

## LEWIS AND CLARK LAW SCHOOL RECIPROCITY POLICY

The policy at Lewis and Clark Law School concerning the use of the Career Services Office by students and graduates from other law schools is as follows:

- Our facilities are available to all students and graduates from other ABA accredited law schools that permit our students and graduates the same opportunity. There is no limit on the number of referrals our office will take from a single school except that in the case of schools that permit reciprocity only on a one-to-one basis, we will limit the number of referrals in the same manner.
- A request for reciprocity and a letter of introduction (please include name, address and/or e-mail address, phone number and year of student or graduate) must be received by Career Services prior to the first visit. Requests will be accepted by mail, e-mail ([lscs@lclark.edu](mailto:lscs@lclark.edu)) or by fax (503/768-6729). **Absolutely no walk-in requests will be honored.** The request is good for three months from the date of the original request. Renewal of a reciprocity request will be considered as a new, first time request and will count as an additional individual's use of the office. Students and graduates using our office **are required** to sign in on the reciprocity sign-up sheet (available at the front desk) each time they visit.
- Individuals granted reciprocity must schedule an appointment with the Career Services office prior to first time visit for tour of the office and services available.
- Our services and facilities are not available to students and graduates from other law schools from August 1st through November 30th.
- When our facilities are available, we provide **only** the following services: In-office review of all job postings and all resource and reference materials in Resource Library (not available for check-out). Our on-line job postings are password protected and are available by subscription. The cost is \$30.00 for six months.

When responding to notices found in Career Services, applicants are required to state in their cover letters to employers that they obtained the listing through a reciprocal agreement between applicant's school and Lewis and Clark Law School.

- The following services are **not** available to students and graduates from other law schools: Career counseling, resume review, ad hoc referral service, "blind ad" posting resume collection, check-out of resource materials and use of office equipment materials. On-campus interviews are **not** available to student and graduates from other law schools.

The Career Services office reserves the right to deny reciprocity to individuals who misuse our facilities or do not comply with college policies. Requests for reciprocity should be directed to Career Services at the following address:

Lewis and Clark Law School  
10015 SW Terwilliger Blvd  
Portland, OR 97219  
Telephone: 503/768-6608; Fax: 503/768-6729; E-mail: [lscs@lclark.edu](mailto:lscs@lclark.edu)  
Website: [www.lclark.edu/dept/lscs](http://www.lclark.edu/dept/lscs)

