com](mailto:internships@chapman.com) to be added to our mailing list regarding upcoming recruiting events.

## PROGRAM HIGHLIGHTS

### Special Projects

- Marketing: Develop client proposal and pitch frameworks using HarveyAI and other in-house AI platforms
- Strategy: Conduct market research on lateral partners and associates
- Facilities / Office Services: Research Chicago office build-out project
- Human Resources: Research state legalization of marijuana

### Networking

- Networking opportunities with Summer Associates, attorneys, firm leadership, and summer cohort (FLIP and FLDP Analysts)
- Mentorship through guidance from department members and a dedicated supervisor
- Leadership experience through mentoring high school interns

### Training Opportunities

- DiSC training
- Financial wellness session with Mesirow
- Tips for succeeding during your summer experience with Eva Wisnik
- Overview of law firm operations with department leadership
- Weekly Professional Development meetings

### Team Building

- Fun team building events with the intern cohort, examples include:
  - Escape room
  - Art museum tour
  - Chicago pizza tour
  - Volunteering with local Chicago organizations

## WHAT OUR LFAIs SAY



**Kaitlyn  
Novak**

*"Working in the administrative department during the LFAI internship offers a unique perspective on the 'behind the scenes' in law firms, and is a fantastic opportunity to develop professional skills."*

*"The LFAI program at Chapman offers a unique opportunity to gain invaluable insight into the behind-the-scenes operations of a successful law firm. Through the mentorship and support of the firm's experts, my professional skills have developed greatly. I am confident that the knowledge and experience I have gained here will be instrumental as I advance in my education and legal career."*



**Abigail  
Winner**



**Carly  
Mallitz**

*"My experience at Chapman has been eye-opening. It has introduced me to incredible people and revealed how a big law firm functions. I feel this internship has prepared me for my journey through law school and my legal career."*

**Applications for summer 2027 programs open in July 2026.**

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