The Legacy Mentor Program is designed to provide law students with opportunities to interact with members of the legal profession, to emphasize the social and ethical responsibilities of the legal profession, and to prepare students to create change, serve others, and contribute to the profession.

Concordia University School of Law acknowledges the generous assistance of University of St. Thomas School of Law in the development of the Legacy Mentor Program.
Thank You

Thank you, mentors, for volunteering to guide the professional development of a law student. Your willingness to expose students to various activities that encompass the legal profession and your demonstration of professional and ethical practices will help build the foundation for “practice ready” attorneys upon graduation. We are grateful for the time you have dedicated to the students, community, and Concordia University School of Law.

Introduction

This manual will provide you with an overview of the Legacy Mentor Program (LMP) and the individual roles of the mentors and students.

The Role of the Mentor

Concordia University School of Law is a community-focused law school that integrates civic engagement and service with an academic curriculum emphasizing professionalism and ethical decision-making. The Legacy Mentor Program supports the goals of the school by engaging members of the legal community in the education of tomorrow’s legal leaders.

Legacy Mentors are asked to:

- Model the highest levels of professionalism, ethical conduct, and work habits.
- Create opportunities for students to observe lawyers and judges at work in a variety of settings.
- Assist students in developing a professional network.
- Engage students in conversations about the practice of law and the ethical responsibilities of the profession.
- Encourage students to begin using their skills to be of service to their communities.
- Review work product produced by students.
- Offer guidance and encourage law students on how to define and achieve their professional development goals.
- Serve as a resource on a wide variety of issues, including skills development, coursework and career decisions, and ethical dilemmas.
- Attend a mentor orientation, an annual mentor recognition program, and complete periodic evaluations of the program.
- Review and sign the Concordia School of Law LMP Confidentiality Agreement.

LMP Orientation: Each year the law school will host an orientation program for all new mentors. This program will review the responsibilities that mentors are asked to assume and delineate our expectations and hopes for LMP. The orientation will provide opportunities for mentors to share ideas and assist in the evolution of LMP.

LMP Recognition Event: Each year mentors will also be invited to join us at a reception to recognize the role of mentors in the professional development of our students.
LMP Annual Evaluation: A brief evaluation form will be distributed to mentors at the conclusion of each semester.

The Role of the Student

The participation in the Legacy Mentor Program is a requirement for students attending Concordia University School of Law. It is an important aspect of our mission to provide experiential learning opportunities for students.

Legacy Students are asked to:

- Model the highest levels of professionalism, ethical conduct, and work habits.
- Initiate contact with your mentor. By way of an introductory letter including your name, contact information, and a brief statement about yourself and your professional goals during law school.
- Review, sign, and return the Confidentiality Agreement to the LMP director.
- Complete a Professional Development Plan with your mentor and return it to the LMP director.
- Observe lawyers and judges at work in a variety of settings. Two (2) legal activities are required per semester.
- Draft a one-page memorandum for two (2) legal activities per semester, detailing each of the legal activities you attend, to be reviewed by your mentor and submitted to the LMP director within 14 days of the activity.
- Communicate with your mentor at least once per month.
- Second and third year students will participate in a professional development seminar for academic credit.
- Complete periodic evaluations of the program.

Confidentiality Agreement

The confidentiality agreement is designed to familiarize students with Idaho Rule of Professional Conduct 1.6, pertaining to confidentiality of information. Mentors are encouraged to choose wisely the events a student is exposed to, obtain client consent when appropriate, and take measures to protect client confidentiality. Mentors should review each Legal Activity Memoranda before it is submitted to the LMP director to be sure it does not include confidential information. Please review the confidentiality agreement and your firm’s protocol with your assigned student. Students are required to return the signed agreement to the LMP director.

