



CANADIAN
BAR ASSOCIATION
Alberta

Law Student Mentor Program Guide

The CBA Alberta Law Student Mentor Program is facilitated by CBA Alberta and supported by our volunteer lawyer mentors.

The program runs from the end of October until the end of June each year, with a program reception at the CBA Alberta offices in Calgary and Edmonton each year for participants.



ELIGIBILITY



Mentors do not have to be active CBA members to volunteer for the program. Mentors can volunteer for the program for as many years as they wish. Mentees must be law student members of CBA Alberta to participate in the program.

A member qualifies for law student membership if they are:

- A person enrolled in undergraduate studies in law at a recognized Canadian law school;
- A Canadian citizen studying at a recognized foreign law faculty;
- A person that has been accepted by the NCA to pursue accreditation; or
- A person that is enrolled in full-time studies required by a law society, in order to be called to the Bar in Canada.



MATCHING



This is a 1:1 matching program. Mentors sometimes take on two mentees if there is a need.

While there are no perfect matches, we endeavour to make the best matches possible based on the information mentees and mentors provide. The more thoroughly each individual completes their profile, the more there is to match with. We ask that you prioritize your matching criteria for this reason.

Once matches are made, Mentor City will send out a notification indicating your match, which will be followed up with an email from the CBA Alberta program coordinator to each mentor/mentee match with contact information.

If you do not receive notification of a match, please advise the program coordinator.



COMMUNICATION



Once matches are made, the onus is on mentees to initiate contact with their mentors and to schedule regular communication with their mentor to ask questions and set goals, for the duration of the program. We also encourage mentors to be proactive by providing additional opportunities for their mentee to connect. For example, mentors might invite mentees to CBA Alberta or other industry events or programming.

Apart from matching, CBA Alberta facilitates in-person mentor receptions in Calgary and Edmonton each year, as well as 1-2 virtual events during the program for participant communication and connection between matches. There will also be monthly email communication from our office to encourage communication.

Mentors are volunteering their personal time, so please be respectful of that. Mentors appreciate timely responses to communications, punctuality for meetings, advance notice when meetings or check-ins need to be rescheduled, and prepared questions or an agenda for meetings. If mentees do not initiate contact or follow-up with their mentors, the relationship will be ended, and the mentee may no longer be allowed to participate in the program. If your circumstances change and you are no longer able to participate in the program after you are matched, please reach out to the CBA Alberta program coordinator and your mentor.

FREQUENTLY ASKED QUESTIONS



1 May I choose my own mentor?

There are nearly 200 students who participate in the program each year, many with similar or overlapping requests. Mentors are volunteers and not recruited to meet specific matching criteria. Due to the volume of matches made, we assign mentors to students rather than allowing students to self-match to ensure the best pairings for all participating.

2 Can you host more in-person events through the year?

We host “Meet Your Mentor” receptions in Edmonton and Calgary each year. We also encourage you and your mentor to schedule in-person meetings if this is amendable.

3 Will my mentor help me find an articling position?

The purpose of the mentor program is not about employment. While mentors may provide guidance on applying an interviewing for summer or articling positions, we have had mentors express that requests for employment assistance make them uncomfortable.

4 How does the mentor/mentee relationship work?

The onus is on the mentees to initiate contact, take the lead, ask questions, and schedule meetings. Mentors are there to provide guidance and advice. Since the program is largely self-guided, it is up to the matches to determine when and how often to connect.

5 What if I have not heard from my mentor or mentee?

If you are a mentor, and your mentee has not made contact within a week of matching, or if you are having trouble communicating with your mentor or mentee, please contact your CBA Alberta program coordinator at members@cba-alberta.org.

6 How long is the program?

Once matches are confirmed, the program runs until the end of June the following year. However, many mentees and mentors stay in touch for many years after the formal mentor relationship has ended.

7 Can I participate in the program for multiple years?

Mentors can continue to volunteer for the program as often as they wish, and do not have to be active CBA members to participate. Mentees are eligible for the Mentor Program so long as they are law student members of CBA Alberta.

8 What is the time commitment expected of me?

On average, the program takes a few hours each month for both mentors and mentees. This will vary depending on how often each mentor pair chooses to meet.



How will this program benefit me?

The results of our post-program survey from 2024-25 indicated that 74% of mentees felt that the program connected them with someone they could go to for education and career advice, and helped expand their professional network. We also had 64% of respondents indicate that the program provided relevant career experiences that gave better insight into the legal profession, and helped strengthen their goal setting and leadership skills.

Likewise, volunteer mentors also gain valuable leadership skills through mentoring law students, and enjoy giving back to the next generation of legal professionals.

From past mentees

“

“My mentor helped me update my LinkedIn account for better visibility”

“My mentor...helped review my resume. She then gave me wonderful feedback which helped greatly!”

“I have used some of the networking tips in my articling search right now.”

”



Suggestions for program participants

MENTEES

- Once you are matched, consider sending your mentor a short biography about yourself if you did not provide one in your mentee application. This may assist your mentor in providing guidance.
- Make a list of questions before meeting with your mentor. Examples to get started could include a current issue you are facing in your education, questions about the mentor's area of practice, questions about the articling process and admission to the bar, etc.
- Make a list of goals to discuss with your mentor. When setting goals, think SMART: Specific, Measurable, Achievable, Relevant, Time-bound.
- Work with your mentor to set a frequency and method for communications and meetings with your mentor. As a guideline, 45% of 2024-25 program participants communicated with their mentor every 6-8 weeks, while 24% communicated monthly. The most common communication methods in the program were email, followed by in-person meetings, then video meetings, and lastly, telephone. 83% of the 2024-25 survey respondents said email is their preferred method of communication.
- Be up front about any time constraints you must deal with. Mentors are volunteering to support your growth, and respect for their time is very important to maintaining a healthy mentor relationship. If you need to reschedule or cancel a meeting, give as much advance notice as possible.

MENTORS:

- Once you are matched, consider sending your mentee(s) a short career biography about yourself if you did not provide one in your mentor application. This may assist your mentee planning the goals they set for the year and the questions they will ask you.
- Consider your schedule and be upfront about your time constraints and how often you prefer to communicate.
- Consider what activities you may be able to invite your mentor to participate in that could give them insight into the profession and help them build community in the legal profession. Suggestions/past events mentees expressed gratitude about include:
 - Have your mentee attend court with you.
 - Attend a Section meeting or other CBA Alberta event with your mentee. Law Student members can attend most Section meetings at no charge, and receive discounts on registration for many other events.
 - Bring your mentee to an industry or firm networking event.



Key Dates

October 1, 2025: Mentee applications due

November 3, 2025: Calgary and Edmonton Meet Your Mentor Receptions (*tentative, details will be emailed*)

February/March 2026: Mentor Match Virtual Meetings (*dates and topics TBD*)

April 2026: Program satisfaction survey opens

If you have any questions about the CBA Alberta Law Student Mentor Program, please contact the program coordinator at members@cba-alberta.org