LEGAL LIFTOFF GUIDELINES
UW 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 real world practice and discuss various issues.

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, find a career path right for you, 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.

The mentee objectives are:
- To expose students to a broad range of lawyering skills, which may include client interviews, counseling, negotiation, court appearances, administrative proceedings, settlement conferences, discovery, legal research and analysis, formulation of case strategy and public interest advocacy;
- To further a student’s understanding of, and ability to apply, legal principles learned in the classroom to actual problems;
- To foster a better understanding of the lawyer’s or judge’s role in our legal system; and
- To provide opportunities for students to explore career interests in a variety of legal settings and to build a professional network.
The mentor objectives are:
• To contribute to the overall development of the Wyoming State Bar, both through
  mentorship and modeling;
• Develop community contacts for future networking, client referrals, and
  coordination of ideas;
• Establish your reputation as a subject matter expert in a particular field; and
• Gain CLE and Pro Bono credit with the Wyoming State Bar. (See Addendum for form)

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
confidentially 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 that 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 to 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 supervisors 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

Should a question or issue arise with either the student, supervisor, or program we would encourage you to contact the Program Director, Ashli Tomisich, or to the Student Services Coordinator, Michell Anderson.

Contact:

Ashli Tomisich, Director of Career Services & Professional Development
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(307) 766-4074

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