

MENTORSHIP PROGRAM GUIDE



1L Alumni Mentorship Program Handbook 2019

SEATTLEU
SCHOOL OF LAW

Table of Contents

Introduction and Purpose of the Program.....	2
Building the Mentoring Relationship.....	3
Mentor and Student Requirements.....	4
Mentoring Planning Guide.....	6
1. Law School Academic Experience.....	6
2. Ethics & Professionalism.....	7
3. Paths to Employment.....	10
4. Service and the Profession.....	13
Attachment A: 1L Year at a Glance.....	16
Attachment B: 1L Professional Development Roadmap.....	17
Attachment C: Action Plan for 2Ls.....	18
Attachment D: Job Action Plan.....	19

Introduction and Purpose of the Program

Welcome to Seattle University School of Law's 1L Alumni Mentorship Program, which is designed to connect first year law students with alumni and friends of the law school to enhance and maximize our students' law school experience, professional development, and professional opportunities. The mentorship program is brought to you by the Law Alumni Board's Mentoring and Professional Development Committee in partnership with the Office of Advancement and the Center for Professional Development.

Guiding Principles: Each mentoring relationship will be unique to its participants, however each relationship should include the following key principles:

- Committing to the relationship for the calendar year
- Engaging in respectful, confidential, and candid communication and interaction
- Following the general tips for Building a Mentoring Relationship found on page 3
- Meeting and engaging in the activities described in the Mentoring Planning Guide that begins on page 6 of this booklet
- Participating in the Law School's confidential evaluation survey for use in improving the mentoring program for the benefit of future law students and mentor practitioners

Goals of the Program:

For Mentees - Developing a congenial yet professional relationship with your mentor that enables you to call on him or her for guidance and collaboration during your law school experience and during the course of your professional career;

Gaining a better and practical understanding of a particular practice area;
and

Experiencing personal growth and professional development as you take on the academic challenges of law school and as you explore career opportunities, ethical considerations, and service to the community.

For Mentors - Interacting with your mentee with incentive to facilitate the student's successful preparation for, and progression into, a post-graduate career;

Experiencing growth in your own personal and professional development;
and

Gaining inspiration and a sense of reward from the mentorship experience and remaining eager to continue to connect with our students.

Please contact the Office of Advancement at (206) 398-4600 or lawalumni@seattleu.edu with any questions. Thank you in advance for your participation.

Building the Mentoring Relationship

The most rewarding mentor-mentee relationships are those in which (1) personal and professional experiences and interests are shared and (2) opportunities for growth are fostered and developed. Building a strong relationship between the mentor and student will increase the likelihood that the student will progress on a positive and constructive path and that you will both accomplish your goals.

The following are general tips for building a strong mentoring relationship:

- Maintain confidentiality; build trust
- Create a two way relationship; be a good listener and a thoughtful speaker
- Discuss goals and expectations of the relationship
- Adopt a collaborative approach to problem solving and facing challenges
- Communicate with respect, candor, and compassion
- Share interests outside of academic and professional roles when appropriate, including personal goals, activities, and experiences

Mentor and Student Requirements

The Mentorship Program consists of the following three components that the mentor and mentee should undertake together.

1. Participate in at least eight meetings over the course of the mentoring term, spending a minimum of eight hours of total meeting time together. If both mentor and mentee are co-located in the same geographic area, the meetings should be in-person. If both mentor and mentee are not co-located in the same geographic area, then the meetings may be conducted by telephone or other electronic media.
2. Sign up for our online law alumni directory and networking platform, **Seattle U Law Connect**, at seattleulawconnect.org. Mentorship Program updates and discussions may happen through the platform, and both students and mentors should use the platform to find connections and help jumpstart networking.
3. Use the *Mentoring Planning Guide* that begins on page 6 to develop a mentoring plan that is personalized to the mentor and mentee. The personalized mentoring plan should include selection of at least three topic areas from each of the four categories for the mentor and mentee to undertake. The mentor and mentee should then accomplish each selected topic area over the course of the mentoring term.

The *Mentoring Planning Guide* serves as a guide for the mentor and mentee so that both parties can successfully complete the program. The *Mentoring Planning Guide* includes several lists of topic areas grouped by specific categories related to professional development, opportunity, and responsibility. Resource materials for many of the topic areas are also listed; you may wish to use them to supplement your conversations. The resources can be found online at law.seattleu.edu/alumni/1Lmentors.

Participants are not required to complete every topic area listed in the *Mentoring Planning Guide*. To develop a personalized plan for the mentoring term, the student and mentor should discuss the concepts, skills, topics of discussion, and shared professional experiences they intend to address during the eight-month mentoring term, and on that basis, select the topic areas they wish to include in their personalized Mentoring Plan. The student and mentor may incorporate as many of the topic areas as feasible into their personalized Mentoring Plan and customize it to a particular practice setting, individual needs, and personal goals. However, at a minimum, we ask that participants select at least three topic areas from each of the four categories (*Academic Experience, Ethics & Professionalism, Paths to Employment, and Service & the Profession*).

