



TOLEDO LAW

THE UNIVERSITY OF TOLEDO

Office of Professional Development Newsletter

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OPD Appointments and Office Hours

The OPD staff is available for virtual appointments. You can schedule an appointment with Laura or Katie directly through TLCN. Or, if you have a quick question, stop by our virtual office hours! Please double check in TLCN to verify office hours haven't changed for the week, but in general our office hours are as follows:

Laura: Mondays, 2:30-4:30 pm
Wednesdays, 11:30 am -1:30 pm

Katie: Thursdays, 1:00-3:00 pm
Fridays, 8:45-10:45 am

To learn how to schedule an appointment or join office hours, watch [this](#) quick (3 minute) video!

Reminders

OHIO BAR EXAM - CHARACTER AND FITNESS APPLICATION

Tiffany Kline from the Ohio Supreme Court is unable to present on-campus this year, but she answers many questions regarding the Character and Fitness Questionnaire in this [video](#) of last year's presentation. You will need to log-in to Mediasite with your UTAD credentials to watch.

IMPORTANT: Every applicant who intends to take the Ohio bar examination shall file with the Office of Bar Admissions of the Supreme Court an Application to Register as a

Candidate for Admission to the Practice of Law by November 15 of the applicant's second year of law school. *(This means in your second year of law school, whether you are on the Full-Time or Part-Time track, no matter when you plan to graduate!)*

1Ls – RESUME AND COVER LETTER REVIEW MEETING – DEADLINE OCTOBER 9TH

1Ls - Before you create your new legal resume and cover letter, watch [this](#) video. [This](#) video will explain other common application materials that employers request. Both videos are required to be watched as part of the Professional Development program by Friday, September 11th.

After you have watched these videos and created a legal resume and cover letter, please log on to TLCN and book a 1L Resume and Cover Letter review appointment with either Laura or Katie. Spots are filling up quickly, and are required to be completed by October 9th! If you schedule a meeting and the documents are not attached to the meeting, they need to be emailed or attached 2 *business* days prior, or the meeting will need to be rescheduled.

To learn how to schedule an appointment, watch [this](#) quick (3 minute) video!

Professional Development Program

Purpose of the Professional Development Program

The College of Law designed the Professional Development Program to help you build your professional identity and network throughout your legal education career. Each year you will be required to complete certain mandatory activities. Additionally, throughout law school you will be required to attend networking and skills events, complete pro bono awareness tasks, and participate in career exploration activities. Inside your designated reporting cycle folder will include the activity categories and numbers of activities required for each reporting cycle. The Professional Development Program is a floor, not a ceiling; OPD encourages you participate in as many of the activities as your schedule allows.

How it works

Reporting cycles are based on the number of credits you have earned at the end of the semester. For example, you must have completed all activities listed in the "0 – 30 Credits

Reporting Cycle” between the time you start law school and the semester in which you earned your 30th credit. For the “31 – 60 Credit Reporting Cycle” complete all activities listed between the semester you earned your 31st credit and your 60th credit. And for the “61+ Credits Reporting Cycle” between the semester you earned your 61st credit and the semester that you graduate. For some students, cycles may overlap. You may begin working on the next reporting cycle once you’ve completed the last one if your semester bridges the reporting cycle. I.e. you start a semester with 27 credits and end it with 42 credits, you can finish the 0 – 30 reporting cycle, then start working on the 31 – 60 reporting cycle activities.

Mandatory Activities: Mandatory activities include class level specific programming required by the Office of Professional Development. These meetings will be announced in the OPD newsletter, emails sent by OPD staff, and/or on TLCN. Activities may be web-based or in-person if safety standards allow. Additionally, many of these activities require pre- or post-work such as updating application documents or certify completion of an on-demand video.

Networking and Skills Events: These events are often sponsored or co-sponsored by the Office of Professional Development, Alumni Affairs, or a Bar Association. They are designed to help you build your networking skills. Events can take place virtually or in person (when allowed).

Professional Exploration: Professional exploration tasks will aid in determining your professional identity and long-term career path. Exploring the profession can be done on a large scale, by attending an in-person or virtual legal conference, for example. Or on a smaller scale, such as a one-on-one informational interview. It is your responsibility to find outside events related to your areas of interest, set up informational interviews, or arrange observation of a legal proceeding. OPD is happy to help in your search.

