Dear Attorney:

Thanks for serving as a mentor!

We want to take a moment to thank you for participating in the Cleveland-Marshall Law Alumni Association’s Mentor Program, designed to help students at C|M|LAW find their footing as they work their way through law school. In just a few words, we thought we’d share guidelines and tips on making the most of your mentorship with your student mentee.

**Program Guidelines**

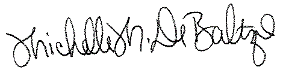
* Your job is to provide professional advice and moral support to a first-year (and sometimes higher-year) law student, to encourage the student in overcoming all the obstacles law school presents. YOU ARE NOT A JOB SERVICE! Of course, you may assist the student in finding employment, but that is not your role. Your role is to provide whatever advice and assistance that you can so that the student successfully graduates from law school and passes the bar exam on the first try. Please make sure your student understands that you are more than willing to help him or her learn about the law and the law school experience, provided he or she lets you know what type of assistance is needed.
* You are free to make the initial contact with your student if you choose to do so. Please make yourself accessible to the student. If you will be unable to return his or her phone call or email promptly, please advise the student that there may be a delay. If you are having difficulty scheduling meetings or making contact with your student, please contact C|M|LAW’s Career Planning Office at 216-687-6871 or write to career@law.csuohio.edu.
* If you are unable to attend a scheduled meeting with your student, please make sure to call to cancel and reschedule.
* Participation in the Mentor Program requires a commitment on the part of the mentor and the student. If you need to withdraw from the program, or you have any questions or concerns, please contact C|M|LAW’s Career Planning Office at 216-687-6871, or write to career@law.csuohio.edu.

**Tips on Successful Mentoring**

* Coffee, breakfast or lunch are easy ways to meet for the first or second time.
* Consider preparing for your first meeting by listing the things you would’ve wanted to know when you were in your mentee’s shoes – not only about law school, but also about the mentor relationship. Empathy, and later listening deeply to your mentee’s concerns, will go a long way.
* Use your own experiences and perspectives to inform your student and encourage him or her to apply the information in ways that make sense to him or her. Don’t expect you’ll always have the answers, but try in those cases to introduce your mentee to other attorneys who may and otherwise impart the wisdom you have from years of finding answers to tough questions.
* Think of ways to introduce your student to the realities of the practice. Try, for instance, bringing your mentee along for a no-strings-attached visit to the courthouse, a bar association meeting, a pro bono opportunity or an event within your firm.
* Share your successes and the challenges you faced in accomplishing your successes. Find connections and similarities that extend beyond a career in law.
* Always maintain and respect privacy, honesty and integrity.

We hope you take as much from this mentorship as we have over the years, and we earnestly thank you for your assistance and wish you all the best.

Sincerely,

Michelle M. DeBaltzo ‘97 Kevin M. Butler ’01

Co-Chairs, C|M|LAW Alumni Association

Professional Opportunities Committee