



MITCHELL HAMLINE MENTORS HANDBOOK

2016-2017

Welcome to the Mitchell Hamline Mentors program.

The goal of Mitchell Hamline Mentors is to provide first-year students (1Ls) with the knowledge, support, and advice they need to successfully transition into life as law students, and to start learning the networking skills that will help them learn about different ways of using a law degree and ultimately find career satisfaction.

To accomplish this, we rely on two sources of wisdom: recent grads who still remember what it was like as a 1L, but who have also successfully transitioned into life after law school; and upper-class students who have recently completed their first year.

Each mentoring team includes:

Two alumni co-mentors, one upper-class peer advisor, and two or three first year students

To facilitate a successful mentoring experience for everyone, this Handbook provides:

- 1) Program Expectations for each member of the mentor team
- 2) A Mentor Program Calendar, providing required events and suggested questions for students to ask their mentors along with suggested activities.

We are here to support you and your mentoring group. To help keep you on track throughout the year, we'll be sending monthly emails. We'll also be checking in with you periodically to get your feedback and make sure your team is doing well. Please do not hesitate to contact us at any time:

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Thanks to our mentors for their service to Mitchell Hamline!

Without our volunteer mentors, this program wouldn't be possible. We appreciate the time, energy, and advice our mentors provide to help Mitchell Hamline's students.

EXPECTATIONS FOR GROUP MEMBERS (OR HOW TO HAVE A GREAT YEAR)

Expectations for All Members of the Mentoring Group:

Remember the goal of the Mitchell Hamline Mentors program.

- The primary purpose is to support the 1Ls as they transition into law school and complete their first year.
- Students will also benefit from meeting and building relationships with attorneys practicing in this legal community, but remember that there is NO expectation that a student will secure employment with an alumni mentor.

Participate! Not surprisingly, the groups that do well are those where every member of the mentoring group is engaged and responsive.

- All members are expected to attend the September Kick-off event, the January Thaw, and the other activities your group plans.
- All members should work together to complete the activities on the calendar.
- Connect once per month by email, phone or in person.

Be respectful of everyone's time. Respond promptly to emails and phone calls. If you are unable to attend a planned event or activity, contact the other members of your mentoring group as early as possible so they can plan accordingly.

Because everyone's lives are busy, we've learned that **getting dates confirmed on your calendars as soon as possible** helps insure consistent connection.

Respect the confidentiality of individual participants in any discussions or activities.

Contact one of the Coordinators. If you have any questions or concerns about the program, or if you are having difficulty reaching or meeting with your mentors, please let us know. We also welcome suggestions.

We will also conduct **periodic evaluations** of the program to get your feedback. We value your input so we can continue to improve.

Expectations for Alumni Mentors:

Be accessible! Students can't learn from you if they can't reach you. Tell them your preferred means of contact, and when it's best to reach you. And, respond to their emails and calls.

It's perfectly fine to communicate and schedule activities with individual students. You and your co-mentor may want to divide the students up for specific events or opportunities.

Think about including one or more of your students in events you're already planning to attend. Have an extra place at your firm table at a bar event? Planning to attend a networking gathering with other attorneys? Consider inviting one or more of your students.

Expectations for 2L Peer Advisors:

While you can also take advantage of the advice provided by the alumni mentors in your group, keep in mind that the primary goal of the program is to assist 1Ls. Encourage the 1Ls to ask questions and take advantage of the knowledge offered by the alumni mentors.

With your closer proximity to the 1Ls, you should **play a lead role in helping to schedule and coordinate activities.**

You are expected to **participate in group activities** along with the rest of the mentoring group.

Make yourself available to the 1Ls in case they need any help or advice. Remember, you have valuable information to offer them about your own 1L experiences.

If you see your 1Ls around campus, **make an effort to say hello, check in with them, grab a coffee or have lunch**—little things go a long way.

Expectations for 1Ls:

Take the initiative to get what you need from your mentors: contact your mentors, ask questions, and suggest activities that you are interested in.

