

**THE UNIVERSITY OF AKRON SCHOOL OF LAW**  
**Career Services Office**  
**RECIPROCITY POLICY**

The Career Services Office of the University of Akron School of Law is available to law students and graduates of ABA-accredited law schools who grant Akron Law School students and graduates the same opportunity.

1. A letter/email of introduction from the Assistant Dean of Career Services or another Career Services Office staff member requesting reciprocity should be received by Akron Law. Requests should include the address of the reciprocity visitor, email address, and state the individual's graduation date.
2. Akron Law is unable to provide reciprocity visitors with participation in campus interview appointments, individual counseling services, resume review or referral. Electronic access to online job listings and password-protected services (i.e. Symplicity, 12Twenty) will only be granted to students from requesting schools who also grant electronic access as part of their policy, or will agree to grant such access for an Akron Law student or graduate. Electronic access will be granted for a period of three months. Counseling services, however, are only available to Akron Law graduates.
3. Reciprocity is valid for three (3) months from the date of the initial email/letter granting the Reciprocity. One renewal request may be made per calendar year.
4. Reciprocity will not be available between November 1 and March 15. Exceptions to this policy will be considered on a case by case basis.
5. Reciprocity visitors must abide by office procedures and identify themselves in each communication with the office and on each office visit by presenting a copy of the letter granting reciprocity. Walk-in requests will NOT be honored. Services are provided to visitors in person; no employment information will be provided by mail or over the telephone, unless requested in writing.
6. When responding to notices found in the Akron Law Career Services Office, visitors are required to state in their cover letters to employers that they learned of the position through a reciprocal agreement between the visitor's school and the Akron Law School Career Services Office.
7. The Akron Law Career Services Office hours vary with the school year and it is the responsibility of the visiting student to call ahead to ascertain hours and availability.
8. In any given year, reciprocity will be limited to a particular number of visitors per law school if the number of requests is excessive. Services may be denied to any individual who misuses the facilities or services.
9. Akron Law School reserves the right to alter this policy without advance notice.

## **THE UNIVERSITY OF AKRON SCHOOL OF LAW**

### **Career Services Office**

#### **Code of Conduct for Law Students**

Give your law school career services staff sufficient notice for them to initiate the reciprocity request.

Read and honor the reciprocity policy of the host school.

Call the career services office of the host school in advance of your visit. Walk-in or drop-in requests are not advised.

Bring your student I.D. card or, if you are a graduate, your bar membership card.

Don't ask for services that are not delineated in the host school's reciprocity policy.

Don't speak poorly of your own law school's career services staff or facilities.

Do mention in your cover letter to employers that you obtained their job listing through the career services office of another school.

Do give feedback/suggestions to your law school's career services office about resources which you found helpful and which are not available at your law school. Career services professionals always welcome and value feedback from their students and graduates.

Do remember that the host law school's students and graduates have first priority for the use of the career services staff and facilities.

#### **Code of Conduct for Law Schools**

Send a copy of your request or letter of introduction to your student or graduate.

Include the student's or graduate's address so that the host can send a copy of its reply to your student or graduate.

Include a copy of your law school's reciprocity policy with your reply letter.

Counsel your students or graduates on how to get the most out of the reciprocity services this may help them make the most of their visits.

Don't distribute copies of another law school's employment or job bulletins to your students or graduates without the approval of the law school, which published the material.

Do remember that the host law school's students and graduates have first priority for the use of the career services staff and facilities.

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*These Code of Conduct states were compiled by the National Association of Law Placement. They are reprinted here by the permission of NALP.*