The student and mentor share the responsibility to complete their personalized *Mentoring Plan* during the mentoring term. To facilitate the dual purpose of education and relationship building, the completion of the *Mentoring Plan* should span the year. Rushing to complete the action items in a shorter time period is not recommended as that may hinder the development of effective educational and relationship outcomes.

4. Engage in outside activities that will enhance the student's understanding of the legal profession and broaden the student's network of professional colleagues. Examples of possible outside activities include those listed below, however the mentor and student may identify additional or other interesting and appropriate activities that you wish to undertake.
- The mentor introduces the student to other attorneys in the community through attendance at meetings, receptions, bar association events, and other networking opportunities.
 - The mentor and student meet at a local courthouse, and where possible, observe a proceeding and/or introduce the student to members of the judiciary, court personnel, and clerks of the court.
 - The mentor and student meet at the mentor's office or work space for a tour, and where possible, observe daily activities and introduce the student to colleagues.
 - The mentor and student discuss common professional interests and engage in activities that promote those interests. The following are examples of activities the mentor and mentee can participate in together to promote common professional interests while building the mentoring relationship:
 - invite the student to job shadow the mentor on appropriate occasions
 - attend Seattle U. School of Law Sidebar receptions
 - attend a CLE together
 - invite the student to accompany the mentor when participating in a *pro bono* activity
 - take the student to the mentor's bar section and/or professional association meetings and CLEs
 - invite the student to accompany the mentor when attending events at Seattle U Law School, Seattle University, or in the legal community

Mentoring Planning Guide

The following section provides a list of topic areas arranged by category. Select at least three topic areas from each of the following categories: Law School Academic Experience, Ethics & Professionalism, Paths to Employment, and Service & the Profession.

1. **Law School Academic Experience Topics**

1. Discuss strengths and challenges in the student's law school experience. Discuss strategies and tips for class preparation, study, assignments, exams, and other challenges the student is facing.
2. Discuss time management challenges and ways to develop time management skills that allow the student to achieve goals.
3. Discuss the student's development of relationships with fellow students and the student's opportunities for developing relationships with faculty and administrators so as to facilitate a productive and positive law school experience.
4. Is the student aware of the Law School's resources that are available to assist with academic, cultural, emotional, and health related challenges? Discuss these resources to make sure the student knows how to access them. There are resources covering this issue on law.seattleu.edu/1Lmentors.
5. Discuss how participating in student organizations and other Law School activities outside the classroom might help the student explore possible areas of interest.
6. Discuss the Law School's Skills Programs with the student, making the student aware of the unique educational opportunities these programs provide. The Skill Programs include the Externship Program, The Ronald A. Peterson Law Clinic, a variety of Practicums, and a Trial Advocacy Program.
7. Discuss the Law School's Centers & Institutes with the student, making the student aware of the educational opportunities for focus on legal policy, social justice, and societal issues in a variety of cultures and organizations. The Centers include the Access to Justice Institute; the Adolf A. Berle, Jr. Center on Corporations, Law, & Society; the Fred T. Korematsu Center for Law and Equality; the Center for Indian Law & Policy; the Center for Global Justice; and the Latin America Program.

2. Ethics & Professionalism Topics

1. **Social Media and Your Professional Network:** Discuss how to effectively and strategically use social media to build a professional network.
Resources: *Social Media Networking For Lawyers*, Appendix 1.
2. **Keeping Social Media Professional:** Discuss how to stay professional in the digital age, including navigating social media, e-discovery and privacy, privilege issues surrounding social media, spoliation, and potential new clients (accidental relationships and out of state practice).
Resources:
The Unprofessional Side of Social Media & Social Networking, Appendix 2.
3. **Practicing Inside the Lines.** Discuss common malpractice traps.
Resource: *Top Ten Malpractice Traps & How to Avoid Them*, Appendix 3.
4. **Civility.** Discuss the importance of civility in the legal profession. Strategize for managing incivility; discuss how to report misconduct; provide suggestions for the best and most professional ways to address situations in which incivility commonly occurs, including but not limited to depositions, interrogatories and document production, scheduling, continuances, and requests for extensions of time.
Resources:
 - *WSBA Creed of Professionalism*, Appendix 4.
 - *RPC 8.3 (Reporting Professional Misconduct)*, Appendix 5.
 - *Don't Take it Personally, High Conflict Personalities Don't Realize They Are Jerks*, Appendix 6.
5. **Professionalism and Your Client:** Discuss how uncivil or unprofessional conduct erodes professional and client relationships, the public's trust in the justice system, and access to justice. Discuss the professional benefits of civility and how fostering professional relationships helps attain positive client outcomes.
Resources:
 - *Civility: The Preservation of Access to Justice*, Appendix 7.
 - *Professionalism in the Courtroom*, Appendix 8.
 - *Incivility: A View from the Bench*, Appendix 9.
6. **Promoting Civility:** Discuss professionalism inside and outside of the courtroom.
Resources:
 - *10 Tips Toward Professional Behavior . . . In the Courtroom and Out*, Appendix 10.
 - *Incivility: An Insult to the Professional and the Profession*, Appendix 11.
 - *On Professionalism - Civility: Power Beyond Politeness*, Appendix 12.
 - *5 Steps to Improving Civility*, Appendix 13.

