Thank you for participating in the University of Minnesota Law School Corporate Institute Mentoring Program. This program connects law students interested in business and business law with University of Minnesota Law School alumni working in relevant fields.

This guide contains detailed step-by-step instructions for creating and maintaining a mentor account. The Documents Library of your Symplicity mentor account contains a copy of this guide as well as a Quick Guide with fewer detailed instructions. If you have any questions or suggestions, please contact the Corporate Institute Mentoring Program at cimentor@umn.edu.

**PROGRAM OVERVIEW**

The Corporate Institute Mentoring Program uses the Professional Network module of Symplicity, a software package already in use by the Law School’s Career Services Office. This software allows the Corporate Institute to screen the mentors invited to participate in the program, allows students to search for a mentor based on a wide variety of criteria, and stores information provided by mentors in a password-protected database.

As a mentor, you control the types of mentoring experiences you offer our students. You can choose to connect to one student or to several. You can choose to speak with a student over the phone, by email, or in person. You can opt in and out of the program at any time.

Once a student has expressed interest in you as a mentor, you and the student will work together to decide how to move forward. You may have a one-off phone conversation with a student, or you might have a monthly meeting over coffee. You and the student determine the nature of the mentoring relationship.

**ELIGIBILITY**

**Alumni Mentors.** Mentors will have:

1. Graduated from the University of Minnesota Law School.
2. Had no disciplinary actions taken against them, if they are or have been licensed to practice law or another profession.
3. No felony convictions.
4. Read the Mentor User Guide.

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**Students.** Any law student attending the University of Minnesota Law School is eligible to seek mentoring through the program after:

(1) Viewing the online Corporate Institute Mentoring Program Orientation at [http://www.law.umn.edu/corporateinstitute/mentoring-program.html](http://www.law.umn.edu/corporateinstitute/mentoring-program.html).

(2) Reading the Student User Guide.

(3) Reading and Signing the Student Commitment Form.

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**EXPECTATIONS**

Mentors will:

- Keep their mentor profiles current
- Respond to all Corporate Institute Mentoring Program email and phone correspondence within five business days
- Provide the mentoring opportunities they have identified in their profiles

Students will:

- Locate a potential mentor, through a profile search, who can give them a professional development experience they are seeking
- Contact the mentor through the Mentoring Program with a message that communicates the student’s interest in the contact, specific questions, and a workable time frame
- Respond to all mentor communications within five business days
- Honor the schedule and scope of the mentoring relationship
- Inform the Mentoring Program when mentoring is completed
- Respond to all inquiries from the Mentoring Program
- Conduct themselves as ambassadors of the Law School

**Cancellation of Access:** The Corporate Institute may restrict or discontinue, with notice, access to the Mentoring Program by any mentor or student abusing the system. Abuse might be violating any program policies, not participating in good faith, displaying unprofessional behavior, or exhibiting other similar actions or omissions.

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The Corporate Institute Mentoring Program:
Step-By-Step for Mentors

**Step 1** – Register for a Mentor Account

Point your browser to the Mentor Portal at [https://law-umn-csm.symplicity.com/mentors/](https://law-umn-csm.symplicity.com/mentors/). If the link doesn’t work, copy and paste it into your browser’s address bar.

You will see this page:

![Mentor Portal screenshot](https://law-umn-csm.symplicity.com/mentors/)

Enter your email address and answer “yes” to the Alumni question. Click “Submit.”

**If you graduated from the Law School in 2006 or later, you likely have a Symplicity account.** For most users, the username is your UMN email address. If you want to use your existing Symplicity account as your mentor account, enter the email address associated with your account. If you do not remember your password, there is a link to reset it on the next page.

**If you do not have an existing Symplicity account,** or you prefer to create a separate mentor account, enter your preferred email address. We recommend you do not use a business email address, as this will allow students to search for you by your employer—a practice we discourage.

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Note: You will only need to access the Mentor Portal once to activate your mentor account. After your mentor account is activated, you can sign in to Symplicity at https://law-umn-csm.symplicity.com/students/.

