

## Student Organizations and Career Events

Student organizations at Yale Law School provide invaluable support to their members and the Law School community. We look forward to learning from and working with you as you contemplate career related programs on behalf of your organization. In that regard, we request that you please consider the following information as you commence program planning for your organization.

### Core CDO Programs

CDO typically organizes around 70 career programs for students each year. Many programs arise from student interest, as well as developments in the legal market. Given our mission and expertise, there are a few career programs that we consider central to our work and offer every year. We hope that in contemplating your career programs, you will take into account the programs being offered by CDO (and our core programs in particular) and make efforts to provide career programs on distinct topics that provide insight beyond CDO's curriculum. CDO's core programs include:

- Resume and cover letter advice
- Interviewing advice
- FIP bidding advice
- Succeeding in your summer job
- Student Public Interest Career Fair
- Law Firm Practice Area Forum
- Financing summer and post-graduate work
- Public interest fellowship opportunities
- Overview of clerkship hiring
- The components of a clerkship application

### Communication

CDO welcomes the opportunity to discuss your programming ideas, and when appropriate, cosponsor career events with your organization. In addition, regardless of whether a career event is cosponsored with CDO, we *strongly encourage* you to inform us of your event as soon as it is planned. Communicating this information to CDO will assist everyone in avoiding conflicts of time, content, and speakers. Feel free to email any counselor with information on a program within her focus area, or if in doubt, email Assistant Dean Kelly Voight [kelly.voight@yale.edu](mailto:kelly.voight@yale.edu). In addition to conflict avoidance, it is very valuable for CDO (and other offices including Student Affairs, Alumni Affairs, and the Office of Development) to be aware of your events, particularly if they involve YLS alumni and/or employers of YLS students.

### Cosponsoring Career Programs with CDO

We welcome the opportunity to collaborate with your student organization on career programs. As a program cosponsor, CDO can assist with:

- Brainstorming topics and speakers and providing useful background information about previous similar events.
- Suggesting student groups with which to partner for increased impact.
- Travel arrangements for speakers and preparing speakers for the event.
- Advertising the event through CDO posters and our CDO E-News and receiving RSVPs.
- Arranging for recording of the event, securing speaker authorizations, and posting the recording on the CDO website.
- Securing a room.
- Placing the order for food for the event if it is being provided by the dining hall.

### *Please keep in mind:*

- Events cosponsored by CDO must be open to all YLS students and take place at YLS.
- For events with private sector speakers, the expectation is that the speaker's employer will sponsor the event and therefore cover the event costs including travel, lodging and food.
- For events with public sector speakers, CDO will reimburse up to 50% of the reasonable travel, lodging and food costs. CDO's exact contribution will depend on several factors including the availability of other funding sources and the total contribution made by CDO to the student organization in the fiscal year.
- CDO policy prohibits program speakers from marketing their organizations during career programs either verbally or through the distribution of marketing materials. Many entities are happy to sponsor a recruiting-oriented event off-

site before or after the program, but if your student organization is allowing speakers to recruit on behalf of their organizations, CDO will be unable to cosponsor the event.

- In coordinating events, we find it highly preferable to have the speakers and program logistics finalized two weeks prior to the event.

### **Program Planning Advice**

- Diversity of Participants – The best programs are those that include a diverse range of participants; women, attorneys of color, members of the LGBT community, various geographic locations, various practice settings (i.e., corporate, litigation, government) and organizations of various sizes should be represented, if possible. Maintaining diversity among your participants will enable you to provide your audience with a variety of viewpoints and experiences. Consider if more than one presenter will allow for a more robust program.
- The Mentor in Residence Program – Through the Mentor in Residence (MIR) program, attorneys visiting YLS are able to meet individually with students who are interested in seeking career advice. When organizing events, if you think students would be interested, inquire about whether the speaker is available to serve as a MIR. CDO can then work with the speaker to organize a schedule and solicit student sign ups.
- Scheduling – When selecting a date for your career-related program, please be mindful of the [YLS Events Calendar](#), which includes CDO events. Whenever possible, do not conflict with other events. CDO will not co-sponsor more than one event in a given timeslot. We encourage student organizations to do the same. Please give CDO as much notice as possible when requesting co-sponsorship.
- Preparing your speakers – Speakers perform best when they are prepared. You can assist them with that by discussing in advance the format for the event (e.g., speaker discussion with Q&A, moderated panel, debate); the amount of time they will have to speak; the questions that you wish them to address; and so on. Also, many speakers are used to speaking at schools or other venues with large audiences. If you anticipate a small audience, inform the speakers of this in advance and explain how enthusiastic that audience is for their visit.
- Confirm AV and recording needs – Confirm whether your speaker will require any special technology and submit an AV request. With speaker permission, CDO prefers to record programs. In obtaining permission to record, inform the participant(s) that the recording is saved on a password protected portion of our website available only to the YLS community. CDO will request formal permission to record a program.
- Greeting speakers upon arrival – It is helpful to meet speakers a few minutes in advance of the program to provide them with final tips, secure speaker videotape authorizations and answer any of their questions. For cosponsored programs, you are welcome to direct speakers to CDO prior to the event and meet up with them in our office or have a representative from CDO greet them.

If you are interested in cosponsoring an event with CDO, please complete a [Student Organization Cosponsoring Checklist](#) and return the completed form to [Haley Kirkland](#).