If you don't hear back from one of your mentors after you've tried to contact them, don't be discouraged. Feel free to try again. **If problems persist**, contact one of the program coordinators so they are aware of the issue and can try to resolve it.

Don't forget to **stay in touch with your peer advisor** as well—you can learn a lot from him or her. If you see your peer advisor on campus, make an effort to say hello.

**THANK YOU FOR PARTICIPATING IN MITCHELL HAMLINE MENTORS.
WE HOPE YOU HAVE A GREAT YEAR!**

MENTORING PROGRAM CALENDAR

FALL SEMESTER GOAL: Successful transition to law school

Required Event: **Kick-Off.** Mitchell Hamline Auditorium (Room 245) from 5:30-7 pm
Tuesday, Sept. 13 (Sections 1, 3A, 3B) or Wednesday, Sept. 14 (Sections 2A, 2B, 4)
Meet your mentoring group, bring your calendars to start scheduling, and discuss goals for the year. (See last page for 1L fall class schedule.)

Suggested Topics for Discussion:

1. Finding Balance as a Law Student

- How did you balance competing demands and make time for things besides studying?
- How did you managing personal relationships with family and friends while in law school?
- What resources and activities did you find most helpful to get through the first year?
- What would you have liked to have known as a first year student?

2. Tips and Strategies for Academic Achievement in Law School

- What tips do you have for preparing for class and outlining?
- What strategies were most helpful for you in preparing for mid-terms and finals?
- How can studying in groups be most effective?
- What suggestions do you have to get the most out of WRAP (now Lawyering)?

Suggested Activities:

While we love a happy hour as much as the next person, consider other ways to get together including breakfasts, volunteer, and observational opportunities.

1. Visit Your Mentor's Workplace. Fall break (October 20-21) is a possible timeframe.

- Job shadow for a full or half day, OR
- Tour a mentor's office, OR
- Conduct an informational interview of your mentor

2. Observe Something Related to Your Mentor's Work

- Visit a jail, juvenile detention center, or other facility, OR
- Sit in on a court hearing, trial proceeding, mediation, or arbitration OR
- Observe a deposition, client meeting, or strategy session, OR
- Attend a Continuing Legal Education (CLE) program with your mentor, OR
- Volunteer or participate in Pro Bono work together

SPRING SEMESTER GOAL: Career exploration and networking

Required Event: **January Thaw:** Mitchell Hamline Auditorium – Date TBD | 5:30-7 pm
Kick off the spring semester with this MHSL gathering, and plan spring activities with your team

Suggested Topics for Discussion:

1. The Value of Summer Clerkships, Internships, and Volunteer Opportunities.

- How did you spend your first summer, and how did you secure that opportunity?
- What types of externships and volunteer experiences did you have in law school?
- How did you decide what types of experiences to get, and what did you get out of them?
- What kinds of practical experiences and skills are employers looking for?

2. Professionalism and Networking.

- Why is networking so important, and how can I do it successfully?
- What are the best ways to meet attorneys to find out what they do and how they like it?
- What questions do you ask when conducting an informational interview?
- What advice do you have about how students should conduct informational interviews?
- Can you share any real-life stories on what not to do or what not to say while networking?
- Which bar and other professional associations do you belong to?
- How can students get involved in professional associations, sections or committees?

3. Looking Ahead to the Rest of Law School and Beyond.

- What are the best ways to explore different practice areas, settings, and careers?
- What do you think employers look for when hiring?
- How do employers value work experience, Moot Court, Law Review, volunteering, grades?
- Were you involved in student organizations, and if so, what did you get out of them?
- What other law school experiences, like clinics, can make a student stand out?

Suggested Activities:

1. Tap into your Mentor's Expertise.

- Get feedback from your mentor about your resume and cover letters, OR
- Do a mock interview with your mentor and get feedback, OR

2. Network through your Mentor.

- Have your mentor introduce you to someone in a practice area of interest, OR
- Attend a professional association meeting with your mentor (through the state or county bar association, Minnesota Women Lawyers, or other association), OR
- Participate in a networking event through your mentor's employer.