*See Appendix 5 for the Idaho Rules of Professional Conduct 1.6, 5.3, 5.5, and the Standards for Civility in Professional Conduct

Program Overview

The Legacy Mentor Program (LMP) is designed to provide law students with opportunities to interact with members of the legal profession and to engage in discussions and activities that expose them to the practice of law and to the social and ethical responsibilities of legal practitioners. The program will also help prepare students to create change, serve others, and contribute to their communities. Law students
are required to participate in LMP as a condition of graduation; LMP includes six components consisting of both in-class and out-of-class requirements.

1. **Professional Development Plan:** At the beginning of each year, law students will be responsible for completing a Professional Development Plan that outlines their law school goals, their professional goals, and a personal ethics mission. Then, with their mentor, the students will list the legal activities they may want to observe during the coming year.

   **Mentors:** You should plan to meet with your student to review and discuss this professional development plan. This plan can be developed initially during student orientation in August and can be reviewed and modified periodically.

   **Students:** Please return your Professional Development Plan to the LMP director by September 15th.

   *See Appendix 1 and 2 for the Professional Development Plan.

2. **Legal Activities:** Mentors will arrange a minimum of two (2) legal activities during each semester for students to observe lawyers and judges at work. Please attend the legal activity (or a portion of it) with the student even if you are not participating in it. Examples include attending a deposition or observing a motion hearing, form of alternative dispute resolution, client meeting or trial. A list of suggested activities is available in Appendix 3.

   **Mentors:** Please identify two (2) legal activities each semester that the student can observe and then debrief with you. These legal experiences are the most important part of the mentor program, so please give careful thought to the legal experiences you arrange. You may contain these activities to your own practice area, call upon other mentors who practice in an area of interest to your student, or suggest other opportunities that may arise, such as a jury trial or appellate argument.

   *See Appendix 3 for the Activities Index.

3. **Legal Activity Memoranda:** To encourage students to reflect on the practice of law, students will be asked to submit a one-page memorandum to their mentor detailing each of the legal activities that they attend. Mentors may arrange more than the required number of activities each semester, but the law student is required to submit a memo on only two (2) of those activities. Students will be responsible for drafting the memo and submitting it to their mentor by email for review within seven (7) days following the activity. Following the mentors review, the student is required to submit the memo to the LMP director within 14 days of the activity.

   **Mentors:** You are encouraged to read each memorandum and provide feedback about the content, format, and quality. You do not need to grade the memo, but you will be asked to verify that it was submitted on time in your year-end evaluation.

   **Students:** The first Legal Activity Memorandum is due by October 15th. The second Legal Activity Memorandum is due by November 15th.
*See Appendix 4 for a memoranda form.

4. **Professional Associations and Networking:** The mentoring relationship provides students with an opportunity to discuss the practice of law with a legal professional and to seek guidance during their formative years as a law student. Students are encouraged to communicate with their mentors at least once per month. Mentors are encouraged to include the law student in work-related activities such as participating in a pro bono activity together, attending an ISB section meeting, or other networking opportunities.

   **Mentors:** We encourage you to communicate with your student once per month to inquire about their progress on LMP activities and to offer encouragement on exams, externships, or pro bono service. We also encourage mentors to expose students to other work-related activities. Many of these activities may count toward the two (2) required legal activities each semester.

5. **Professional Development Seminar:** Second and third year students will participate in an academic credit program that combines the field work they are experiencing with their mentor and a classroom component. The classroom component will focus on professional ethics, networking and relationship building, work/life balance, areas of specialization, time management, goal setting, civility, cultural competency, and other topics important to a successful career in the law.

   **Mentors:** You will receive a syllabus for the Professional Development Seminar to review. Each semester, there will be many opportunities for mentors to participate as guest speakers. If you would like to address or suggest a topic for discussion in this seminar, please contact the LMP director.

6. **End-of-Semester Evaluation:** Each student and mentor will be asked to complete periodic evaluations of the program.

