



UNIVERSITY *of*
DENVER

STURM COLLEGE OF LAW
Professional Mentoring Program

2015/16 Professional Mentoring Program

Discussion Topics

Mentors and students are encouraged to discuss whatever they like. The following topics are suggested.

The 1L Program

Fall 2015

Welcome to the Profession

- Discuss what law practice is and the purposes of the legal profession;
- Discuss the role of lawyers and the judiciary in our society;
- Discuss how to keep balance in one's life during law school; and
- Discuss the Student's preparation in law school, including the use of study aids and study groups.

Research and Writing

- Discuss the purposes of memoranda, pleadings, motions, orders, and opinion letters; and
- Discuss relevant issues surrounding legal writing, such as techniques for the most effective legal writing – how to avoid common mistakes causing pleadings to be rejected, how to effectively use sample legal pleadings and forms – and techniques for efficient research, etc.

Career Overview

- Discuss, to the extent knowledgeable, differences between large firm, small firm, government, in-house and non-profit practice as well as non-traditional legal positions;
- Discuss the Student's long-term career goals and ways to achieve those goals;
- Discuss different career paths and identify resources for exploring options; and
- Discuss how finding a job after graduation starts now!

Introduction to the Legal Profession and Law Practice

The 1L Program seeks to ease students' transition into the legal profession by providing them basic information about the legal profession, law practice, and legal education.

Spring 2016

Ethics

- Discuss broadly the ethics rules attorneys must comply follow;
- Discuss recurring ethical issues the Mentor encounters in practice; and
- Discuss a real life ethics situation in which the Mentor has been involved.

Introduction to the Legal Community

- Discuss the American Bar Association, Colorado Bar Association, local Bar Associations, and Inns of Court;
- Discuss Continuing Legal Education requirements and ways to satisfy those requirements;
- Discuss Denver Area judicial districts and the location of courthouses; and
- Discuss major private and public legal entities, including large firms, the judiciary, and large government offices with in-house counsel.

Professionalism

- Discuss the role of professionalism in an attorney's career;
- Discuss the consequences of a lack of professionalism;
- Discuss the "unwritten" customary rules of civility and etiquette among lawyers and judges in the community; and
- Discuss establishing a reputation and how reputation can impact an attorney's practice.

The 2L Program

Fall 2015

Networking

- Discuss the importance of networking to one's legal career;
- Discuss specific examples of how the Mentor's networking has helped his or her career;
- Discuss the pitfalls and benefits of social networking;
- Evaluate the Student's social networking; and
- Discuss how the resources of the Career Services Office can be helpful.

Interacting with Partners and Senior Associates

- Discuss how new associates and interns should act to maximize their chances of succeeding during their first year at a job; and
- Discuss ways new associates and interns can develop a friendly, yet professional, relationship with supervisors.

Career Paths

- Discuss what the Student's career goals were before law school, during his or her first year, and currently, identifying how and why the goals have changed;
- Discuss resources available to the Student to pursue his or her current goals;
- Discuss reconciling job expectations with actual experience and maximizing career satisfaction; and
- Discuss the economic value of 1Ls, 2Ls, 3Ls, First Year Associates, and Third Year Associates.

Interacting with Clients and Other Attorneys and Refining Career Goals

The 2L Program is designed to educate students about interacting with clients and other attorneys and to focus on a more specific career path.

Spring 2016

Ethics

- Discuss common malpractice and grievance traps and ways to avoid them;
- Discuss the role of the Office of Attorney Regulation Counsel, the grievance and investigation process, and malpractice insurance;
- Discuss potential resources for dealing with complicated ethical issues, including conflicts of interests; and
- Discuss practices to maintain client confidentiality.

Case Evaluation

- Discuss the Mentor's process for evaluating and engaging clients;
- Discuss the best ways to evaluate a potential case and how to decide whether to accept a proffered representation; and
- Discuss specific examples of times when the Mentor misevaluated a case and what the Mentor learned from this experience.