Fall 2016 FIRST-YEAR COURSE SCHEDULE

					Section 1				
Monday		Tuesday		Wednesday		Thursday		Friday	
Torts - Levine RM 223 6:00 PM	7:55 PM		Criminal Law - Sonsieng RM 223 6:00 PM	7:35 PM	Torts - Levine RM 223 6:00 PM	7:55 PM			
Criminal Law - Sonsieng RM 223 8:00 PM	8:35 PM	Lawyering - Duhl Various Rooms 7:00 PM	8:50 PM	Lawyering - Duhl Various Rooms 8:00 PM	9:50 PM	Lawyering - Duhl RM 223 8:00 PM	9:00 PM		
Monday		Tuesday		Wednesday		Thursday		Friday	
Civil Dispute Resolution - Coben RM 223 8:00 AM	9:55 AM		Lawyering - Duhl Various Rooms 8:00 AM	11:50 AM	Civil Dispute Resolution - Coben RM 223 8:00 AM	9:55 AM	Lawyering - Duhl RM 188 9:00 AM	9:55 AM	
Criminal Law - Woodman RM 225 12:00 Noon	1:35 PM	Torts - Steenerson RM 123 12:00 Noon	1:55 PM	Criminal Law - Woodman RM 225 12:00 Noon	1:35 PM	Torts - Steenerson RM 123 12:00 Noon	1:55 PM		
					Section 2B				
Monday		Tuesday		Wednesday		Thursday		Friday	
Criminal Law - Colbert RM 123 10:00 AM	11:35 AM		Lawyering - Duhl Various Rooms 8:00 AM	11:50 AM	Criminal Law - Colbert RM 123 10:00 AM	11:35 AM	Lawyering - Duhl RM 188 9:00 AM	9:55 AM	
Civil Dispute Resolution - Coben RM 125 12:00 Noon	1:55 PM	Torts - Knapp RM 319 12:00 Noon	1:55 PM	Civil Dispute Resolution - Coben RM 125 12:00 Noon	1:55 PM	Torts - Knapp RM 319 12:00 Noon	1:55 PM		
					Section 3A				
Monday		Tuesday		Wednesday		Thursday		Friday	
		Civil Dispute Resolution - Janus RM 223 10:00 AM	11:55 AM		Civil Dispute Resolution - Janus RM 223 10:00 AM	11:55 AM	Lawyering - Duhl RM 188 10:00 AM	10:55 AM	
Torts - Sandeen RM 331 12:00 Noon	1:55 PM	Torts - Sandeen RM 331 12:00 Noon	1:55 PM	Lawyering - Duhl Various Rooms 3:00 PM	6:50 PM	Criminal Law - Falling RM 331 2:00 PM	3:35 PM	Criminal Law - Falling RM 331 2:00 PM	3:35 PM
					Section 3B				
Monday		Tuesday		Wednesday		Thursday		Friday	
		Criminal Law - Falling RM 331 10:00 AM	11:35 AM		Criminal Law - Falling RM 331 10:00 AM	11:35 AM	Lawyering - Duhl RM 188 10:00 AM	10:55 AM	
Torts - Hemmer RM 223 12:00 Noon	1:55 PM	Torts - Hemmer RM 223 12:00 Noon	1:55 PM	Lawyering - Duhl Various Rooms 3:00 PM	6:50 PM	Civil Dispute Resolution - Janus RM 223 2:00 PM	3:55 PM	Civil Dispute Resolution - Janus RM 223 2:00 PM	3:55 PM
					Section 4 - Weekend				
Saturday					Sunday				
Torts - Pope RM 123 1:00 PM	6:20 PM	Lawyering - Duhl Various Rooms 8:00 AM	12:00 Noon						
		Criminal Law - Butterfoss RM 123 1:00 PM	4:15 PM						