   **Mentors:** You will be asked to complete an evaluation regarding your experience as a mentor. We appreciate the role you play in helping students develop as professionals.
Appendices

1. Professional Development Plan – Sample
2. Professional Development Plan – Blank
3. Activities Index
4. Memoranda – Form
5. Confidentiality Agreement
Appendix 1

Legacy Mentor Program
Professional Development Plan

Student Name:  Jane Smith
Mentor Name:  Larry Jones

☑ Initial Plan  ☐ Revised Plan

Personal Ethics Mission

As a member of the Concordia Law community, I pledge to conduct myself in a manner that will reflect honor upon the legal profession. I will draw on my values to uphold the integrity of the profession and to treat others with respect and dignity.

Legal Activities to Complete with Mentor

Student and mentor identify a minimum of two (2) experiences per semester to complete together and debrief.

Fall Semester:
1. Attend a mediation
2. Attend an appellate argument

Spring Semester:
1. Attend a deposition
2. Attend a child protection hearing

Memoranda

Students will submit two (2) memorandums to their mentor per semester. Each memorandum will debrief the legal activity completed with the mentor. Memoranda debriefing legal activities must be submitted to the mentor within 7 days of the activity and to the LMP director within 14 days of the activity.

Student Signature:  Jane Smith     Date:  9/14/12
Mentor Signature:  Larry Jones     Date:  9/14/12
Appendix 2

Legacy Mentor Program
Professional Development Plan

Student Name: _______________________________________
Mentor Name: _______________________________________

☐ Initial Plan  ☐ Revised Plan

Personal Ethics Mission
____________________________________________________
____________________________________________________
____________________________________________________

Legal Activities to Complete with Mentor
Student and mentor identify a minimum of two (2) legal activities per semester they may complete together. These are anticipated activities and may change over the semester.

Fall Semester:
1. ________________________________________________
2. ________________________________________________

Spring Semester:
1. ________________________________________________
2. ________________________________________________

Memoranda
Students will submit two (2) memorandums to their mentor per semester. Each memorandum will debrief the legal activity completed with the mentor. Memoranda debriefing legal activities must be submitted to the mentor within 7 days of the activity and to the LMP director within 14 days of the activity.

<table>
<thead>
<tr>
<th>Student Signature: __________________________</th>
<th>Date: ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentor Signature: _________________________</td>
<td>Date: ______________________</td>
</tr>
</tbody>
</table>
Appendix 3

Activities Index

The activities listed below have been selected and organized to complement the law school curriculum and serve as examples of the various activities mentors and students can participate in together. Mentors are encouraged to expose students to other unique and distinct lawyering tasks and judicial activities of the profession that are not outlined in this list. Examples include a pro bono activity, an Idaho State Bar section meeting, Inns of Court, or a CLE related to professionalism or ethics.

First-year students are encouraged to focus on activities that augment the required curriculum (e.g., civil procedure, contracts, criminal law and procedure, legal research and writing, and torts) and to observe and discuss activities that introduce them to the practice of law, the administration of justice, and the life of a lawyer or judge.

I. EXPERIENCES THAT APPLY TO MULTIPLE AREAS OF THE LAW CURRICULUM

Alternative Dispute Resolution

- Attend a mediation, negotiation, or arbitration.

Client Relations

- Attend a potential client or existing client meeting (e.g., intake, interview, fact gathering, or file review).
- Review a client letter.
- Attend a client closing meeting or exit interview.
- Review a client bill.

Legislative

- Attend a legislative committee hearing or floor debate or participate in a legislative activity (e.g., draft or research legislation, constituent meetings)
- Attend or participate in a lobbying activity.

Pro Bono

- Participate in or observe a pro bono matter.

Pro Se

- Observe a matter where one of the parties is a pro se litigant.
**Trial Advocacy**

- Attend a **deposition**.
- Observe **voir dire**.
- Observe an **opening statement**.
- Observe a **direct examination** of a witness at trial.
- Observe a **cross-examination** of a witness at trial.
- Observe a **closing argument**.
- Observe a **jury instruction** conference.
- Review a set of **jury instructions**.
- Review a **trial memorandum**.
- Review questions for **voir dire**.
- Review **witness or exhibit lists**.
- Attend a **lay witness meeting**, interview or fact gathering visit.
- Attend an **expert witness meeting** (e.g., interview, fact gathering, trial preparation with a consulting or testifying expert).
- Attend any meeting between **opposing counsel**, the opposing party or the opposing party’s representative.
- Observe any **meeting between the trial judge and trial counsel** during the course of a trial.