NEW ACCOUNTS: If you do not have a Symplicity account or you entered an email address other than the one attached to your existing account in the Mentor Portal, you will be taken to this page:

Fill in the requested personal information. The “First Name” and “Last Name” fields should populate automatically when you fill in the “Full Name” field. Your email address should auto-populate, as well. Then create your Mentor Profile. You can change the information on your Mentor Profile at any time.

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In the Mentor Profile section, the first question asks for authorization to include your profile information in our database. The mentoring database is completely separate from all other University Alumni databases. Your Mentor Profile will not be active and visible to students until you select “Yes.”

![Authorization](image)

The second question, “Availability,” is how you indicate whether you are currently available to mentor students. If you select No, your account will be unavailable and you will not appear in students’ search results. You may want to set your account to unavailable if you go on vacation or become too busy to mentor for a period of time. You can change your availability at any time.

![Availability](image)

Note: The “Maximum number of students I can mentor at one time” box is where you indicate how many students you can mentor at a time. If you put “3” in this box, for example, as soon as you reach three active mentoring relationships your profile will move to Inactive and you will not appear in students’ search results. Your profile will automatically return to active when one or more of your mentoring relationships is complete. The box reads a 0 as an infinite number of students. If you are not available to mentor students, select “No” for the availability question above.

![Maximum number of students I can mentor at one time.](image)

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You will provide information in the following areas:

- Education
- Professional license (if appropriate)
- Present career information
- Business or business law areas of emphasis
- Volunteer experience (optional)
- Previous career information (optional)
- Mentoring opportunities offered
- Gender and ethnicity

Be sure to scroll down to fill out all information. Items marked with * are required. For any items that say “Check all that apply,” Ctrl-Click to select multiple options and Shift-Click to select a range of options. When you’re done, click “Submit.”

When your account is activated, you will receive an email with a link to set your password.

**Important:** After you have submitted your registration, email cimentor@umn.edu to notify the Corporate Institute of your registration.

**EXISTING ACCOUNTS:** If you already have a Symplicity account, and you entered your email address associated with that account on the Mentor Portal, you will be taken to the sign in page:

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Enter your Symplicity username and password. You username will be the email address associated with your account, the same email address you entered on the previous page. If you do not know your password, click “Forgot Password.” If you are on a computer you have previously used to access Symplicity, your login information may appear in the boxes automatically. If that’s the case, double check to make sure the information is correct.

You will be taken directly to the Mentor Profile screen where you will create your Mentor Profile:

The first question asks for authorization to include your profile information in our database. The mentoring database is completely separate from all other University Alumni databases. Your Mentor Profile will not be active and visible to students until you select “Yes.”

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The second question, “Availability,” is how you indicate whether you are currently available to mentor students. If you select No, your account will be unavailable and you will not appear in students’ search results. You may want to set your account to unavailable if you go on vacation or become too busy to mentor for a period of time. You can change your availability at any time.

Note: The “Maximum Number of Students I can mentor at one time” box is where you indicate how many students you can mentor at a time. If you put “3” in this box, for example, as soon as you reach three active mentoring relationships your profile will move to Inactive and you will not appear in students’ search results. Your profile will automatically return to active when one or more of your mentoring relationships is complete. The box reads a 0 as an infinite number of students. If you are not available to mentor students, select “No” for the availability question above.

You will be providing information in the following areas:

- Education
- Professional license (if appropriate)
- Present career information
- Business or business law areas of emphasis
- Volunteer experience (optional)

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• Previous career information (optional)
• Mentoring opportunities offered
• Gender and ethnicity

Be sure to scroll down to fill out all information. Items marked with * are required. For any items that say “Check all that apply,” Ctrl-Click to select multiple options and Shift-Click to select a range of options. When you’re done, click “Save Changes.”

Important: Once you have logged in and successfully created your mentor profile, email cimentor@umn.edu with your name and Symplicity username to complete the activation of your account.

Whether you have an existing Symplicity account or are creating a new account, you will receive an email once your mentoring account is activated.