7. **Time Management:** Discuss time management skills and techniques. Discuss how to prioritize work while maintaining a healthy work-life balance and how to avoid burnout.
Resources:
- *Achieving Life/Work Balance Through Effective Time Management*, Appendix 14.
 - *WSBA: What is Work-Life Balance*, Appendix 15.
 - *Keep Calm and Practice Law: Mindfulness in the Legal Profession*, Appendix 16.
8. **Remaining Positive:** Discuss how to maintain a positive attitude at work and create a positive work environment.
Resource: *A Happy Lawyer is a Professional Lawyer: Finding Enjoyment in Your Career Can Make You a Better and More Effective Lawyer*, Appendix 17.
9. **Personal Wellness:** Discuss how to identify problems and how to pursue solutions related to personal, family, and wellness issues, as well as how to seek assistance with substance abuse and mental health issues.
Resource: WSBA Lawyers Assistance Program: wsba.org/Resources-and-Services/Lawyers-Assistance-Program
10. **Confidentiality:** Discuss client confidentiality, including common mistakes involving client confidentiality; when it initially arises (consult, but not hire); confidentiality and staff; file maintenance and client confidentiality (including cloud file storage); public discussions of cases; presence of third parties (spouse versus friend, managing agents, staff, etc.); electronic mistakes (accidental reply to all, wrong fax number, wrong email address, contact over social media, or receiving from someone else); strategic revelation of otherwise privileged information; obtaining ethical advice exception; bar complaint exception; continuing application of confidentiality.
Resources:
- RPC 1.6 (Client Confidentiality), Appendix 18.
 - *Client Confidentiality and Lawyers' Use of Technology*, Appendix 19.
11. **Client Communication:** Discuss how to involve clients in their cases, including setting expectations; involving the client in substantive documents and disclosures; when to involve your client in procedural matters (cost-consciousness, personal reasons); updating your client based on client wants and needs; when it is appropriate to push back (the overzealous client); best practices.
Resources:
- RPC 1.4 (Communication), Appendix 20.
 - RPC 2.1 (Advisor), Appendix 21.
 - *Legal Representation & the Next Steps Toward Client Control: Attorney Malpractice for the Failure to Allow the Client to Control Negotiation & Pursue Alternatives to Litigation*, Appendix 22.
 - *Cultivating the Art of Effective Client Communications*, Appendix 23.

12. **Managing Your Client:** Discuss difficult and “red flag” clients, including setting expectations; assumptions creating difficulties; what can come from a difficult client (future bar complaints and malpractice claims); providing two examples of difficult clients—one you let go and one you worked to keep; screening during representation; dealing with difficult stakeholders (e.g., claims adjusters, parents); impaired clients and RPC 1.4.

Resources:

- *How to Handle Difficult Clients*, Appendix 24.
- *What I Have Learned, Tips and Advice for Working with Vulnerable Clients*, Appendix 25.
- *Dealing with Difficult People*, Appendix 26.

3. Paths to Employment Topics

1. **Planning for Employment:** Discuss strategies for identifying, applying for, and landing gainful employment. Using the appropriate resources listed below, help the student develop a plan, in coordination with the Law School's Center for Professional Development, to:
 - attend events, sessions, and programs to explore and identify professional opportunities of interest,
 - create a resume, and
 - complete and submit job, externship, grant, and/or fellowship applications in a timely manner.

Make sure the student is aware of the Mock Interview Program offered by the Center for Professional Development, which offers students the opportunity to participate in both on campus and off campus mock interviews with professionals who will provide guidance and coaching to students for use in future actual interviews.

Also make the student aware of the opportunity to job shadow with alumni lawyers in a variety of fields and industries. These opportunities help students explore professional areas of interest, create networking opportunities with alumni and their professional colleagues, and develop a sense of professional conduct and identity. Students may search for and contact our alumni who have volunteered to sponsor job shadow opportunities on Seattle U Law Connect, using the following link: seattleulawconnect.org. Once signed in, visit the Directory section, search "Willing to help," and click "Offer job shadow opportunities" to see the alumni open to providing this experience.