**II. EXPERIENCES RELATED TO FIRST-YEAR REQUIRED COURSES**

**Civil Procedure**

- Review a **Summons, Complaint, and Answer**.
- Review **discovery**.
- Attend a **scheduling/discovery** conference.
- Attend a **pretrial** conference.
Attend or observe a civil motion
   a. Dispositive (e.g., Summary Judgment, Rule 12)
   b. Discovery (e.g., Request for Production of Documents)
   c. In Limine (e.g., Motion to Limit Evidence)
   d. Other

Observe the electronic filing of a federal claim.

Observe the service of a subpoena.

Attend a small claims court matter.

Attend a court supervised settlement conference.

Attend a hearing on a temporary restraining order.

Attend a federal court status conference.

Review an affidavit.

Attend a minor’s compromise.

Contracts

Review litigation documents about a disputed contract provision.

Review a contract being negotiated.

Review a contract provision.

Criminal Law

Review a criminal complaint.

Observe a grand jury.

Attend an arraignment.

Attend a pre-trial conference.

Attend a preliminary hearing.

Review a motion on a criminal matter.

Attend an oral argument on a criminal motion.

Attend a victim impact hearing.

Attend a sentencing hearing in either federal or state court.
- Attend a parole **revocation hearing**.
- Attend a **drug court** proceeding.
- Attend **traffic court**.
- Observe some aspect of an **execution of a search warrant**.
- **Ride along** with a police officer.
- Attend a hearing on a **motion to expunge/seal**.
- Tour or inspect a **jail or prison**.

**Legal Research & Writing**

- Review a **memorandum of law**.
- Review a **motion**.
- Review a **proposed order**.
- Review a **Complaint**.
- Observe an **appellate argument**.

**Property**

- Attend a **housing court** proceeding.
- Attend a **land-use planning** or zoning commission meeting.
- Participate in or observe a **title search or closing**.
- Observe an aspect of a state or federal **condemnation case**.
- Review a **residential or commercial lease**.
- Observe an aspect of, or review documentation pertaining to, **real property dispute**, such as an unlawful detainer action or partition action.

**Torts**

- Visit the scene of a disputed tort incident (**site inspection**) with the mentor.
- Review the **medical records** of an injured party.
- Review a **demand letter**.
III. EXPERIENCES RELATED TO UPPER LEVEL COURSEWORK

**Administrative Law**
- Observe a **contested case** before an administrative law judge.
- Observe a **formal adjudication** before a state or federal administrative law judge.
- Observe a **rulemaking hearing** before a state or federal administrative law judge.

**Advanced Legal Research**
- **Record retrieval and review** of administrative law materials, government documents, or other court documents.
- Participate in **bill tracking/legislative history research**.

**Bankruptcy**
- Attend a **motion for relief from an automatic stay**.
- Attend a **first meeting of creditors**.

**Business Associations**
- Review **transactional documents** related to the work of a transactional lawyer (buy-sell agreements, securities offerings, sponsorship agreement, proxy solicitation, joint venture agreement, etc.).
- Attend a **corporate strategy** meeting.
- Review **business formation documents** (partnership agreement or certificate of incorporation) for a new business entity.
- Review a **federal securities filing** for a public corporation.
- Review a **proxy solicitation** for a shareholders’ meeting.
- Attend a **corporate board meeting**.
- Compare an initial **acquisition agreement** with the final acquisition agreement in a past or current transaction.
- Attend a **shareholder dispute hearing**.

**Civil Rights**
- Attend a **civil rights hearing**.
- Observe some aspect of the investigation of a **civil rights complaint**.

**Credit and Payment Devices**
- Observe a client interview by a public service attorney or a pro bono attorney representing a borrower in a case **involving a delinquent loan**.
- Interview an **in-house corporate lawyer** about the types of payment systems the corporation uses in transacting its business.