Pro Bono Awareness Tasks: Ohio, along with many other states, encourages pro bono work as part of a lawyer’s professional duties to the public and justice system. Therefore, these tasks are not only a resume builder, but they will help kick-start a commitment to your professional duty as lawyers. The Ohio Supreme court states in the Preamble to the Ohio Rules of Professional Conduct: “...[A]ll lawyers should devote professional time and resources and use civic influence to ensure equal access to our system of justice for those who because of economic or social barrier cannot afford or secure legal counsel.” It is your responsibility to find pro bono clinics and volunteer to help, or find an attorney to work with or shadow. OPD is happy to help in your search but will not be responsible for placement in these opportunities. OPD may advertise pro bono projects and other opportunities via the newsletter or emails. Students in the 0 – 30 credit reporting cycle are not required to complete a Pro Bono Awareness Task. Students in the 31 – 60, or 61+ reporting cycle may report participation in one of the listed legal clinics. Note: the Public Service and Corporate Counsel Externship Clinics do not count.

Professional Development Program – Approved Activities

Advocating Opportunity: Local Perspective on International Law & Human Trafficking

Wednesday, September 30, 4:30-5:30 pm

Virtual: Click here to

join: <https://utoledo.webex.com/utoledo/j.php?MTID=m2174884bbf289c5ce3e269f6930d9b5b>

Megan Mattimoe, the Director of Advocating Opportunity, will be hosting a talk on her advocacy work for human trafficking victims. Megan is a Toledo local and is proud alumna of the University of Toledo College of Law. At the talk, Megan will provide a brief overview of human trafficking law, discuss the intersection between international law and human trafficking law, describe her Advocating Opportunity career, and explain a recent sex-trafficking case study. Following the talk there will be a Q&A session.

***Attending this event counts as a Networking and Skills Event - "Other Approved Program". Remember to report this activity on TLCN after the event.*

SAVE THE DATE!

Practice Area Speed Networking – Virtual (link to be provided at a later date)

Tuesday, October 20th, 5:30-7:00

Join the Office of Professional Development for Practice Area Speed Networking and learn about various practice areas from Toledo Law alumni! Students will get the chance to speak with alumni from across the country, with a broad spectrum of practice areas represented. The event will be updated in TLCN as attorneys and practice areas are

confirmed.

Register by October 16th at 5:00 pm on TLCN.

***Attending the Practice Area Speed Networking event counts as a Networking and Skills Event – Employer or Practice Area Panels activity for the PDP.*

TLCN "Quick Tip"

TLCN ("12Twenty") has many great features, and every week will highlight one in a short video (all are under 5 minutes!)

As you start to attend PDP activities, make sure you are reporting them properly! This week's quick tip video will show you how! Click [here](#) to watch.

Job Fairs

Please note that the Cook County Bar Association has postponed its Cook County Minority Job Fair to Friday, January 8, 2021. Right now it is schedule to be in person, but they are also planning to change to a virtual job fair if necessary. Please continue to register for the fair - student registration will be open until OCTOBER 2nd. Please click [here](#) to register. Contact [Katie](#) for more information.

ATTENTION:

**MINORITY LAW STUDENTS
IN THE CLASSES OF
2021 AND 2022**

YOU ARE CORDIALLY INVITED TO PARTICIPATE IN

**The Cook County Bar Association's
37th ANNUAL
MINORITY LAW STUDENT JOB FAIR**

WHEN: Friday, January 8, 2021 (SAVE THE DATE)
WHERE: Embassy Suites Chicago – Downtown/Lakefront
511 North Columbus Drive
Chicago, Illinois 60611

ANTICIPATED STATES
REPRESENTED BY EMPLOYER
PARTICIPANTS INCLUDE:

California, Illinois, Indiana, Iowa,
Georgia, Kentucky, Michigan,
Minnesota, Missouri, New York,
Ohio, Tennessee, Texas,
Washington D.C., and Wisconsin

ANTICIPATED EMPLOYER
PARTICIPANTS INCLUDE:

Large, Medium, and Small Law
Firms, Corporations, and
Government Agencies

ANTICIPATED NUMBER OF
EMPLOYER PARTICIPANTS:

70

2020 CCBA JOB FAIR STUDENT INFORMATION SHEET

IMPORTANT DATES FOR STUDENTS

- Student Registration is open from **February 17, 2020 to October 2, 2020** at 11:59 PM CST.
- Each student must complete their profile and upload their resume by **October 2, 2020** at 11:59 PM CST. Please plan ahead and register well in advance of the deadline.
- Each student must bid for 25 ranked employer selections between **October 10, 2020 and October 16, 2020** at 11:59 PM CST.
- Students should receive their initial schedule on or before **October 26, 2020**.
- Initial drops, adds, and cancellations completed by **October 31, 2020** at 11:59 PM CST.
- Final cancellations should be completed by **11:59 PM CST November 15, 2020**.
- The Minority Law Student Job Fair will be held on **January 8, 2021**, at the Embassy Suites - Chicago located at 511 N. Columbus Drive, Chicago, Illinois 60611.
- Our informational website is www.ccbaminorityjobfair.org and our registration website is <https://law-ccba-csm.symlicity.com/students/>.

Legal Programs, Scholarships, and Contests

PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM

The PMF Program is a highly selective, 2-Year fellowship and leadership development program that recruits recent and soon-to-be graduates with advanced degrees. It is the Federal Government's flagship leadership development program and is an excellent way for students with management potential and public service motivation to start a career in the Federal Government and be developed into tomorrow's leaders.

During the month of September 2020, the Presidential Management Fellows (PMF) Program will be hosting an informational webinar every Tuesday for potential applicants of the upcoming PMF Class of 2021 Application.

The PMF Class of 2021 Application is scheduled to open at Noon (ET), Wednesday, September 30, 2020, and close at Noon (ET), Wednesday, October 14, 2020.

The informational webinars will provide a general overview of the PMF Program, details about the 2021 application cycle, and, if time permits, allow for any questions. Please note that several of the webinars have a specific focus related to strategic recruitment goals, but all will cover the basics of the program, the 2021 application cycle, and are open to all majors. The webinars will **not** be recorded or published.

The Tuesday informational webinars scheduled are:

1. Tuesday, September 29, 2020, from 2:00-4:00pm (Eastern Time)
 - This session, a day before the 2021 Application opens, will serve as an open forum for questions. It will be open to all disciplines, but will **not** include a presentation.
 - Register in advance here: <https://pmf2021september29.eventbrite.com>

These dates are posted to the “2021 Application” webpage at <https://www.pmf.gov/become-a-pmf/2021-application/>. Additionally, a flyer on the above webinars has been posted to the [Academia\Resources](#) and [Become a PMF\Resources](#) pages to assist in promoting these webinars to prospective applicants.

Upon registering, we will send a confirmation email prior to the scheduled event. The confirmation email will include additional details for the webinar link and audio instructions.

Peggy Browning Fund



Educating Law Students on the Rights and Needs of Workers

NATIONAL LAW STUDENTS WORKERS' RIGHTS VIRTUAL CONFERENCE

October 16-18, 2020

Plenary Session: Black Lives Matter & the Labor Movement

Keynote Address: COVID-19 and Essential Workers

Substantive Workshops

Networking Meet-Ups

If you're interested in advocating for workplace justice, join us!

- Learn about vital issues facing workers
- Gain valuable insights into becoming an advocate workers' rights
- Supplement your labor law courses
- Learn about Peggy Browning Fellowships

Registration Deadline: October 1, 2020

Look for details at www.peggybrowningfund.org.