Resources:

- Seattle U Law Connect, seattleulawconnect.org
 - 1L Year at a Glance, Attachment A
 - 1L Professional Roadmap, Attachment B
 - Job Action Plan for 2Ls, Attachment C
 - Job Action Plan for 3Ls and 4Ls, Attachment D
2. **Networking:** Discuss networking, focusing on value added, how to engage others, and how to maximize the benefits of networking.
 - Value added:
 - job awareness - many job opportunities are not posted
 - career awareness – learn what career aspects appeal to you
 - skill building – practice and enhance your professional interpersonal skills
 - resource creation – develop relationships with professionals who can provide you with guidance, mentorship, and career building
 - How to engage others:
 - identify events that are good opportunities to network

- discuss best practices for networking conversation
 - prepare your main talking points ahead of time
 - practice your side of the conversation so that it is natural
 - wrap up by asking for recommendations for additional resources
 - Maximize the benefits:
 - keep in touch when you have a genuine, substantive reason to do so
 - send a few thoughtful, meaningful contacts rather than multiple non-substantive messages (articles of interest, new law/regulation in an area of interest, upcoming events of interest, updates on your professional experiences)
 - arrive at events on time and prepared
3. **Interviewing:** Discuss best practices for interviewing
- Top priority: Articulate your value to the employer
 - Before the interview, perform a self-assessment of how you are a good fit for the position
 - Prepare three stories describing your most interesting projects
 - Research the firm/organization and the interviewers thoroughly – be prepared to speak intelligently about the firm/organization and its attorneys or other professionals
 - Prepare 6 – 10 specific questions that are not canned or overused; research the firm/organization and its attorneys/professionals and come up with questions that are unique, thoughtful, on point, and relevant.
 - Participate in mock interviews with CPD and prepare for behavioral questions.
 - Select appropriate interview attire.
 - Prepare and review your professional materials.
 - Take care of yourself – rest, eat, and allow for ample travel time.
 - Timely thank the firm/organization – send thank you message within 24 hours. Some employers prefer an email; some prefer a handwritten thank you note.
4. **Bar Associations/Professional Organizations:** Discuss the value of joining Bar Associations and Professional Organizations
- King County Bar Association Sections and Young Lawyers Division; Tacoma Pierce County Bar Association; other local bar associations
 - Regularly attend section meetings and other Bar events
 - Volunteer for committees
 - Follow up with section chairs for informational interviews
 - Stay connected with your new contacts via LinkedIn
 - Generate additional contacts to meet using LinkedIn
 - Professional Organizations– WA State Assn. for Justice, WA Defense Trial Lawyers Assn., WA Employment Lawyers Assn., WA State Society for Healthcare Attorneys, American Immigration Lawyers Assn., WA Women Lawyers, WA State Patent Law Association, WA Assn. of Criminal Defense Lawyers, Public Defender Association
 - Join an organization that you are passionate about
 - Work on committees; volunteer
 - Get to know other members and leadership

5. **Events:** Identify and discuss events that would be valuable to attend
 - Use the 1L Year at a Glance in Attachment A to identify events such as job fairs; information sessions sponsored by specific employers; and fellowship, grant, and externship information events
 - WSBA, TPCBA, and other local bar association events
 - Minority Bar Association events
 - Nonprofit organization events
 - Professional Organization Events– WA State Assn. for Justice, WA Defense Trial Lawyers Assn., WA Employment Lawyers Assn., WA State Society for Healthcare Attorneys, American Immigration Lawyers Assn., WA Women Lawyers, WA State Patent Law Association, WA Assn. of Criminal Defense Lawyers, Public Defender Assn.
 - Law School sponsored CLE's (law.seattleu.edu/calendar)
 - Law School sponsored alumni events (law.seattleu.edu/calendar)

6. **Practicing Law:** Discuss what it's like to practice law.
 - Discuss the different types of law practice. For example, government or public office, private practice, large firm vs. small firm vs. solo practice, corporate, environmental, the judiciary, non-traditional legal positions, legal aid.
 - Share with the student your experiences and the environments in the different practice settings in which you have worked. Invite another experienced lawyer to discuss with you and the student his or her experiences in different practice settings.
 - If the mentor specializes in an area of practice, share with the student how you acquired the expertise in that area. Why did you choose to practice in that concentration? Discuss how to secure a position in your practice area.
 - If the mentor is a transaction lawyer, describe to the student your typical day with respect to your practice – structuring transactions, drafting documents, negotiation skills, closing transactions, client communication. If the mentor is a litigator, touch on issues concerning court appearances, trial work, research and writing, client contact, discovery, mediation and dispute resolution. Other topics may include, but are not limited to, hours/vacation/benefits/quality of life.
 - Share with the student what you enjoy most and least about your practice area. What or who was most instrumental in developing your practice expertise? What has been your greatest achievement?