**Employment Law**
- Attend an **unemployment compensation hearing**.
- Review an **Equal Employment Opportunity Commission (EEOC) charge of discrimination**.
- Attend a **union grievance arbitration**.
- Attend a **veterans preference hearing**.
- Attend a **Lowdermill hearing**.
- Attend a **collective bargaining session**.
- Attend a **National Labor Relations Board function**.

**Estates & Trusts**
- Review a **basic Will**.
- Review a **revocable living trust, durable power of attorney or healthcare directive**.
- Review **documents transferring property to trust**.
- Review **documents transferring property from probate**.
- Attend a hearing to appoint a **personal representative**.
- Attend a probate hearing.
- Attend a **Will signing**.

**Ethical Leadership in Corporate Practice**
- Attend a **board of directors meeting** for a for-profit or non-profit corporation or other business association.
Evidence

- Observe arguments regarding **evidentiary objections** raised at trial.
- Read and review a complete **deposition transcript of an expert witness**.

Family Law

- Observe any proceeding in **Family Court**.
  a. Civil Protection Order hearings
  b. Post-decree motions (i.e., child support modification hearing, maintenance modification hearing, custody modification hearing and parenting time modification hearing)
- Observe the **collaborative law process**.

Federal Income Taxation

- Review a **protest of an IRS determination**.
- Review a judgment and consider each of the **federal and state tax consequences** of the damage award from both the payor and the payee’s point of view.
- Interview a **non-profit fundraising** person and find out how much of the solicitation involves a discussion of tax consequences.

Immigration

- Attend an **immigration hearing**.
- Attend a **pre-hearing client interview**.
- Attend a **naturalization ceremony**.
- Attend a hearing for an **incarcerated alien facing deportation**.
- Review/draft an **immigration petition**.

Intellectual Property

- Review a **patent file history and issued patent**; make a comparison to the current marketplace.
- Review a **trademark application** and the applicable history.
- Attend a meeting with the inventors and the lawyers involved in writing a **patent application**.
- Review a **patent application**.
- **Inspect a product** pending a patent.
Jurisprudence and the Work of a Judge

- Review a judicial opinion.
- Attend a meeting between a judge and a judicial clerk regarding the drafting of a legal opinion.
- Attend a meeting involving court administration.
- Review the various administrative roles of a judge (i.e., hiring personnel, budgetary matters, and committee assignments).
- Review the file management system of the judge or court administration and the policies related to document retention, organizational structure, confidentiality issues, and public accessibility.

Juvenile Law and Child Protection

- Observe any proceeding in Juvenile Court.
- Observe a termination of parental rights trial.
- Meet with and debrief a Guardian Ad Litem.

Land Use Planning

- Review a town home/condo homeowner’s association document.
- Review declaration/bylaws for association.
- Attend a municipal or county planning and zoning meeting.

Law Firm Practice

- Attend a law firm in-house training session on lawyering skills or professionalism.
- Attend a law firm marketing or networking event.
- Attend a law firm practice group meeting.
- Review the various administrative roles of a solo or small firm practitioner.
- Discuss aspects of Interest on Lawyer Trust Accounts (IOLTA) trust account, maintaining records and books, filing taxes, or the business formation of the firm.
- Review the file management system of a solo or small firm. Discuss policies related to client documents, retention, and the organizational structure of the files.
Native American Law

- Observe an aspect of a trial or hearing in Tribal Court.
- Attend a gaming commission meeting.
- Assist a person in applying for tribal membership.

Professional Responsibility

- Attend a public disciplinary hearing for a lawyer.
- Attend an Idaho State Bar (ISB) Professionalism & Ethics section meeting.

Real Estate Development

- Conduct a tract search at the County Recorder’s office.
- Review an abstract of title.
- Review a title opinion.
- Review a title insurance commitment/policy.
- Review a residential purchase agreement.
- Review a commercial purchase agreement.
- Review seller/buyer closing documents.
- Cancel a contract for deed/purchase agreement.
- Observe some aspect of the creation of a limited liability company to hold real estate.

