1. **Have a plan and take the initiative.** All of the mentors have volunteered because they want to connect with current students. However, it is your responsibility to initiate and maintain contact.

2. **Do your research.** Learn about your mentor’s practice area, major clients, reputation, accomplishments and participation in professional associations. This will maximize the potential for a meaningful conversation.

3. **Be patient and flexible.** Some mentor relationships may consist of multiple conversations or meetings, while others might be as short as one email exchange or a phone call. The relationship might not unfold exactly as you envisioned, but there is still value in each and every professional contact you make.

4. **Be clear on your purpose.** You can seek career advice, but do not initiate contact for the sole purpose of seeking employment from your mentor. The Mentoring Program is not intended to serve as a recruitment device or job placement program. Help them help you: Have a plan before you contact your mentor and think about what you would like to learn from each mentor.

5. **Always engage your mentor in a professional manner.** Err on the side of formality. Promptly return all communication, be trustworthy and keep appointments. Do not forget to keep in touch – mentors want to know how their advice has helped you!