7. **Career Objectives:**
 - Share with the student the long-term goals you had as a new lawyer. Discuss how and why those goals changed and/or the successes and failures you had in reaching those goals. Discuss what you have achieved and what career goals you have now.
 - Share with the student anything you would do differently in pursuing your career objectives.
 - Assist the student in creating a five-year plan stating career objectives and strategies for meeting them.

4. Service & the Profession Topics

1. **Race and Culture:** Discuss the importance of issues relating to race, gender, and culture and how they may be discussed with civility.
Resource: *Civility in Our Conversations about Race and Culture*, Appendix 27.
2. **Diversity in the Legal Profession:** Discuss how a diverse legal profession is more just, productive, and intelligent. For example, the ABA Report, *Diversity in the Legal Profession*, notes that a diverse workforce exhibits different perspectives, life experiences, cultural skills, and knowledge about different industries, governments, and clients. Discuss the difference between diversity and inclusion – diversity invites recognition of different types of people; inclusion welcomes them into the organization.
Resources:
 - *Diversity in the Legal Profession: The Next Steps*, Appendix 28.
 - *Taking to Task Race and the Criminal Justice System*, Appendix 29.
 - *From Visible Invisibility to Visibly Successful: Success Strategies for Law Firms and Women of Color in Law Firms*, Appendix 30.
 - *Examining Privilege, Stereotypes, and Implicit Bias in the Workplace*, Appendix 31.
3. **Serving the Community – The Rules:** Discuss RPC 6.1 regarding pro bono service.
Resource: RPC 6.1, Appendix 32.
4. **Serving the Community – The Courts:** Discuss how the commitment of Washington lawyers to serve flows in part from the unique role of the Washington Supreme Court in creating the Access to Justice Board, which was established by court order in 1994.
Resource: Information concerning the ATJ Board, its mission, and opportunities for service can be found online at wsba.org/Legal-Community/Committees-Boards-and-Other-Groups/ATJ-Board.
5. **Serving the Community – Personal Significance:** Discuss what the phrase “access to justice” means to the mentor and the mentee, and how each lawyer can tailor his or her service to the community according to the lawyer’s own notions of justice and important causes.
6. **Serving the Community – Leading by Example:** The mentor should discuss with the mentee any pro bono work the mentor has been involved in. If possible, the mentor and mentee should attend an event together relating to pro bono service, which could include, for example, volunteering at a legal clinic or on a case.
7. **Serving the Community – In Practice:** Discuss the many opportunities for service to the community as a lawyer.
Resources:
 - *County:* A list of pro bono opportunities available via the King County Bar Association and its many neighborhood legal clinics is available online at <http://www.kcba.org/pbs/volunteerpositions.aspx>
 - *State:* A list of pro bono opportunities available via the Washington State Bar Association is available online at wsba.org/connect-serve/volunteer-opportunities/psp.

- *Federal:* A list of pro bono opportunities through the Federal Bar Association – Western District of Washington is available at fba-wd.wash.org/service_opportunities.php.
- *National:* A list of pro bono opportunities by state is available in the American Bar Association pro bono opportunity guide online at probono.net/aba_oppsguide/.

8. **Serving the Community – In Public Service:** Discuss career opportunities in public service, including the potential for loan repayment assistance for those entering public service after graduation. If possible, the mentor and mentee should visit with an attorney working in public service, for example, a public defender or staff attorney at a legal aid provider.

Resources:

- *KCBA, Dept. of Public Defense, Defender Association Division (TDAD),* at kingcounty.gov/courts/OPD.aspx
- *Public Defender Association,* at defender.org
- *Public Interest Law Foundation:* Information regarding PILF can be found online at law.seattleu.edu/Student_Life/Reaching_for_Justice/Public_Interest_Law_Foundation.xml
- *Loan Repayment Assistance:* Information regarding federal and state loan repayment assistance programs can be found online at americanbar.org/groups/legal_aid_indigent_defendants/initiatives/loan_repayment_assistance_programs.html

9. **Serving the Community – Beyond the Law:** Discuss opportunities for service beyond the provision of legal services, including, for example, non-profit boards where a JD is helpful but not required.

Resources: Lists of local non-profit boards seeking volunteers are available online at a number of sites, including, but not limited to:

- *Seattle University Center for Community Engagement:* seattleu.edu/cce/
- *United Way of King County:* uwkc.org/volunteer/
- *Social Venture Partners:* socialventurepartners.org/seattle
- *Volunteer Match:* volunteermatch.org

10. **Serving the Legal Profession – Opportunities:** Discuss the many opportunities for service to the legal profession at every level, including any organizations the mentor is involved with, and organizations the mentee can become involved with during and after law school. If possible, the mentor and mentee should attend at least one Bar event together.

