



HARVARD
UNIVERSITY

Intro

Welcome! Thank you for your interest in the Harvard Mediation Program. If you would like to preview the application before starting this form, you can find a pdf version of it on the [HMP website](#). Please note that this application is **due midnight of Thursday, September 12**.

If you have any questions, comments, or trouble submitting the application, please feel free to reach out to us at hmprecruitingdirectors@gmail.com.

We look forward to receiving your application!

Default Question Block

INTERVIEWS

After HMP reviews written applications, the HMP Recruiting Directors will select applicants to interview. If selected to interview, you will be notified via email on **Sunday, September 15** along

with your interview date and time. Interviews for student applicants will be held in-person on the Harvard Law School (HLS) campus. Interviews for community member applicants will be held in-person on the HLS campus OR virtually over Zoom. Interviews will be one hour, and slots will be available for **Tuesday, September 17 and Wednesday, September 18**. For students requesting accommodations, interview dates and times may be different.

The bulk of the interview is devoted to a role-play during which you will be teamed up with another applicant as co-mediators; current HMP members (your interviewers) will play the roles of parties. During this role-play portion of the interview, we will consider your level of comfort with the facilitative mediation model, which places the responsibility for all brainstorming and decision-making on the parties themselves. We will also consider your interaction with your co-mediator, receptiveness to feedback, and commitment to HMP.

Please do not stress out about this ahead of time! You will receive all the instruction you need to succeed during your interview itself, so **no prior preparation or mediation experience is necessary**. In addition to the role-play, expect to spend 5-10 minutes speaking with a member of HMP about your application and interest in HMP.

Final decisions will be sent via email. Please note that all

decisions are final – we are grateful to receive applications from many qualified candidates but unfortunately cannot accept all applicants. Applicants who are not accepted are welcome to reapply in the future.

Please indicate that you understand the information above.

Yes

TRAINING COMMITMENT

As part of the application/interview process, you must confirm that you will attend all training hours. We anticipate there will be both real time and asynchronous training modules. The majority of training will be real-time modules that will take place during the two training weekends. Both training weekends must be completed within the same training cycle. Please also plan to complete 2-3 hours of asynchronous training content during the week before both training weekends.

Attendance for the **full span** of training and completion of all asynchronous materials is **mandatory** in order to satisfy Massachusetts state requirements for mediation training programs. These requirements include both a mandatory minimum number of training hours and requirements for live, interactive group work supervised by coaches. Training weekend dates are as follows:

- **September 21st – 22nd, 2024**
- **October 5th – 6th, 2024**

Training typically lasts from 8 AM to 5 PM at the Harvard Law School campus. We appreciate your full participation in our interactive trainings to make this the most valuable experience for both yourself and the cohort.

FEES

- HMP is free to HLS students and staff.
- HMP charges a fee of \$600 to community members in order to cover some costs.
- A reduced fee of \$300 is available to those community members who provide documentation that they are full-time students at an accredited educational institution.
- If the fee would prevent your involvement with HMP, please reach out to hmprecruitingdirectors@gmail.com.

Please indicate that you understand and agree to the information above.

Yes

HMP is happy to work with applicants who require an

accommodation in order to participate in training and who make such a request on religious, disability, or other grounds. A request for accommodations will not impact HMP's consideration of an application. Would you like to request an accommodation?

Yes

No

If you are in need of an accommodation in order to participate in training, please provide a detailed description of the requested accommodations below along with any other helpful information.

ADDITIONAL INFORMATION

Thank you for your patience reading through this important background information on the program. This is the last section before the brief application questions begin.

1. What is HMP?

The Harvard Mediation Program (HMP) is a student practice organization at Harvard Law School (HLS) that offers mediation services to the community at local courts and in other contexts. HMP is composed of HLS students, staff, and local community members, including professionals and

students from other universities. In recruiting new members, HMP prioritizes applicants who have NOT previously had mediation training.

2. What type of mediation do HMP mediators practice?

HMP employs a facilitative, co-mediation model. This model is premised on three main principles: (1) the self-determination of the parties; (2) the informed consent of the parties; and (3) the neutrality of the mediators. We, as facilitative mediators, do not endeavor to solve the parties' dispute or impose solutions of our own making. Rather, we create a safe and neutral environment in which the parties can discuss their dispute and potential resolutions. HMP members co-mediate each dispute, meaning that a cooperative mindset is important to our model, and sharing of feedback is a routine part of our process.

3. If I am accepted for training, what is expected of me?

Basic Training: You cannot mediate with HMP without the full 34 hours of training, which meets the statutory requirements for mediator confidentiality contained in MGL Chapter 233, Section 23C. Attendance at, and full participation in, the entire span of Basic Training is mandatory.

Mediation Commitment: A two-semester minimum commitment is expected; limited exceptions may be made for HLS students who are graduating in the semester that they

apply for training. Typically during the semester that you train, HMP requires 1) an observation of a mediation session, 2) a co-mediation with an experienced mediator, and 3) a debrief session of each mediation session. Please see later in this application for the small claims court session schedule. Within a court session, mediations typically last 1–2 hours and sometimes can last up to 3 hours, with a mandatory short debrief session afterwards. In the subsequent semesters, we expect HMP members to mediate at least three sessions per semester.

