

Summer Internship Report 2017

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Troup & Bruce, LLP
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Provide an overview of the organization/research project and a summary of your responsibilities, tasks, and/or projects.

This summer I worked for Troup & Bruce, LLP, a law firm specializing in civil law, and I assisted Mr. Tracy Troup. My responsibilities and tasks progressed throughout the summer as I learned more about the inner workings and specifics of the law. Along with the day to day tasks of working at a law firm, I was working with a named partner who had many additional responsibilities that I was able to witness. My responsibilities included but not limited to creating and organizing new client files, drafting and filing documents with the courts, and creating inventories and timelines for cases. I was also apply my economic courses to cases involving real-estate and the division of assets in divorce proceedings.

During your internship, what did you accomplish or how did you make a difference? In what ways did you grow in your professional and technical skills?

When I started at the beginning of the summer, the firm was moving into a new office location. Opening a new location was a big undertaking. I was responsible for document organization throughout the transfer, as well as updating court records with a change of address. I assisted in ordering new signage, new business cards and changing the mailing addresses regarding old cases to ensure that all mail from the courts were being sent to the appropriate office. Throughout the summer I was able to improve and strengthen my interpersonal skill through communicating with clients and court officials. Being tasked with drafting motions and court documents also helped sharpened my legal writing skills.

Describe a problem that you helped to solve at your internship. What skills or knowledge from your education at Sewanee helped you address the problem?

In one particular case we worked on this summer, there was a massive collection of information from numerous sources. I recognized that all of the information gathered from interviews and other

sources needed to be categorized and a timeline created to file the information with the court. Identifying this problem, I was able use the analytical skills that I gained at Sewanee to asses, categorize and compile coherent documents to use for the case.

In what way were your teamwork skills strengthened?

Each case was a collaborative effort. From meeting with clients to drafting and filing documents for the case, I was working with others each step of the way. Communication and accountability were crucial for successful outcomes. In one particular case I worked closely with Mr. Troup analyzing invoices for a company. Creating a correct inventory of the invoices and putting together the files to mail to the court took hours of teamwork and communication to ensure the large amount of paperwork was correctly submitted on behalf of our client.

How did your internship affect your career plans?

My internship this summer was an amazing look into my desired field of focus. I was able to meet and talk with a number of attorneys and hear their experiences in the field. I was also exposed to the nuances of the profession that undergraduates are usually not fortunate enough to experience. It truly helped reassure my commitment to studying and practicing law, and solidified my goals to become a lawyer.

In what ways did your internship cause you to encounter people of different backgrounds from your own? What steps did you take to communicate effectively with such persons? What did you learn from such persons' perspectives?

The clients that I worked with were from various backgrounds. We had a very diverse client base and each sought out our services for a variety of reasons. Initial meeting with clients were crucial to understanding their circumstances. Listening patiently to what they were sharing helped us to best assist them. We also maintained consistent and transparent communication throughout the entirety of their case, and after, to ensure that we were representing them to the best of our ability. Although I only worked for a short time with the firm, I was able to meet a large selection of diverse people. From this observation and conversations with my supervisor, it was clear to me that as an attorney you have the ability to represent and help so many different people from all walks of life.

Words of advice for future interns (housing, transportation, etc.)?

Feel confident asking questions regarding anything you might have confusion. It is better to ask a question and do something right then not ask and do something incorrectly. Ask about the work environment and expectations that are expected of you in the workplace (that can include proper work attire). Try to live in proximity to where you will have to work. The firm I worked for had multiple offices and we had to drive to the courthouse frequently so it was a little more difficult for me, which made me realize how important living closely can cut down on your drive time and risk of traffic.

Words of thanks to your internship funding donors:

I would like to thank my supervisor Tracy Troup for his persistent patience in teaching me along the way. I felt like I learned so much in such a short time. I appreciated him talking to me about his law school and legal experience and providing me with advice and support as I embark on my own legal journey. I was able to leave a more confident and knowledgeable aspiring lawyer and look forward to the road ahead.