Resources:

- *County:* A list of board and committee opportunities with the King County Bar Association is available online at kcba.org/
- *State:* A list of board and committee opportunities with the Washington State Bar Association is available online at wsba.org/connect-serve/committees-boards-other-groups

- *Federal:* A list of committee opportunities with the Federal Bar Association for the Western District of Washington is available online at fba-wd-wash.org/committees.php
- *National:* A list of committee opportunities with the American Bar Association is available online at americanbar.org/groups/committees.html

1L Year At A Glance

October

Events

- 1L Workshops
- Seattle City-Wide Pro Bono Fair
- Microsoft Agile Mentoring Kickoff

To-Do Items

- Create or Update Symplicity Profile
- Register for NW Public Service Career Fair
- Meet with the Externship Program

November

Events

- Intellectual Property Breakfast
- Finding a Job in Public Interest/Government
- Legal Employers Advancing Diversity (LEAD-WA) Info Session
- 1L Diversity Fellowship Reception
- Pop-up Shop Dress for Success Event

To-Do Items

- Schedule First One-on-One Meeting with CPD
- Update Resume & Begin Drafting Cover Letters
- Explore Summer Externships

December

Deadlines

- Federal Honors Program (Internships with Dept. of Justice, Environmental Protection Agency, Dept. of Interior, etc.)

To-Do Items

- Select Writing Samples & References
- Research Law Firms & Orgs
- Have Application Materials Reviewed by CPD
- Diversity Applications
- NW Public Interest Job Fair Applications

January

Events

- WA Attorney General's Office (AGO) Open House
- Find a Job in Federal Government Session

Deadlines

- NW Public Service Career Fair
- Law Firm Diversity Fellowships
- Local & National Prosecutor/Defender Summer Jobs
- Peggy Browning Fund Fellowships

To-Do Items

- Have Application Materials Reviewed by CPD

February

Events

- NW Public Service Career Fair
- LEAD-WA Interviews
- Law School Diversity Week
- AGO Info Session
- Alumni Mock Interview Program
- Assn. of Corporate Counsel (ACC) Internship Presentation
- Alaska Summer Program Info Session
- WA Defense Trial Lawyers (WDTL) Networking Event

Deadlines

- AGO Summer Internship
- QLaw Foundation Sher Kung Summer Fellowship
- FAFSA Deadline

To-Do Items

- Have Application Materials Reviewed by CPD
- Spring OCI Applications
- Contact Alumni & Other Contacts for Networking
- Identify Professors Doing Work in Your Areas of Interest
- Schedule Mock Interview with CPD

March

Events

- Spring OCI
- PILF Grant Info Session
- Fellowships Info Session

Deadlines

- Spring On-Campus Interviewing (OCI)
- Summer in Alaska
- Summer Externships
- Loyola Patent Law Interview Program
- WA AGO
- Summer Study-Abroad Programs

To-Do Items

- Explore Summer Research Assistant Possibilities

April

Events

- Fall OCI Info Session
- Legal Journal Write-On Mandatory Info Sessions

Deadlines

- Public Interest Law Foundation (PILF) Grant
- Equal Justice Works (EJW) Summer Corps
- Various Grants

To-Do Items

- If Studying Abroad, Look for Pro Bono Opportunities

May

Deadlines

- Law Review/Journals
- Early Registration for Fall Clinical Courses

To-Do Items

- Discussion with CPD About 2L Summer

June

Events

- Access to Justice Conference
- Various Law Firm Summer Happy Hours

To-Do Items

- Register for NW Minority Job Fair
- Prepare for Fall On-Campus Interviewing (OCI)
- Journal Your Current Summer Experience for Future Resume Updates

July

Events

- National Black Prosecutors Assn. Job Fair

Deadlines

- Fall OCI

To-Do Items

- Schedule Mock Interview with CPD

August

Events

- Fall OCI
- NW Minority Job Fair
- Loyola Patent Law Interview Program
- Lavender Law Conference & Career Fair

