

Host Firm Guide Summer 2026



Who We Are

Kansas City Metropolitan Bar Foundation (KCMBF), in partnership with local education non-profit organization The Partnership for Regional Educational Preparation-

What We Do

Student Law Academy collaborates with local law firms, courts, and other legal entities to provide a dynamic summer curriculum. Student Law Academy works within PREP-KC's six school districts and three charter schools to select juniors and seniors in high school as Student Law Academy Scholars.

"This is such a great opportunity for students and the volunteers. It is important for attorneys to continue to be involved in the communities that we practice in and give back,"

Tamara Veit, *McElligott, Ewan & Hall, PC*, KCMBF President and SLA Mentor.

Our Mission

Student Law Academy aspires to diversify the future of Kansas City's legal community. Our mission is to provide students who are attending the Kansas City Metro's school districts, especially those in historically marginalized areas, meaningful exposure to careers in the legal profession and a broad overview of the legal system.

Program Logistics

Student Law Academy Scholars who have already completed and graduated from the Student Law Academy Legal Pathway program during a previous summer have been invited back for a job shadow opportunity throughout July 2026 (referenced below as “Scholars”).

Job shadowing will take place on weekdays for three weeks in July (see dates below). Scholars will rotate to a new location each week for a total of three locations by July 23. We expect Scholars to attend the Job Shadow for your full business hours each day. We will attempt to match scholars with organizations that relate to the type(s) of law about which they are most interested.

If volunteering to allow Student Law Academy Scholars to shadow you and/or your colleagues, you may bring your Scholars to a court hearing, deposition, mediation, or a visit with a vendor. The goal is to introduce these scholars to the widest variety of experiences in the legal community while showing them what it is like to work in a legal environment. The Student Law Academy Scholars will be expected to job shadow those in your office during your normal daytime business hours. Please communicate those expected business hours in advance with KCMBF staff.

Throughout the program, the Scholars will also have Student Law Academy-assigned activities to work on during any “down time” they may have while at your location. The Scholars will be receiving a NITA Mock Trial Case and an assigned part in the case. They will work on their assignments throughout July, culminating with a Mock Trial on July 24, 1:00 - 3:00 PM.

The Scholars will also receive education and assignments on career-readiness activities, such as developing a resumé, creating a LinkedIn Profile, writing a cover letter, and more. You are welcome to contact Scholars about their assignments to provide your perspective.

Mandatory dates for the Student Law Academy Job Shadow:

Host two to four SLA Scholars for one rotation

Rotation 1: July 7 - 10, daytime business hours

Rotation 2: July 14 - 17, daytime business hours

Rotation 3: July 21 - 23, daytime business hours

Requested dates for the Student Law Academy Job Shadow:

Friday, July 24 SLA Mock Trial: 1:00 - 3:00 PM

Ice Cream Social/Alumni Reunion: 3:00 - 5:00

Job Shadow Schedule

July 2026				
Monday	Tuesday	Wednesday	Thursday	Friday
6	7	8	19	10
Mock Trial Practice/Field Trip	Job Shadow Rotation 1	Job Shadow Rotation 1	Job Shadow Rotation 1	Job Shadow Rotation 1
13	14	15	16	17
Mock Trial Practice/Field Trip	Job Shadow Rotation 2	Job Shadow Rotation 2	Job Shadow Rotation 2	Job Shadow Rotation 2
20	21	22	23	24
Mock Trial Practice/Field Trip	Job Shadow Rotation 3	Job Shadow Rotation 3	Job Shadow Rotation 3	Mock Trial & Ice Cream Social

Note: KCMBF staff will host Scholars every Monday during which Scholars will enjoy lunch with an SLA Mentor. Job Shadow experiences will take place during “rotations” as listed above, highlighted in blue.



The Scholars asked *really* great questions and I'm glad we were able to give them a different perspective of the legal profession.

- Camille Roe, *Quarles & Brady*, SLA Speaker and Mentor

Host Responsibilities

- Host several Student Law Academy Scholars during one of the Job Shadow Rotations.
- Provide lunch for the Scholars on the days you are hosting.
- Scholars are treated as young employees and maintain professional etiquette and expectations (ex: dressing and speaking professionally, being on time, and being prepared to work).
- Hosts must be available for the duration of the job shadow to provide guidance, oversight, constructive feedback, and structure workflow.
- Scholars learn a broad understanding of the organization and careers available in the field (ex: interacting with workers throughout the organization's hierarchy or across departments).
- Scholars are provided with an opportunity to reflect and synthesize their experience in a positive and enriching environment.
- Hosts will receive a list of suggested activities from KCMBF staff and will be added to an Student Law Academy online community to share job shadow ideas and field trip opportunities.

Share About Yourself!

These Scholars are interested in learning how you became a lawyer/judge/legal professional, and why you chose that path. We recommend every Host ensure they speak with their Scholars about the below topics:

- Why did you go to law school or choose your career path?
- What did you study in college? And how did it help you in law school/professional training?
- Why are you in the type of organization/law firm at which you currently work? What was your path leading to this organization/position?
- Disqualifying charges: discuss how students' actions today can affect their future legal career.
- The importance of well-being: discuss the benefit of starting healthy habits now to help you through law school and/or a law-related career.

Attendance Protocol

The Student Law Academy Job Shadow will be hosted during daytime business hours during your selected Rotation. Hosts may determine the schedule for which their Scholars must attend, taking into consideration a one-hour allotment for lunch and/or breaks. Scholars will be paid for their participation by KCMBF. Overtime is not permitted. Scholars are expected to arrive on time and communicate with their host via email or phone in the event of an emergency.

Scholars are expected to attend 90% of their job shadow days to meet attendance requirements and receive their full pay. In the event of an absence due to illness, a Scholar must notify their host and KCMBF staff by email and/or phone call by 8:00 AM on the day they expect to be absent. If no contact is made by the Scholar, it will be deemed an unexcused absence.

To apply to be a Student Law Academy Host, please **email your interest and select rotation** (Rotation 1: July 7-10, Rotation 2: July 14-17, Rotation 3: July 21-23) to KCMBF at **info@kcmbf.org**.

If you have any questions, please contact **info@kcmbf.org**.