



TOLEDO LAW

THE UNIVERSITY OF TOLEDO

Office of Professional Development Newsletter

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Jobs of the Week

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!)*

CLASS MEETINGS

You are required to watch your class meeting as part of the Professional Development Program. Instructions on how to report that you've watched are contained in the videos.

To watch the 1L meeting, click [here](#). The deadline to watch and properly report that you've watched the 1L meeting is 5pm Friday, September 11th.

The deadline to watch the 2L or 3L/4L meeting was Friday, August 28th. The 2L meeting can be found [here](#). The 3L/4L meeting can be found [here](#).

1Ls - RESUME, COVER LETTER, AND OTHER APPLICATION MATERIALS VIDEOS

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.

2Ls and 3L/4Ls - UPDATE YOUR RESUME

Make sure you have updated your resume to include your summer experience. Also make sure to update your class rank, and include law review or moot court, if applicable.

Did you earn an honors designation last semester? Make sure to include it in your resume! OPD recommends including it under your GPA, like this:

EDUCATION:

University of Toledo College of Law, Toledo, Ohio

Juris Doctor anticipated, May 2022

GPA: 3.5

Honors Grades: Class Name, Class Name, etc. OR all Spring 2020 Courses

Honors: Full Merit Scholarship

Activities: Public Interest Law Group

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 Approved Programs

Virtual David Harris Lecture: "Police/Civilian Confrontations and Deaths: How Often? Why? What Can We Do?"

Friday, Sept. 11

11:50 a.m.-1 p.m.

The killing of George Floyd by a Minneapolis police officer who used excessive force has brought renewed and intense focus to an old problem: police confrontations with civilians that end in injury or death. How frequently does this happen? What role does race play? Why does it keep happening? Join Professor

Davis A. Harris of the University of Pittsburgh in this virtual lecture to address these questions and discuss what can be done to stop the bloodshed. For more information and to register, [click here](#).

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

U.S. Army JAG Information Session

Tuesday, Sept. 15
12:00 p.m.-1 p.m.

Interested in a career as an U.S. Army Judge Advocate General? Want to know what life is like as a lawyer for the military? Join Captain Christian Woo for a virtual presentation! Captain Woo will talk about the recruiting process, life as a lawyer for the Army, career paths, and answer your questions! Captain Woo will also be conducting Field Screening Interviews after the presentation. Make sure to sign up for an interview by submitting a resume via the OCI Job Posting, <https://law-utoledo.12twenty.com/job-postings/31999904294311>

Please see the Event tab in TLCN to register!

****Attending this discussion counts as a Networking and Skills Event - "Employer Panel or Practice Area Panel". Remember to report this activity on TLCN after attending.**

U.S. Air Force JAG Information Session

Wednesday, Sept. 16
12:00 p.m.-1 p.m.

Interested in a career as an U.S. Air Force Judge Advocate General? Join Captain Keshat Lemberg for a virtual presentation!

Captain Lemberg will talk about the recruiting process, career paths, and answer any questions you may have! Captain Lemberg can conduct informational interviews after the presentation if you have additional questions.

Please see the Event tab in TLCN to register!

***Attending this discussion counts as a Networking and Skills Event - "Employer Panel or Practice Area Panel". Remember to report this activity on TLCN after attending.*

TLCN "Quick Tip"

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

This week's quick tip video - Researching and Targeting Employers. Click [here](#) to watch.

Job Fairs

UPDATE: The Heartland Diversity Legal Job Fair will be held virtually this year, on NOVEMBER 7th. Student registration is open from 8/17-9/18. To register for the event, please visit [this link](#). There is no fee for students to register. All 2L and 3L law students who consider themselves diverse are invited to participate regardless of race, ethnicity, gender, gender identity, religion, age, sexual orientation, national origin, veteran status, or disability. For more information about the job fair, please contact [Katie](#).



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 scheduled 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.symplicity.com/students/>.

Legal Programs, Scholarships, and Contests



Applications are due at **8 p.m. ET** on September 17, a change from previous years.

Here are a few tips for completing the application, from our Fellowship Applicant Guide, as you work to add your finishing touches.

- **Create an online profile** ASAP, if you haven't already! By reviewing the actual application, you can ensure that you've been gathering all of the required information while you still have time to do so.

- **Remember to proofread!** Due to its length, the application needs more than just a quick skim to check for typos. We suggest candidates have at least three different people review the submission materials.
- **Seek feedback** from trusted connections, such as law school professors, public interest career counselors, organizations, and even current Fellows and alumni. Ask them to pose tough questions that will help you strengthen your proposal.
- **Check the formatting** if you're pasting content in from a different program, such as Microsoft Word. You want to be sure that your application is formatted consistently and readable to those reviewing it.
- **Pay attention to time zones!** The application is due by 8 p.m. ET—east coast time—on September 17.

