

M E M O R A N D U M

To: David Marwell  
From: Jeremy Gunn  
Date: January 12, 1995  
Re: Internship Program  
cc: Sheryl Walter  
Tom Samoluk  
Tracy Shycoff

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A couple of weeks ago I had lunch with Dean Friedenthal of the George Washington University Law School. He suggested that we might wish to use some law students as interns. I replied that we would be pleased to consider the idea. I was subsequently contacted by the head of the program who sent me the attached material.

I suggest that we initiate a trial internship program along the following lines:

*First*, we agree to use the services of three or four interns who would work approximately 10-15 hours per week (*i.e.*, two to three G.W. credit hours).

*Second*, we use the students for two principal tasks within Analysis and Review: (a) reviewing those released files at Archives II that we will not otherwise have the staff time or resources to review; and (b) researching discrete topics pertaining to such matters as agency history and background.

*Third*, Sheryl has also expressed a possible interest in using an intern to do some General Counsel work.

*Fourth*, I will agree to be responsible for supervising the Analysis and Review interns and complying with G.W.'s requirements.

*Fifth*, we use the interns *solely* for unclassified projects.

*Sixth*, we evaluate the program within one to two months to decide:  
(a) whether we continue the program (with the same or new interns);  
(b) whether we expand the pool of applicants by contacting other law schools; (c) whether it is advisable or practical to use the services of interns who have pre-existing security clearances to

review documents.

**Because the G.W. semester is now beginning, it is important that we act quickly.**