Practical Aspects of Working in a Law Environment

- Discuss roles and responsibilities of paralegals, secretaries and other office personnel and how to establish good working relationships with others in the same office who are support staff, colleagues, or senior attorneys;
- Discuss office politics and common pitfalls to avoid while working in a law office; and
- Discuss the advantages and disadvantages of a solo practice, public interest practice and the role of in-house counsel.

The 3L Program

Fall 2015

Job Searching & Managing Law School Debt

- Discuss job-search strategies, distinguishing the effective and less effective; and
- Discuss practical ways to manage law school debt.

Client Development

- Discuss how client development is the lifeblood of law practice and how it impacts an attorney's prospects for promotion; and
- Discuss methods of client development that have been successful for the Mentor and discuss other techniques for business development, including any relevant ethical concerns and best professional practices.

Client Communication

- Discuss the importance of client communication and how to maintain good ongoing communication, including the use of retention and fee agreements, keeping clients informed about matters, confirming things in writing, being on time, etc.;
- Discuss proper legal counseling techniques, and duties and responsibilities of advising clients;
- Discuss techniques for dealing with an unreasonable, dishonest, or otherwise difficult client; and
- Discuss the responsibilities of the client and the lawyer in decision-making and the best ways to involve a client in his or her case.

Finding a Job and Transitioning to Practice

The 3L Program strives to bridge the final gap between law school and the legal profession. Discussions focus on job searching and transitioning into practice.

Spring 2016

Ethics

- Discuss common malpractice and grievance traps and ways to avoid them;
- Discuss the role of the Office of Attorney Regulation Counsel, the grievance and investigation process, and malpractice insurance;
- Discuss potential resources for dealing with complicated ethical issues, including conflicts of interests; and
- Discuss practices to maintain client confidentiality.

Life Balance Issues & Time Management

- Discuss techniques for finding a balance between career and personal life;
- Discuss the Mentor's non-legal formal and informal extra-curricular activities and how they are unique from law practice; and
- Discuss good time management skills and techniques.

Welcome to Law Practice

- Discuss the Student's short-term and long-term goals moving into law practice;
- Discuss the prospects of the Mentor and Student participating in the Colorado Attorney Mentoring Program (CAMP); and
- Discuss how the Mentor-Student relationship transitions from law school to practice.

Active Meetings

(Can be done during any year)

Courthouse Tour

- Tour a courthouse together; and
- View a courtroom and discuss the judge's chambers, technology, where the parties sit, and precautions to take when discussing a case in the courthouse.

Networking Meeting

- Attend a Bar Association meeting, an Inn of Court Dinner, or an alumni event together; and
- Discuss and practice networking together.

Visit the Mentor's Office

- Visit the Mentor's office; and
- Discuss support staffs' roles, research resources, billing systems, and electronic and hard-copy document management.

Attend a Professional Sports Game

- Attend a Broncos, Nuggets, Rockies, Avalanche, or Rapids game together.

Calendar

Professional Mentoring Program

<u>Name</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
1L Orientation	Thursday, Aug. 27	6 p.m. – 8 p.m.	Rm 165
1L Orientation	Monday, Aug. 31	6 p.m. – 8 p.m.	Rm 165
1L Orientation	Wednesday, Sept. 2	7 a.m. – 9 a.m.	Rm 165
1L Orientation	Thursday, Sept. 10	6 p.m. – 8 p.m.	Rm 165
2L/3L Kick-Off Breakfast**	Wednesday, Sept. 9, 2015	7 a.m. – 9 a.m.	Forum
Breakfast Social**	Wednesday, Jan. 13, 2016	7 a.m. – 9 a.m.	Forum
Reception	Thursday, Apr. 14, 2016	5 p.m. – 7 p.m.	Forum
Meeting #1	Sept. 15 – Oct. 15		
Meeting #2	Oct. 16 – Nov. 15		
Meeting #3	Feb. 15 – Mar. 15		
Meeting #4	Mar. 16 – Apr. 15		

* Dates of CLEs, dinners, and other events TBA.

** The 2L/3L Kick-Off Breakfast and Breakfast Social have no programming; please arrive and leave at your convenience.

*For Graduates and their Mentors who participate in
the Transitioning Program*

Kick-Off Dinner

Tuesday, September 8, 2015. 6:00 p.m. – 8:00 p.m.