Deadlines

- EJW Career Fair

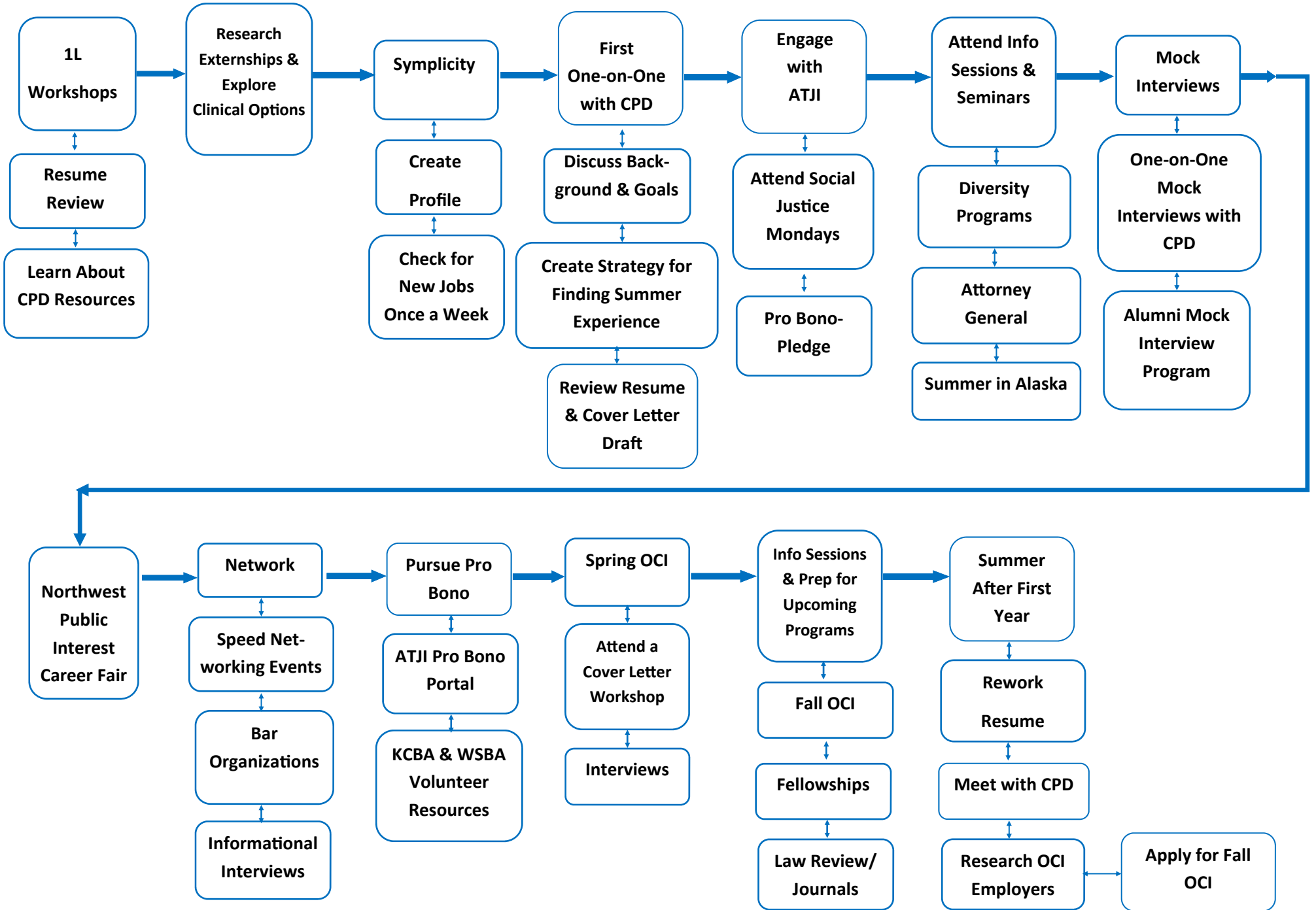
To-Do Items

- Work on application Materials for 2L Summer Jobs

Ongoing

- NETWORK!
- Check Symplicity for Job Postings
- Read CPD 1L Newsletters
- Send Direct Applications
- Like CPD on Facebook & connect on LinkedIn

**Center for Professional Development (CPD)
1L Professional Development Road Map**



ACTION PLAN FOR 2Ls

Find a part-time law clerk position for the academic year

- Clerking for a law firm or non-profit organization during the school year will provide you with meaningful legal experience and useful contacts. Often, these positions can transition to full-time work during the summer.
- Clerking positions are advertised in CPD Newsletters, on Symplicity (law-seattle-csm.symplicity.com), and through numerous job search websites (a directory of job search links can be found on CPD's webpage).

Pursue non-profit or government positions

- Many public interest organizations and government agencies hire summer legal interns. Applications are often due in the fall.
 - PSJD.org is the best place to search for a position with a non-profit organization, and it includes many state and local government positions as well.
 - Many public policy positions are listed in the Public Policy Handbook (<https://law2.arizona.edu/publicpolicyhandbook/login.cfm>; username: rain, password: forest).
- Federal government agencies often hire legal interns for the summer. These applications are usually due in the fall and winter.
 - These programs are excellent ways to start building a public service career.
 - Most federal positions are listed on the Government Job Handbook (use CPD's link: <http://arizonahandbooks.com/u/sulawcpd>; password: sullivanhall).
- Attend the NW Public Service Career Fair, which will be held on Friday, February 1 at SU. Details can be found online: http://law.lclark.edu/student_groups/public_service_career_fairs (there is a small registration fee; it covers the cost of lunch)

Consider applying directly to firms/organizations

- Use Martindale and the WSBA lawyer directory to identify law firms that practice in your desired area: martindale.com; mywsba.org/LawyerDirectory
- Research firms you have identified via the firms' websites, LinkedIn.com, a general web search, and news coverage of the firms.
- Identify attorneys to contact directly – a speaker you have heard, a partner in a certain practice area, the hiring/managing partner.
- Email small and mid-sized firms. Include an abbreviated version of your cover letter in the body of the email and attach your resume to provide background information on yourself
- Although many larger firms have filled their positions through OCI, you can also apply directly to mid-sized and large firms by sending a short email and attach a cover letter and resume.
- Direct applications can be sent from late fall through early spring.

