

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

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**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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