

LEWIS & CLARK LAW SCHOOL

MENTORING TOOLKIT

Get Started on the Right Foot:

When you receive the name and contact information for your new mentor, save it somewhere and calendar a reminder to reach out a couple times each semester regardless of other plans.

Send a quick introductory email to your mentor (or respond immediately to their email) even before the kick-off reception, letting them know you are looking forward to meeting them at the reception (or, if you are unable to attend, suggesting another time to meet).

Recommendations for Program:

- Mentors are informed that they should contact you initially, but you must also feel free to contact them first if you haven't yet heard from them.
- Take note of interesting things coming up in the legal community –suggest attending together if you are considering going.
- Please respond to their emails or phone calls and follow through on plans to meet at all times. Mentors may interpret a lack of response as lack of interest on your part.

Meetings:

Frequency of Meetings: If possible, try to attend the kick-off reception in September if your mentor is attending. If you are unable to attend, please contact your mentor and arrange another time for your initial meeting. Try to meet with your mentor at least twice during each semester. Occasional telephone or e-mail contact is also a great option.

Location of Meetings: Meetings might take place at your mentor's office, over breakfast or lunch, or at some other pre-determined setting to observe/participate in an activity (see below).

Mentor Program Goals and Topics of Discussion:

To lend some structure to the mentoring experience, the following are suggested goals for the year. We have provided the same goals and topics to your mentor in their Toolkit:

- ❖ *Exploring the practice of law and employment options*
- ❖ *Effective networking*
- ❖ *Resume review, cover letters and interviewing skills*
- ❖ *Professionalism – what it means and putting it into practice*

September: Getting To Know You

Topics

- What brought you to law school at this point in life/career?
- At start of the year, what are the biggest concerns and what is most exciting?
- What is your mentor's background and practice: what does he/she enjoy most and what is most challenging in his/her own career?

Possible Activities

- ❖ A visit to your mentor's office
- ❖ Explore a favorite spot in Portland

October: Exploring the Practice Of Law

Topics

- What are your career objectives and why?
- Discuss your qualifications and background as they fit with career goals
- How did your mentor connect his/her background and qualifications to current career?

Possible Activities

- ❖ Shadow experience with your mentor (court, meeting)
- ❖ Visit to courthouse to observe hearing or trial

January: Spring Semester Goals & Effective Networking

Topics

- What are your plans for spring semester and potentially for summer?
- Discuss the importance of networking in obtaining employment
- Discuss resources for building a network and different types of networking: receptions, bar association involvement, outside activities, informational interviews
- What are your own networking tips, how do you build community and is it still important?

Possible Activities

- ❖ Ask your mentor to schedule lunch with another attorney practicing in your field of interest
- ❖ Join your mentor at bar function or presentation

February: Application Materials and Interviewing Skills

Topics

- What are you actively doing to gain practical experience this summer?
- Inquire about experience with strong resumes, how to best highlight your background
- Discuss how to prepare for interviews, and what makes for a good interview

Possible Activities

- ❖ Have your mentor review your resume and a cover letter
- ❖ Ask your mentor to set up practice interview with another attorney in your field of interest

March: Professionalism

Topics

- What does professionalism mean to your mentor and how does he/she put it into practice?
- What are the professionalism pitfalls he/she has observed?
- Discuss meaning of ethics vs. professionalism

Possible Activities

- ❖ Meet with mentor's former mentees or colleagues and their mentees
- ❖ Attend bar association meeting or CLE

The bottom line is that the program takes a time commitment and both parties must work at maintaining contact. If you have any difficulty contacting your mentor, call or email Tracy Sullivan at Lewis & Clark Law School, 503.768.6886 or tas@lclark.edu.