

**Vassar B. Carlton American Inn of Court
Summary of Mentoring Program 2013 - 2014**

1. Goals of the Mentoring Program

Mentoring is intended to help Associates flourish in their practice, to introduce them to other fields of law, to make contacts and to enhance their employment prospects, as set forth on the American Inns of Court web site.

2. Selection of Mentors and Assignment of Associates

The Mentors are selected at a meeting of the Executive Board among experienced, well-respected attorneys who would be willing to mentor Associates. The Teams are set up with due consideration to assigning Associates to Mentors with whom they may be expected to have a good rapport.

3. Mentoring Team Program

At the meeting where the topics are assigned to the Teams, the Executive Board should consider assigning a mentoring-related topic to one of the Teams. In the event that such a topic is assigned, one of the monthly meetings would be dedicated to promoting mentoring by the Associates, for example, advising and assisting high school students preparing for a mock trial competition.

4. Initial Group Meeting

The Mentors and their Associates are introduced at a group luncheon with informal discussion, led by the President or the Mentoring Director and Associate Mentoring Director, regarding the experience, background and aspirations of the Mentors and Associates.

5. Associates' Profiles

The Associates convey, either orally or in writing, information about themselves to their Mentors. This may include completion of a profile from the American Inns of Court web site with a view of assisting the Mentors in formulating their mentoring plans.

6. Formulation of Mentoring Plans

The Mentors are encouraged by the Mentoring Director to develop a plan to meet with the Associate introduce them to attorneys in a field of law of interest to them and arrange for them to accompany an established attorney to proceedings. Individualized plans are intended to include mentoring by members of the Inn and facilitating Associates' acquiring a mentoring experience outside the Inn.

7. Sharing Approaches to Mentoring

The Mentors are encouraged by the Mentoring Director to share their mentoring plans and approaches. This is accomplished by informal conversation among Mentors,

the Mentoring Moment at the outset of each presentation recounting a mentoring experience, and the commendation that accompanies the presentation of the Mentor of the Year award. The Mentoring Director and Associate Mentoring Director encourage Mentors to enlist the aid of other seasoned members of the Inn if they were confronted with a particularly challenging mentoring issue.

8. Individual Mentoring Sessions

In the setting chosen by the Mentor, the Mentor should discuss the mentoring options and approaches with the Associate, discuss how to provide the optimal mentoring experience. The subsequent individual meetings may be formal or informal, taking into account the individual circumstances of the Associates. During the meetings and address career and ethical concerns as well as providing practical advice as to the practice of law.

9. Monitoring the Mentoring Experience

The Associate Mentoring Director, several times throughout the year, reaches out to the Associates, by telephone calls and emails, to ensure that they are getting the most out of the mentoring experience. The Associates may also be requested to complete a survey regarding their mentoring experience. The communications are intended to facilitate and monitor the Associates' mentoring experience and, in particular, to help

- the Associates develop a relationship with their Mentors and use Mentors as resources – arranging meetings between Associates and Mentors where necessary;
- improve the mentoring program and the performance of individual mentors;
- facilitate Associates' mentoring experience outside of the Inn; and,
- implement successful Mentoring strategies within the Inn.

10. Reporting

Mentors and Associates report to the Mentoring Director and the Associate Mentoring Director, respectively, on their individual mentoring sessions and the extent to which they have fulfilled their mentoring plans. The Mentors and Associates may also be requested to complete a survey to evaluate their mentoring experience, its positive aspects and make suggestions for improvement. In the past the reporting has been done informally and by email, however, more formal reporting may be required in the future.

11. Awards

The service of the Mentors is acknowledged at the annual banquet by the appropriate commendation and certificate and, based upon the reporting and information received by the Executive Board from sources including, without limitation the Mentoring Director and Associate Mentoring Director, a special award is given to the Mentor of the Year who is deemed to have provided the most valuable mentoring to his or her Associates.