Build a network of professional contacts

- Attend 1-2 WA State Bar Association, county bar, specialty bar, law school, or professional organization events each month.
- Have 2-3 informational interviews each month. Don't forget to send thank-you emails!
- Meet with a CPD counselor for help identifying contacts, reaching out to SU alumni, and developing a strategic networking plan.
- Engage in organic networking – comment on professional blogs, follow specialty listservs, contact all attorneys referred to you.
- Keep a record of everyone you meet, details of their practice, a summary of your discussion, dates you contacted them, when you met with them, and when you sent a thank-you to them. This helps you to follow up.

Do pro bono work regularly

- Engage in pro bono work on a regular basis.
- Find opportunities through CPD's page (www.law.seattleu.edu/careers), ATJI's Pro Bono Portal (<https://accesstojusticeinstitute.wordpress.com>), the CPD Blog (<http://sulawcpd.blogspot.com>), bar associations, or public interest organizations.
 - Pro bono work provides an opportunity for you to gain legal experience.
 - Your volunteer engagement shows potential employers your character, work ethic, and professional commitment.
 - Pro bono work also allows you an opportunity to network and build a relationship with an organization that interests you.

Browse job listings online – these sites will list summer positions and academic year positions

Symplicity (law-seattle-csm.symplicity.com)

National Legal Aid & Defender

Indeed.com and MANY MORE!

Federal Jobs (USAJobs.gov)

Assn. (NLADA.org)

[www.law.seattleu.edu/careers/students/find-a-job/job-](http://www.law.seattleu.edu/careers/students/find-a-job/job-search-links)

WA State Jobs (careers.wa.gov)

Idealist.org

search-links)

Organize your job action plan

- Keep accurate, up-to-date records of what you do and when you do it.
- Keep copies of all job-related emails and applications that you send as well as copies of any postings to which you apply.



CENTER FOR PROFESSIONAL DEVELOPMENT

Job Action Plan

Browse job listings online twice per week.

Symplicity

WSBA.org

County bar associations (ex: kcba.org)

Practice area sections of WSBA (ex. tax)

Specialized bar associations (ex. VABAW)

City websites (ex: seattle.gov)

County websites (ex: kingcounty.gov)

Idealist.org

PSJD.org (Public Service Job Directory)

NLADA.org (National Legal Aid & Defender Association)

USAJobs.gov

Careers.WA.gov

Indeed.com

CPD Job Search Link

Apply directly to firms/organizations each week.

- Use Martindale to identify law firms that practice in your desired area.
- Continue researching through the firms' websites, news coverage of the firms, and use other online resources such as the National Association of Legal Employers, NALP.
- Find an individual to contact directly – someone you have met or the hiring/recruitment/managing partner or a partner in your chosen practice area.
- To solo and small firms (between 1 and 24 attorneys), send an email that includes an abbreviated version of your cover letter in the body of the email and attach just a resume. To mid-sized and large firms, send a short email and attach a cover letter and a resume.

Apply to at least ten jobs each week.

- Apply to a wide variety of positions.
- Be flexible with location, salary, practice area, and type of organization/firm.
- Count your internships/externships when evaluating your experience.
- Have your resume and cover letters reviewed and edited by CPD.
- Save copies of postings for positions you apply to.
- Save pdf copies of every application you send.

Work on building your network of professional contacts each week.

- Attend three to four WSBA or county bar association events or other law-related networking events each month.
- Have two to three informational interviews each week.
- Send emails to schedule informational interviews or to follow-up on them.
- Engage in organic networking –commenting on professional blogs, following specialty listservs.
- Keep a record of everyone you meet, details of their practice, a summary of your discussion, and dates of when you contact them, when you meet with them, and when you thank them.

Do pro bono work each week.

- Engage in pro bono work at least one day each week.
- Find opportunities through ATJI, bar associations, or public interest organizations.
- You can seek out opportunities at places where you worked during law school.
- You can use this opportunity to gain experience in a field where you have not yet worked.
- This is an opportunity for you to gain legal experience, to network, and to stay excited about the practice of law and connected to why you went to law school.
- This will help you avoid a gap on your resume and will be a testament to potential employers about your character, work ethic, and professional commitment.