When your account is active, you can sign in to Symplicity to modify your profile by pointing your browser to: https://law-umn-csm.symplicity.com/students. (See Optional Step 5). If the link doesn’t work, copy and paste it into your browser’s address bar. Enter your email address and password to sign in.

Step 2 – Receive Interest Notifications from Students

Students can search the list of available mentors based on a variety of criteria. If a student selects you as a mentor, you will receive an email at the email address you used to register your account. The email will come from law-umn@csym.plicity.com and have the subject line “Corporate Institute Student Interest Notification.” You may need to check your spam settings to ensure you receive emails from law-umn@csym.plicity.com and cimentor@umn.edu.

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This email will have a personalized message from the student describing what type of mentoring relationship he or she is looking for.

The student’s email address will be included in this email. Please email the student at that address within five business days. The student may also request you contact him or her at a different address or by phone. The mentoring relationship in Symplicity begins when the student sends you the Interest email. You do not have to do anything else to begin a mentoring relationship.

Since a student can only have one mentor at a time, please respond as soon as possible and within five business days at the latest.

**Step 3 – Maintain the Mentoring Relationship**

This is between you and the student. The student will have seen the Mentoring Opportunities for which you indicated you are available. You may provide additional mentoring opportunities to a student if you wish.

You will have indicated how many students you are willing to mentor at one time. Once you have created mentoring relationships with your indicated maximum number of students, your profile will

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automatically be set to “unavailable” and you will not receive any more mentoring requests. Once you end one or more of your mentoring relationships, your profile will automatically be reset to “available.”

**Step 4** – Complete the Mentoring Relationship

The mentoring relationship is complete when you or the student decides to complete it. When the mentoring relationship is complete, the student will so indicate in his or her account and you will receive an email with this message:

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You do not need to do anything to complete the mentoring relationship. If you have difficulty contacting a student to complete a mentoring relationship, or if you feel the mentoring relationship is not a good fit for either you or the student, please contact the Corporate Institute at cimentor@umn.edu.

**Optional Step 5** – Log in to your Mentor Account at any time to change your profile.

You can sign into your Mentor Account to change your profile or view your current mentoring relationships by pointing your browser to [https://law-umn-csm.symplicity.com/students/](https://law-umn-csm.symplicity.com/students/). If the link doesn’t work, copy and paste it into your browser’s address bar. Enter your email address and password to sign in.

From the home screen, click the Corporate Institute Mentoring tab or Manage Corporate Institute Mentoring Profile link to access your mentor profile.

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You might want to update your profile to change the types of mentoring activities you are willing to offer, change the number of students you can mentor at one time, or change jobs.

You can change your name, email address, and phone number from the Personal tab.

Do not enter anything on the Academic tab.

You can change your password from the Password/Preferences tab.

Click the Corporate Institute Mentoring tab at the top of the page to return to your mentor profile.

You can also view the names of students you are currently mentoring from your mentor profile page.

**THINGS THAT MAY GO WRONG**

Contact the Corporate Institute Mentoring Program with any concerns related to unprofessional behavior.

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conduct in the mentoring context by a student or a mentor.

Unprofessional student conduct includes:

- Contacting a mentor at home or outside business hours without authorization
- Seeking a job with a mentor
- Not responding promptly to mentor email or phone messages
- Requesting mentoring opportunities outside the scope of what the mentor indicated
- Any behavior that causes a mentor to feel uncomfortable

Unprofessional mentor conduct includes:

- Having a student perform work tasks
- Not responding promptly to email or phone messages
- Any behavior that causes a student to feel uncomfortable

Occasionally, a student may end a mentoring relationship without communicating with the mentor. The most likely reason is that the student just didn’t see a good “fit” with a particular mentor. We may or may not have knowledge of whether or why this happened.

You may also end the mentoring relationship if you don’t feel like there is a good fit for you with the student, the student is non-responsive to emails or phone calls, or there is some other reason you wish to discontinue a particular student relationship. If you need to end a mentoring relationship, please contact the Corporate Institute at cimentor@umn.edu.

The Corporate Institute Mentoring Program may cancel access by any mentor or student for inappropriate or unprofessional conduct.