

Program Manual

U be the Change • Connecting
Students to the Profession • One
lawyer at a Time • Catalyst •
Connecting Students to the
Profession • One Lawyer at a

Time • Catalyst • **U** be the **C**hange

Catalyst | *Connecting Law Students to the Profession One Lawyer at a Time*

Program Definition

What is a **Catalyst**? A catalyst is usually defined as a substance or agent that accelerates the rate of a chemical reaction. Similarly a catalyst can be defined as a person or thing that precipitates an event or change. Law school is all about changes. Managing those changes and forging a career requires perspective.

The College of Law recruits members of the profession to serve as a **Catalyst** for 1L and 2L students. Each **Catalyst** will bring wisdom, experience and unparalleled professionalism to benefit our students' professional journey. The interaction between each student and **Catalyst** will provide students with a filter for their experiences and help student marry those experiences to their unique ambitions and expectations.

The goals of the program are relatively simple:

- To introduce students to the organized bar, the importance of professional development and the role of public service
- To connect legal professionals and law students to fuel career exploration and development
- To expose students to the realities of the practice of law and related issues of professionalism

Catalyst Expectations | Connecting Students to the Profession...

Catalysts will attend a kickoff and concluding event with participating students. The events will be hosted by the College of Law. Although Catalysts may continue to meet with their students beyond the specified program activities, there is no expectation that Catalysts will continue to do so.

At the Kickoff Event the Catalysts will complete a Program Activity Plan which identifies the dates on which they will meet with their group. Furthermore, the Program Activity Plan will identify the activities that will occur. The Program Activity Plan must include the signature of all participants. This procedure will allow the College to monitor the progress of the Program.

Program Activities | Come see where I go...

Catalysts will integrate students into agreed upon professional experiences including, but not limited to exposure to his/her office. During the office visit Catalysts should expose students to interaction with administrative staff as well as legal professionals. Client meetings, internal training sessions and office

sponsored events are also appropriate. At the initial meeting the Catalysts and students will create their own agenda and identify the dates on which they will meet.

Additional suggestions include:

- Cincinnati Bar Association meetings or events. FYI, student members attend CBA sponsored CLE programs at a reduced cost, and a number of them are free of charge.
- Events for which your organization has purchased tickets but need extra people to attend.
- Civic activities such as CALL, Leadership Cincinnati, Affinity Organization activities, e.g., African-American Chamber of Commerce, Hispanic Chamber of Commerce, etc., Chamber of Commerce Events, Board Meetings, or United Way Activities

Student Role and Guidelines

Students should conduct themselves as professionals, honor all appointments with their Catalyst and prepare in advance for meetings. If a conflict arises regarding scheduled meetings/appointments students must notify provide advance, written notice to the Center for Professional Development and their Catalyst.

Program Administration

The Center for Professional Development at the College of Law will administer the Catalyst Program including volunteer and student recruitment, program activities and management as well as content support.

Program Activity Plan

Date of Event: _____ Event Location: _____

Activity Description:

Activity Objective:

Date of Event: _____ Event Location: _____

Activity Description:

Activity Objective:

Student Participant(s):

Catalyst Participant(s):





Program Activity Evaluation

Date of Event: _____ Submitted By: _____

Event Location: _____

Learning Outcome(s):

Student Participant(s):

Name

Signature

Name

Signature

Catalyst Participant(s):

Signature

Signature



Catalyst | **U** be the **C**hange

Connecting Law Students to the Profession One Lawyer at a Time

Student Professionalism Pledge

The *Catalyst* Program is designed to:

- To introduce students to the organized bar, the importance of professional development and the role of public service
- To connect legal professionals and law students to fuel career exploration and development
- To expose students to the realities of the practice of law and related issues of professionalism

Each *Catalyst* will bring wisdom, experience and unparalleled professionalism to benefit my professional journey. Interactions with my *Catalyst* will provide a filter for my experiences and help student marry those experiences to my unique ambitions and expectations.

As a participant in the Catalyst Program:

- I will be diligent and punctual regarding all Catalyst Program commitments
- I will behave appropriately and conscientiously with the knowledge that my actions reflect directly upon other the College and members of the Legal Profession.
- I will act with a fundamental sense of honor, integrity, and fairness and will consider the consequences of my actions.
- I will act in a professional manner and will be courteous and respectful in my dealings with those involved in the Catalyst Program whether those interactions are in person, in writing, by phone or electronic media.
- I will refrain from any conduct that diminishes the dignity or decorum of the Law School environment.
- I will refrain from acting upon or manifesting racial, gender or other bias or prejudice toward others.

Name (Print)

Date

Signature

Catalyst | **U** be the **C**hange

Connecting Law Students to the Profession One Lawyer at a Time

