



LEGAL LIFTOFF GUIDELINES

UNIVERSITY OF WYOMING COLLEGE OF LAW
OFFICE OF CAREER SERVICES & PROFESSIONAL
DEVELOPMENT

1. GENERAL DESCRIPTION

Legal Liftoff is a mentorship program conducted during an academic break. The intention is to provide the student, or mentee, with a possible mentor into the future, and for a supervisor, or mentor to allow a student to observe and experience real world practice.

As a **mentor**, you can make a lasting impact on the life and career of a student. Mentors can advise on classes, Bar exam tips, practice areas, best business practices, work/life balance, and ethics. Mentors will also have the opportunity to ask students about current technological trends, the climate of legal education and any other relevant inquiry.

As a **mentee**, you will expand your legal network, explore a career path, and learn valuable, first-hand expertise from a seasoned professional. Mentees can ask questions of seasoned practitioners ranging from procedural issues within the community, substantive legal questions as well as inquires related to the realities of the practice.

2. GOALS OF LEGAL LIFTOFF

The program aims to provide students with an opportunity to develop professional skills, and for mentors to develop positive early practice protocols with young professionals just beginning their legal journey.

Mentee Objectives:

- Gain exposure to a broad range of lawyering skills, including client interviews, counseling, negotiation, court appearances, administrative proceedings, settlement conferences, discovery, legal research and analysis, formulation of case strategy and public interest advocacy;
- Enhance understanding of and ability to apply legal principles learned in the classroom to real world problems
- Foster a deeper understanding of the lawyer's or judge's role in the legal system
- Explore career interests in a variety of legal settings and
- Develop a professional network

The mentor objectives are:

- Contribute to the overall development of their State Bar through mentorship and serving as a role model
- Build and strengthen community contacts for future networking, client referrals, and the exchange of ideas and
- Earn Continuing Legal Education (CLE) and Pro Bono credit through their State Bar

2. RECORDKEEPING & CONFIDENTIALITY

Should a mentor be amendable to allowing a student to observe, please be cognizant of the Wyoming Rules of Professional Responsibility, specifically Rule 1.6 which pertains to confidentiality with a client. The client may waive the privilege, with informed consent, in writing, for the limited purpose of mentorship for a law student. See *WY Rules of Professional Conduct, R. 1.6*. However, failure to obtain a client's informed permission may lead to a waiver of the attorney-client privilege. Additionally, we would recommend you have your mentee student sign a confidentiality agreement for any privileged information they may be exposed to while under your supervision for the week. See *WY Rules of Professional Conduct R. 5.3, cmt. 2.* (See *Addendum for sample*)

3. RESPONSIBILITIES OF THE MENTOR

This program is not intended to serve as a traditional internship, as such there is no remuneration, expectation of a job upon completion, or obligation by the mentor. The mentor is expected to supply the student with meaningful experiences that best demonstrate the daily practice of law in the region. The student should be allowed to attend hearings, participate in case analysis, and observe client interactions (with proper authorizations in place). Encourage the student to ask relevant questions to better understand how a case is evaluated and processed. It may also be helpful for the student to observe how the office staff function within the law office or judicial chambers. Realize students may have no working knowledge of how a firm functions, allow them to explore the environment under your supervision and guidance. As members of Bar, there is an expectation of courtesy, respect, and professionalism, please continue to demonstrate these attributes to your mentee throughout the week. Additionally, we ask that mentors fill out the evaluation form at the conclusion of the week, addressing both the program, as well as the student. (See *Addendum for form*)

An attorney may receive a maximum of five hours of legal education credit each calendar year for providing pro bono public service as defined in **Rule 6.1 of the Wyoming Rules of Professional Conduct**. Such credit may be received at the rate of one credit hour for each two hours of pro bono public service, including (1) performing pro bono public service, (2) acting as a mentor for another attorney who is performing pro bono public service, and **(3) acting as a mentor for an eligible law student in**

accordance with **Rule 9 of the Rules Governing the Wyoming State Bar and the Authorized Practice of Law**. Submit CLE credit through the [Wyoming State Bar website](#).

4. RESPONSIBILITIES OF THE MENTEE

As mentors are busy professionals, mentees should understand the work to their clients must, and should come first. Mentees should be flexible with scheduling and understanding when conflicts arise. In agreeing to participate in the program, the student must comply with the UW College of Law Handbook, including all expectations of honesty, professionalism and integrity. If provided opportunities to observe and participate, the student should, to the best of their ability, comply with the request, asking all necessary questions to best complete the assigned task. It is the mentee's responsibility to ask questions, communicate concerns and work with the mentor to overcome any issues that may arise. Upon agreement of the schedule for the week, the mentee must arrive promptly and stay during the agreed upon period, unless dismissed by the mentor. Failure to complete the program will result in the mentee's suspension from future mentorship opportunities as provided through the Office of Career Services. Additionally, we ask that mentees fill out an objective form before the program, and an evaluation at the conclusion of the week, addressing both the program, their objectives, as well the placement overall. (See *Addendum for forms*)

5. MINIMUM EXPECTATIONS

The supervisor and student should participate at least 10 hours during the week. Should both parties elect to contribute more, that is each party's prerogative. The minimum of 10 hours (or more) may be over the course of the week, or within a few days, whichever is most convenient for the participants. There should also be reasonable contact between student and supervisor through phone and email communication.

There is not remuneration of any kind to any party. This includes pay, course credit or the expectation of a recommendation or job position upon completion.

6. QUESTIONS, CONCERNS & CONTACT INFORMATION

If you have any questions, concerns, or issues related to the student, supervisor, or program, please do not hesitate to contact the Director of Career Services, Kristin Lanouette.

Contact:

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