We hope that if you are accepted into the program, you will maintain an active involvement with HMP to the extent possible beyond your first two semesters of mediation. Continued membership with HMP is subject to annual renewal requirements. HMP requires all returning members to complete six hours of continuing education each year after training. These hours can be met in a variety of ways, including coaching a role play at basic training and attending free, HMP-sponsored programs.

Coaching Commitment: Each newly-trained mediator is expected to volunteer at the Basic Training that occurs the semester following their training. This entails approximately three hours during which you will observe and provide feedback as a coach for a small group of trainees during a simulated mediation role-play. This modest time

commitment will provide a way for new mediators to share their mediation knowledge and skills with a subsequent class of trainees. HMP encourages all members to participate in Basic Training beyond this minimum expectation.

4. What additional opportunities are there for HMP members?

Mediating Beyond Small Claims: In addition to small claims mediation, HMP offers opportunities to mediate other disputes which include advanced civil cases, Harassment Prevention Orders, and direct referrals (e.g., tenant-tenant disputes) that may or may not be linked to a court case.

HMP-Sponsored Activities: HMP organizes multiple activities each academic year, including an ADR career panel, talks with practitioners, advanced training sessions and social get-togethers.

HLS Pro Bono Hours: HLS student members can receive pro bono credit toward the 50-hour pro bono requirement at HLS for mediating, conducting office hours, coaching at basic training, and training others. Please note that any HMP member applying to the New York Bar and are considering the possibility of using time volunteering with HMP to fulfill the New York pro bono requirement, must discuss this with HMP staff in advance, before you are assigned to a court. Note that the New York Bar's definition of law-related pro bono work differs from the definition used by HLS and without advance

notice, HMP is not able to provide the affidavits that NY requires. Please visit

<http://hls.harvard.edu/dept/clinical/pro-bono-graduation-requirement-2/new-york-bar-pro-bono-admission-requirement/> for more information.

Please indicate that you understand and agree to the information above.

Yes

Application Questions

Preferred Name (followed by phonetic pronunciation in parantheses)

Pronouns (optional)

Email address

Phone number

Current occupation (if a student, please indicate your school, degree program, and expected graduation year):

Mailing address

Availability

Are you able to participate in the full Basic Training in-person for full days on September 21-22 and October 5-6?

Yes

No

If you are unable to participate in Basic Training in full, please provide an explanation below.

Do you have 1 hour available during any of the interview windows listed below? Please select ALL interview time slots in which you have availability.

- Tuesday, September 17 from 6 PM - 7 PM
- Tuesday, September 17 from 7:30 PM - 8:30 PM
- Wednesday, September 18 from 6 PM - 7 PM
- Wednesday, September 18 from 7:30 PM - 8:30 PM
- No - please email HMP at hmprecruitingdirectors@gmail.com before Thursday, September 12 so that we can schedule an interview

Are you able to come to the Harvard Law School campus for an interview?

- Yes
- No

If you are unable to come to the Harvard Law School campus for an interview, please provide an explanation below.



HMP Court Schedule Academic Year (Sept - May)

Please arrive 15 minutes in advance of the start time

	TUE	WED	THUR	FRI
AM	CAMBRIDGE 10:00 AM		SOMERVILLE 9:00 AM BROOKLINE* 10:00 AM	ROXBURY* 9:00 AM MALDEN 9:00 AM
PM		QUINCY 1:30 PM		MALDEN (HPO) 2:00 PM

Sign up to mediate or observe at bit.ly/hmpschedule

Note: This schedule does not reflect "direct referrals" - i.e., opportunities to mediate outside of a court session.

Please take a look at the small claims court schedule above for Fall 2024. Keeping in mind your scheduling availability and travel time to the various court locations, would you prefer to interview with HMP in the Spring (2025)?

- No
- Yes

Please take a look at the small claims court schedule above for Fall 2024. Please identify 1-2 small claims court sessions that you think would work with your schedule for Fall 2024 (*note: your selections are not binding and schedule is subject to change*).

Short Answer Questions

Why do you want to be a mediator? Please limit answer to 150 words maximum.

Please share any personal, professional, or community experience you have had related to conflict resolution, consensus building, or mediation. No previous mediation experience or training is necessary. Most of our members join HMP without any mediation experience or training! Please limit answer to 150 words maximum.

How do you envision your long- term involvement with HMP beyond training this fall? Please limit answer to 150 words maximum.

How did you hear about HMP? Please select all applicable answers below:

- Website
- Student activities fair
- Current/former HMP members
- Other

Please read and consider the statements below.

I have read the complete set of materials included with this application. I understand that if I am selected to participate in the Harvard Mediation Program and I choose to participate in the training, I will be committing to:

- fully participate in the entirety of Basic Training;
- pay any applicable training fee before the completion of Basic Training;
- be available during the semester I trained for 1) an observation of a mediation, 2) a co-mediation with an experienced mediator, and 3) a post-mediation debrief session
- be available in subsequent semesters for a minimum of three mediations per semester (subject to the availability of mediation opportunities)
- coach at Basic Training in the semester after I am trained.

Please type your name below to serve as a signature of agreement. Thank you for your interest and effort in applying to HMP!