State and Local Government

- Attend a County Board of Commissioners meeting.
- Attend a city council meeting.
- Attend a public hearing for state or local government.

Sales/Uniform Commercial Code

- Review a contract for the sale of goods.
- Observe an aspect of litigation involving breach of warranty.
Review and analyze the contractual issues raised by a sales transaction conducted electronically, either being negotiated or in dispute.

- Review a warranty disclaimer.

**Worker’s Compensation**

- Attend an initial conference.
- Attend a medical or rehabilitation conference.
- Review a Notice of Intent to Discontinue or Petition to Discontinue.
- Attend a workers compensation settlement conference.
- Attend a worker’s compensation hearing.
- Attend a stipulation status conference.
TO: Mentor Name  
FROM: Student Name  
DATE: February 27, 2012  
RE: February 20, 2012 Motion to Suppress  

On February 27, 2012, I attended a motion hearing in the Ada County Magistrate Division. An Assistant City Attorney represented the State of Idaho and a Deputy Ada County Public Defender represented the Defendant.

The Defendant was charged with Driving Under the Influence, a violation of Idaho Code § 18-8004. The public defender filed a motion to suppress challenging the constitutionality of the traffic stop. The issue before the Court was whether the police officer had the requisite reasonable, articulable suspicion to stop the Defendant’s vehicle.

Although the burden of proof was on the Defendant, the State put the police officer on the stand first. The officer testified that a directed patrol team is assigned to the downtown corridor on Friday and Saturday nights, focusing on traffic and the bars. It is a regular practice for an officer to close Idaho Street for approximately 20-30 minutes to alleviate congestion associated with the weekend cruise. The officer had closed Idaho Street diverting traffic south on 9th Street and the officer remained in his vehicle. At 12:30 am, a vehicle driven by the Defendant proceeded westbound on Idaho Street around the officer’s vehicle, although the Defendant’s vehicle remained within his lane of traffic. The officer pulled the Defendant over and he was ultimately arrested for Driving Under the Influence.

The State’s attorney argued that the Defendant was willfully failing to comply with a lawful order or direction by a police officer, a city code violation. The Defendant’s attorney argued that the officer was not actively directing traffic; rather, the officer was seated in his vehicle when the Defendant drove around him. Therefore, the attorney argued, the Defendant was not driving in contravention of any traffic laws or lawful direction of a police officer.

The judge issued the ruling from the bench concluding that although a police officer does have the authority to direct traffic, the officer was not actively directing traffic on this night, and the Defendant was not violating a traffic rule. Thus, the officer did not have reasonable suspicion to initiate the traffic stop. The remaining evidence after the stop was suppressed and the State’s attorney dismissed the case.
Appendix 5

CONCORDIA UNIVERSITY SCHOOL OF LAW
LEGACY MENTOR PROGRAM

Confidentiality Agreement

As part of my participation in the Concordia University School of Law Legacy Mentor Program (LMP), I, ____________________________, enter into this Agreement with my mentor, ____________________________, and agree as follows:

- I have read Idaho Rule of Professional Conduct 1.6 pertaining to confidentiality of information.
- I shall not, except as authorized by my mentor, reveal any proprietary, confidential, or sensitive information relating to the representation of a client at any time during, or after, my participation in LMP.
- I shall not use any such information for my personal use, advantage, or make it available to others.
- All information which has come into my possession, custody or knowledge pertaining to my participation in LMP shall be presumed to be confidential.
- I shall not reveal client identifying information or proprietary, confidential or sensitive information pertaining to the representation of a client in any work product I am required to submit to the LMP director.

By my signature below, I acknowledge that I have read this Agreement and accept its terms.

______________________________  ______________________________
Name of Student (printed)       Name of Mentor (printed)

______________________________  ______________________________
Signature of Student             Signature of Mentor

______________________________  ______________________________
Date                              Date