Questions? Email mmoffa@peggybrowningfund.org or call 267-273-7992

DEADLINE EXTENDED!
1L Deadline: February, 2021
2L Deadline: November 1, 2020

SHUMAKER Shumaker, Loop & Kendrick, LLP	SHUMAKER Shumaker, Loop & Kendrick, LLP
<h3>Shumaker Diversity Scholarship</h3> <p>Shumaker, Loop & Kendrick, LLP is committed to fostering diversity and inclusion among our attorneys and other professionals, and believe that including attorneys and staff members from diverse backgrounds is a critically important element in providing quality legal services to our clients and a productive working environment for our team members. In furtherance of our efforts to recruit, retain and promote attorneys who contribute to the diversity of our firm, we are pleased to offer the Shumaker Diversity Scholarship. The Shumaker Diversity Scholarship is one example of how we seek candidates who demonstrate personal and professional excellence, and who bring diverse life experiences to our team.</p> <p>The Shumaker Diversity Scholarship provides, in Shumaker, Loop & Kendrick, LLP's discretion, a \$7,500.00 scholarship to one (1) or two (2) outstanding first or second year law students who are enrolled at an ABA accredited law school and who participate in the firm's summer associate program, to assist in offsetting his or her law school expenses. The scholarship is in addition to the salary paid to the student for his or her Summer Associate position.</p> <p>The Shumaker Diversity Scholarship is available to students who are members of underrepresented or minority groups. Applicants must have outstanding undergraduate and law school academic credentials and demonstrated leadership abilities and community involvement. Applicants must also demonstrate a commitment to practice law after graduating from law school in the geographic area of one of our firm's offices.</p> <p>Eligibility for the Shumaker Diversity Scholarship requires that the recipient participate in and complete the firm's summer associate program following his or her first or second year of law school, for a minimum of eight weeks. Shumaker will select the office in which the student will work, but will attempt to place the student in the office location of his or her choice. The scholarship will be paid upon the student's completion of the firm's summer associate program.</p> <p>Students who are interested in applying for the Shumaker Diversity Scholarship must submit the following documents:</p> <ol style="list-style-type: none">1. A completed application form, together with a current law school transcript.2. A current resume, including a description of the applicant's academic and leadership skills, community involvement, and personal and professional accomplishments.3. A legal writing sample.4. Optional: Letters of recommendation from three academic or professional references or their contact information. <p>Applications should be sent via email to: wsmartin@shumaker.com.</p>	<h3>Application for Shumaker Diversity Scholarship</h3> <p>Applicant's Name: _____</p> <p>Applicant's Address: _____</p> <p>_____ Law School: _____</p> <p>Law School Graduation Date: _____</p> <p>I have applied for or requested an on-campus interview for a 2020 Summer Associate position at one of Shumaker's offices. [] Yes [] No</p> <p>Preferred Shumaker office: [] Charlotte [] Charleston [] Columbus [] Sarasota [] Tampa [] Toledo</p> <hr/> <p>Please include the following attachments to this Application form, prior to submission:</p> <ol style="list-style-type: none">1. Current law school transcript.2. Current resume, including a description of the applicant's academic and leadership skill community involvement, and personal and professional accomplishments.3. A description of why the student believes that diversity is important and how his or her identified diverse background(s) would contribute to that philosophy.4. Legal writing sample.5. Letters of recommendation from three academic or professional references. <hr/> <p>This completed Application form should be submitted as follows:</p> <ul style="list-style-type: none">• 2Ls: the deadline to submit application materials is August 14, 2020• 1Ls: the deadline to submit application materials is February 21, 2020 <p>Please submit all required attachments to Wendy Martin at wsmartin@shumaker.com. <small>Shumaker reserves the right to extend the deadlines or offer the scholarship prior to any deadlines.</small></p>

Please see the posting in TLCN for the application materials.

Jobs of the Week

Below are a few select job postings for students. For the full posting and to view other positions go to [TLCN](#). Apply as soon as possible!

Job Title

[National Tax Office - Intern](#)

Employer Name

Plante Moran

[Law Clerk](#)

Sutter O'Connell

[Law Clerk](#)

Godfroy, Wetzel & Horkey, PLC

[Law Clerk for Judge Michelle A. Wagner \(Courtroom Bailiff\)](#)

Toledo Municipal Court

[Intern \(Remote or In-person\)](#)

Indiana Department of Child Service

[2021 Honors Internship Program](#)

Federal Bureau of Investigation

The positions listed below are for Summer 2021 On-Campus Interviews & Toledo Law Resume Collects.

Job Title

Employer Name

[Summer Associate and Diversity Scholarship \(2Ls\)](#)

Shumaker, Loop & Kendrick, LLP



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The University of Toledo College of Law is committed to a policy of equal opportunity in education, employment, membership and contracts without regard to race, color, religion, sex, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation and participation in protected activities, except as mandated by pertinent legal requirements. The College of Law will take affirmative action as required or permitted by federal or state law.

