

**LEWIS & CLARK LAW SCHOOL**  
**UPPER DIVISION MENTOR PROGRAM SUGGESTIONS FOR MENTORS**

*Be the initiator. As soon as you get information regarding your law student, you should contact them with an introductory email. Let them know a little bit about you, where you work, where you went to school (not just law school) and how long you've been out. Let them know immediately whether you can attend the kick-off reception and then make sure you attend. If you cannot attend, let your mentee know immediately and schedule plans to meet with them for lunch. –Kristin Sterling Hopkins '00*

Frequency of Meetings. Try to meet at least several times a semester for 1-2 hours. Frequent telephone or e-mail contact in between monthly in-person meetings is also an option.

Location of Meetings. The majority of the meetings take place in the attorney's office or over breakfast or lunch. Some attorneys invite students to meet them at a predetermined setting to observe/participate in an activity.

*Introduce your mentee to your lifestyle as a lawyer. Let your mentee know that there is life after law school--extend an invite to your backyard BBQ, introduce your mentee to your colleagues and friends, go out for happy hour drinks at your favorite pub. --Jenny Morf '98*

Activities.

*Mentors/Students tour/attend:*

Mentor's office	The Courts	Judges Chambers
OWL meetings	CLEs	Administrative Hearings
Bar meetings/luncheons	The jail	Depositions
Committee meetings	Holiday parties	Programs at Lewis & Clark
Summary Judgment Motions	Arbitrations	

*Discuss:*

**Substantive areas of the law:** Find out areas of specific interest. If you don't do it, introduce them to someone who does.

**Specialty areas:** What they involve, how they are selected, requirements of legal practice, building a client base, public vs. private practice and the Bar exam.

*Other Activities:*

- Counsel/advise about law school: helpful classes, exam taking, critique writing samples/briefs.
- Do a mock interview or arrange one with a colleague. Give job-hunting tips. Provide background on attorneys/firms with which students are scheduled to interview.
- Share printed articles or briefs of a court case of interest.
- Help your student with networking. Refer to other attorneys you know, including outside of Portland. Set up lunch meetings with people you know.

**Let Your Student:**

- Accompany you during an entire work day.
- Sit in on client meetings.
- Attend trials & hearings. Notify them of interesting cases coming up.
- Meet with your current law clerk; this especially helps the student learn what clerkships entail.

*Continued on Reverse*

## RECOMMENDATIONS

- Students are informed that, initially, you will contact them, but that they may also contact you. Many law students are somewhat intimidated about contacting lawyers and often fear they are "bothering" their Mentor.
- Attorneys frequently report that they "told [their] student to call when they wanted to get together." We have learned this does not necessarily work. Attorneys must show some initiative in contacting their students.
- It is absolutely crucial early on for the Mentors to show willingness to meet/talk with their students. Please try not to cancel/change the first few meetings. Once the first 2-3 contacts are made, it is easier for students to feel comfortable in calling, and they will be more understanding of last minute shifts.
- Think of interesting things that are coming up in your work schedule. Make student aware of them even if you are not able to attend, then follow up by phone to see how it went.
- Make sure your office staff recognize your student's name. If you are rarely available by phone, provide possible meeting times to your secretary and ask s/he to arrange a mutually convenient time.
- Please try to respond to their phone calls. After one or two unreturned phone calls or scheduling problems, students interpret this as lack of interest on your part and stop trying to reach you. (This is actually the biggest problem students report.) If there is a problem, drop them a note in the mail.
- Remember that most students do not have a full picture of what legal practice entails. They may not know what to ask you or what types of knowledge you possess. Think of how little you knew when you were in law school; try to figure out what would be helpful to expose them to. Take the lead in suggesting topics or activities of interest. The dose of reality is very helpful.
- Students appreciate the support and encouragement that a successful relationship provides. It helps calm fears about law school and career choices.
- 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 student, call or email Libby Davis at Lewis & Clark Law School, (503) 768-6608 or [eadavis@lclark.edu](mailto:eadavis@lclark.edu).

*Be sure to stay in contact with your mentee on a regular basis. Email is great for this. Don't just meet your mentee at law school functions--invite them to your office, take them on a tour of the courthouse, take them to lunch, take them out for drinks with your friends (especially if your friends are lawyers too). --Kristin Sterling Hopkins '00*