Finally, our biggest piece of advice: **submit early**. You've worked hard the past few months in conjunction with your chosen organization, and we want to make sure you don't jeopardize your efforts due to last-minute technical difficulties. Once more, the application is due by **8 p.m. ET on September 17**.

As always, our Fellowships experts are here to help, at fellowships@equaljusticeworks.org.

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 five Tuesday informational webinars scheduled are:

1. Tuesday, September 8, 2020, from 2:00-3:00pm (Eastern Time)
 - This session is open to all disciplines, and will have a specific focus on Scientific, Technical, Engineering, and Mathematics (STEM) fields

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- Register in advance here: <https://pmf2021september8.eventbrite.com>
 2. Tuesday, September 15, 2020 from 2:00-3:00pm (Eastern Time)
 - This session is open to all disciplines, and will have a special focus on Public Health
 - Register in advance here: <https://pmf2021september15.eventbrite.com>
 3. Tuesday, September 22, 2020 from 2:00-3:00pm (Eastern Time)
 - This session is open to all disciplines, and will have a specific focus on diversity and inclusion
 - Register in advance here: <https://pmf2021september22.eventbrite.com>
 4. 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.

DEADLINE EXTENDED!
1L Deadline: February, 2021



RECORDGONE

**Higbee & Associates and the Foundation for Continuing Justice
2019-2020 Student Writing Competition**

The Foundation for Continuing Justice and the Law Firm of Higbee & Associates are pleased to announce the third Criminal Record Policy Essay Competition and Scholarship for law students. This inaugural competition will award cash prizes. The competition is intended to expand the awareness of consequences of criminal records and the laws that govern their retention, dissemination and expungement, as well as to encourage research into the ways to improve related laws.

TOPICS (Choose One):

- How to improve expungement related laws in (state of your choice)
- When, if ever, should government stop reporting criminal records to the public?
- What affects do criminal records have on former offenders ability to re-assimilate?



GUIDELINES:

The essay should be between 2,000 and 5,000 words in length. The essay must be original content that has not been previously published. Essays must be submitted in compliance with the terms set forth at:

www.recordgone.com/competition

**H&A LAW STU
WRITING COMPET**

PRIZES:

Scholarships For The Winning Essays Are As Follows:

First Place: \$2,000.00
Second Place: \$1,000.00
Third Place: \$300.00
Honorable Mention: \$200.00

Submission Deadline:

All Essays Are Due By September 30,
The Winners Will Be Announced On C
Before October 31, 2020

Winning essays will be posted on the sponsor's web site and credit will be given to the author. By submitting a you are granting the sponsors permission to post the essay on their web sites and social media channels.

ELIGIBILITY, REQUIREMENTS & DETAILS

- Entrants must 18 years of age or older and enrolled in a Juris Doctor program in the United States.
- Only one essay submission per law student.
- All entrants will be notified of the results on or before October 31, 2020. Winners will be sent a check via U before November 15, 2020.
- The awarded funds are to be used to pay for law school-related expenses. As a condition of receiving the a winner agrees to submit a completed W-9. Winner is responsible for all taxes associated with receiving the

Please visit us to submit your essay online or to learn more about the contest:

www.recordgone.com/competition

The Foundation for Continuing Justice (FFCJ) is a privately funded, non-profit law firm dedicated to providing with a criminal record, the opportunity to re-enter and reintegrate into society as productive individuals. Higbee & Associates provides criminal record expungement and sealing services to more than 19,000 clients through RecordGone.com

For more information, visit: <https://www.recordgone.com/law-student-expungement-competition-3rd-annual.htm>

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	Employer Name
Paralegal	Special Counsel
2021 Justice for All Fellow	Ohio Access to Justice Foundatio
Privacy Intern	The University of Toledo
Compliance Intern	The University of Toledo Health S Campus
National Tax Office - Intern	Plante Moran
Law Clerk	Godfroy, Wetzel & Horkey, PLC
2021 Honors Internship Program	Federal Bureau of Investigation

*The positions listed below are for Summer 2021 On-Campus Interviews & Toledo Law Resume Collects. While interviews are currently scheduled for August, the interview schedule is subject to change to comply with the latest safety guidelines. Please note that the **due date for application materials will not change**, even if the OCI is rescheduled.*

Job Title	Employer Name
Active Duty, Reserves, & Paid Internship	U.S. Army JAG Corps

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

Shumaker, Loop & Kendrick, LLP



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