

Berkeley Center for Law & Technology Mentor Program **Attorney Mentor Guidelines (2014-2015)**

The purpose of the Mentor Program is to establish a relationship between students interested in the intellectual property/high technology practice and attorneys who are working in the field. The program is intended to give students an opportunity to learn about the practice of law which they may not learn in an academic setting. The program better assures that, as graduates, student participants will be equipped to deal with the realities and practice of law. Your time, experience and wisdom are invaluable to this learning process. We have created guidelines to structure the program such that both the student and the mentor can exchange information efficiently and respectfully.

1. Every attempt will be made to match your experience or area of practice with the student's area of interest. However, we have a limited pool of mentors who represent only so many specialties and backgrounds. If this match is not exactly on point, we hope that the student will use this professional relationship to gain a better understanding of technology law in general.
2. We have asked that students be conscientious, courteous and responsive in meeting you, understanding that busy schedules may cause last minute changes in plans or necessitate rescheduling a meeting. We also ask that mentors reciprocate by not repeatedly canceling meetings or neglecting to respond to student phone calls. We have also asked students to inform you as soon as possible if a situation arises that makes it necessary for them to cancel or change a meeting.
3. Mentors, at the least, should be in contact with their student(s) by phone or e-mail. Ideally, mentors and students should meet in settings that can facilitate a better understanding of the type of work the mentor is involved in, such as at your office. Feel free to structure this with your assigned student to meet the needs of your practice and available time. The program is intended to give students a "window" on the profession.
4. When you meet, students may ask about your work experiences, how you arrived at your career choice, your future plans or any other topic that interests them. Students may have questions regarding job search strategy, but have been instructed not to place you in the potentially uncomfortable position of asking you for a job. Berkeley Law adheres to the Principles and Standards of the National Association for Law Placement (NALP), particularly those that govern the hiring of first year students. Our first year students -- as well as employers interested in hiring them -- are expected to observe them. First year students are asked not to apply to specific positions prior to December 1 and employers are asked not to accept applications or interview or extend offers to first year students prior to that date.

Thank you for your participation in the mentor program,
please email BCLT at bclt@law.berkeley.edu, with questions.

**Berkeley Center for Law & Technology Mentor Program
Attorney Mentor Signup Form (2014-2015)**

Name: _____

Title: _____

Firm: _____

Firm Address: _____

E-Mail: _____ **Phone:** _____

Areas of Practice: _____

Undergrad: _____ **Year:** _____

Law School: _____ **Year:** _____

Please return to: Berkeley Center for Law & Technology
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